



*Secretariat of the Pacific Regional Environment Programme  
(SPREP)*

APPLICANT INFORMATION PACKAGE  
**Monitoring and Evaluation Specialist – Pacific Ocean Litter  
Project (POLP)**

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## A. Background information on SPREP

The *Secretariat of the Pacific Region Environment Programme* (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.

The head office is based in Apia, Samoa with over 100 staff. There are SPREP offices in Fiji, Republic of the Marshall Islands and Vanuatu as well as SPREP Officers stationed in Solomon Islands.

SPREP has an annual budget of approximately USD33 million in 2020.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

### **Mandate**

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance to Pacific island countries and territories in order to protect and improve its environment and to ensure sustainable development for present and future generations.

### **Vision**

SPREP is guided by its **vision for the future**:

*"A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".*

### **Members**

SPREP has 21 Pacific island member countries and territories:

- |                                   |                      |                      |
|-----------------------------------|----------------------|----------------------|
| ▪ American Samoa,                 | ▪ Marshall Islands,  | ▪ Solomon Islands,   |
| ▪ Cook Islands,                   | ▪ Nauru,             | ▪ Tokelau,           |
| ▪ Federated States of Micronesia, | ▪ New Caledonia,     | ▪ Tonga,             |
| ▪ Fiji,                           | ▪ Niue,              | ▪ Tuvalu,            |
| ▪ French Polynesia,               | ▪ Northern Marianas, | ▪ Vanuatu, and       |
| ▪ Guam,                           | ▪ Palau,             | ▪ Wallis and Futuna; |
| ▪ Kiribati,                       | ▪ Papua New Guinea,  |                      |
|                                   | ▪ Samoa,             |                      |

and 5 'metropolitan' member countries:

- Australia,
- France,
- New Zealand,
- United Kingdom and
- the United States of America;

with direct interests in the region.

## **SPREP Goals and Objectives**

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

### **Regional Goals**

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change;
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems;
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control;
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance.

### **Organisational Goals**

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

### **SPREP's Values**

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

## B. The Pacific Ocean Litter Project

Marine litter is a pressing environmental, health and economic development problem for Pacific island countries. Plastic pollution in particular, threatens the livelihoods of Pacific island communities that are dependent on coastal systems for food, trade and tourism. Plastics adversely affect fish and other marine life, coral reefs, beaches and mangrove forests, and devalues the amenity of coastlines, threatening the growing tourism sector.

At the 2017 and 2018 Pacific Island Forum leaders' meetings, Pacific leaders committed to addressing the issue of single-use plastics as a matter of urgency and endorsed SPREP's *Pacific Regional Action Plan for Marine Litter* (or simply the 'Marine Litter Action Plan').

Many Pacific countries have already commenced or announced plastic reduction initiatives such as plastic bag bans or levies, plastic straw and polystyrene take away container bans and container deposit levies. These initiatives emphasise the Pacific region's strong commitment to address marine plastic pollution.

### *Project Inception*

The Australian-funded *Pacific Ocean Litter Project* was borne from the Australian Government's desire to assist SPREP and Pacific island countries (PICs) with the implementation of agreed actions under the Marine Litter Action Plan, and forms part of broader Australian Government support for sustainable oceans in the Pacific.



POLP is funded by the Australian Department of Foreign Affairs and Trade (DFAT) through the *Australian Aid Program* and is administered on behalf of the Australian Government by the Department of Agriculture, Water and the Environment (DAWE) under a grant arrangement with SPREP as the regional implementing partner.

Preliminary design work for the Project commenced in March 2019 and included representatives from SPREP, other Pacific donors and officers from the Australian Department of Agriculture, Water and the Environment. The design initially addressed key marine litter threats and proposed actions identified through the Marine Litter Action Plan under the original four-year, AUD 8 million funding commitment by the Australian Government. In July 2019 Australia expanded this commitment to support a six-year, AUD 16 million project investment.

Given the enthusiasm with which PICs have embraced this issue, the Australian Government's funding commitment under POLP represents a timely investment for the provision of much needed technical support, capacity building assistance and resources to implement plastic reduction measures.

### **Project - Long-term outcome**

The long-term outcome of the Project is:

*‘Decreased marine litter within the coastal environments of Pacific island countries by reducing the availability of select categories of problematic single-use plastics from household and tourism sources (i.e. plastic bags, polystyrene, straws, PET bottles and other products)’*

### **Project - Intermediate outcomes**

The Project has been designed to deliver support to Pacific island countries through an integrated approach addressing legislation, policy and planning, increasing consumer awareness and changing behaviour, working closely with industry groups and small businesses and by identifying and providing information about sustainable alternative products and practices.

Consequently, the five *intermediate* outcomes which will guide project investment are:

1. Legislated or voluntary single-use plastic bans, levies and other instruments are adopted/ resourced / implemented.
2. Local and visiting consumers (women, men, girls and boys) are using less single-use plastics and more alternative products.
3. Target sectors, companies and businesses adopt plastic reduction measures.
4. Alternative products and practices are identified for adoption; and
5. SPREP, as the regional lead agency, is successfully driving implementation of the Marine Litter Action Plan.

### **Project – Geographic focus**

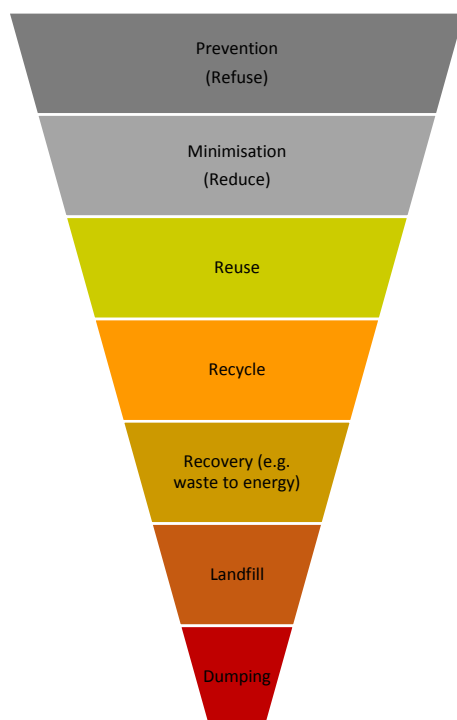
Project funding will provide support, advice and assistance for the Pacific island countries of Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu. These countries will derive benefit either by direct support for domestic single-use plastic reduction activities or through regional Project initiatives, shared learning / outcomes and ‘best practice’ examples which emerge through Project actions delivered in counterpart Pacific nations.

### **Project – Environmental Threat focus**

POLP will work to reduce the volume of single-use plastics ending up as marine litter in Pacific coastal environments by focussing on reducing single-use plastics from land-based sources, primarily from household and tourism industry litter, including:

- Plastic bags;
- Polystyrene take-away food packaging;
- Disposable plastic cutlery, plates & cups;
- Plastic straws; and
- PET bottles.

The Marine Litter Plan outlines a hierarchy of waste management actions (drawn from the UN's Environment Programme). POLP activities will primarily address the 'Refuse' and 'Reduce' actions:



### ***Project – Pacific Donor Coordination and Engagement***

In order to maximise the outcomes for individual Pacific nations and the region, the Project will also act on behalf of SPREP to coordinate and facilitate partnerships with government agencies, donors, partners, industry and community groups to focus on reducing the primary sources of marine plastic litter under the framework of the Marine Litter Action Plan.

The skills and expertise of the Project team will complement other donor-funded waste programmes, especially those that have links with marine plastic pollution. The Project has been designed to enable other donors to invest and scale up the Project geographically - or by directing support to any of the Marine Litter Action Plan's recommended actions which are currently beyond the scope of the POLP.

### ***Project – Implementation team***

The Australian Government's investment in POLP includes funding for SPREP to establish a Marine Litter team to implement the POLP, and coordinate similar initiatives across the region. The team will include:

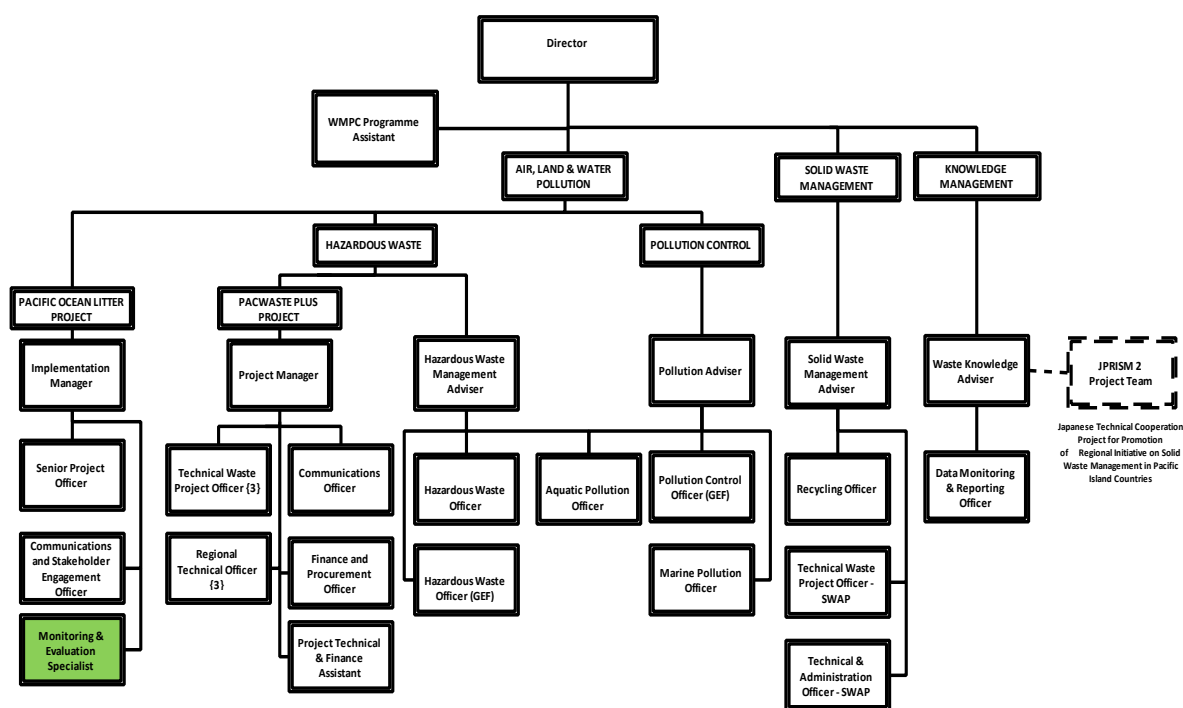
- A Senior Project Officer;
- A Communications and Stakeholder Engagement Officer; and
- A Monitoring and Evaluation Specialist (this recruitment).

The Australian Government have also supported the 3 - 4 year deployment of an officer from the Department of Agriculture, Water and the Environment as the seconded 'Implementation Manager' to lead the Project and manage the Marine Litter team.

## C. JOB DESCRIPTION

<b>Job Title:</b>	Monitoring and Evaluation Specialist – Pacific Ocean Litter Project
<b>Programme:</b>	Waste Management and Pollution Control
<b>Team:</b>	Pacific Ocean Litter Project (POLP)
<b>Responsible To:</b>	Implementation Manager, POLP
<b>Responsible For: (Total number of staff)</b>	Nil
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>Operationalise the <i>Monitoring Evaluation Reporting and Learning Plan</i>.</li> <li>Lead the implementation of monitoring, evaluation and reporting upon activities against the Project's Outcomes Framework and Annual Workplans;</li> </ul>
<b>Date:</b>	April 2020

### Organisation Context





## Key Result Areas

The position of **Monitoring & Evaluation Specialist** addresses the following Key Result Areas:

1. Operationalisation and management of the POLP *Monitoring Evaluation Reporting and Learning (MERL) Plan*;
2. Monitoring, evaluation and reporting upon approved Annual Workplan activities and in line with the Project's Outcomes Framework;
3. Development and employment of effective monitoring and evaluation tools and processes;
4. Provision of support, advice, learning and development around activity Monitoring & Evaluation tools and approaches;
5. Facilitation, Networking, partnerships and collaboration.

***The requirements, expectations and performance standards for the above duties are broadly identified below.***

(Duties) The Jobholder is accountable for:	(Performance) Jobholder is successful when:
<p><b>1. Operationalisation and management of the POLP <i>Monitoring, Evaluation, Reporting and Learning Plan</i>:</b></p> <p>a) Socialise and operationalise the Project's draft Monitoring, Evaluation, Reporting and Learning Plan, which is underpinned by the Project's Outcomes Framework, in line with SPREP's, and other parties, Results Monitoring Framework(s), and in consultation with participating countries, the Donor (<i>including Donor-appointed M&amp;E Design Consultants</i>) and other relevant stakeholders.</p> <p>b) Ensure the Project's M&amp;E plans are aligned to:</p> <ol style="list-style-type: none"> <li>i. the SPREP Results Monitoring Framework;</li> <li>ii. Project Design;</li> <li>iii. The Pacific Regional Action Plan for Marine Litter (and other relevant regional and global frameworks); and</li> <li>iv. DFAT's Monitoring &amp; Evaluation Standards (where relevant and not in conflict with SPREP's M&amp;E requirements - in which case DFAT's standards take precedence).</li> </ol> <p>c) Ensure the Project monitoring and evaluation supports the collection and reporting of data and information on lessons learnt, best practice, cross-cutting</p>	<ul style="list-style-type: none"> <li>• The Project's Monitoring, Evaluation, Reporting and Learning Plan is ready to apply and endorsed by the Project Management Committee;</li> <li>• The Plan is well-understood by the Project team and is effectively applied across project activities;</li> <li>• The Plan is appropriate for the Project Design, the broader Project Implementation Plan, SPREP's Results Monitoring Framework, other relevant regional and global frameworks and applicable, relevant donor standards;</li> <li>• The Plan enables the Project to effectively monitor the progression and degree of success / performance and progress toward agreed intermediate and end of project outcomes;</li> <li>• The Plan supports the collection of useful data and information - including lessons learnt - to support reporting against the End of Project Outcomes, and possibly progress towards long term impact.</li> <li>• Information generated as a result of the Project's Monitoring, Evaluation, Reporting and Learning Plan can be included in Project publications, at key events (e.g. Working</li> </ul>

<p>social issues such as gender equality, disability inclusion, and environmental outcomes, as well as demonstrate progress towards the intermediate, end of project and long-term outcome..</p>	<p>Group meetings) and on the project website / page.</p>
<p><b>2. Monitoring, evaluation and reporting upon approved Annual Workplan activities and in line with the Project's Outcomes Framework:</b></p> <ol style="list-style-type: none"> <li>a) Develop annual schedules for monitoring &amp; evaluation (including reporting) efforts, aligned with the broad requirements of the Project Implementation Plan and specific activities / timeframes under agreed Annual Workplans;</li> <li>b) Review and update the Project's Outcome Framework based on monitoring and evaluation results and findings, including in collaboration with relevant stakeholders.</li> <li>c) Lead the monitoring and evaluation of the progress of the Project against its outcomes framework, Monitoring, Evaluation, Reporting and Learning Plan and Annual Work plans, including monitoring of: <ol style="list-style-type: none"> <li>i. activity delivery,</li> <li>ii. environmental and social risks and remedial actions taken, and</li> <li>iii. crosscutting gender equality, disability inclusion and other social issues to ensure they are timely and are aligned.</li> </ol> </li> <li>d) Support the development and provision of annual and six monthly reports on the progress of the Project in accordance with the relevant reporting requirements for the Record of Understanding, Project Management Committee and for periodic events / working groups as necessary;</li> <li>e) Lead the collection, analysis and compilation of data and information to report against the outcomes defined in the Outcomes Framework and Monitoring, Evaluation, Reporting and Learning Plan and provide support to the Project team, consultants or participating countries in collecting and analysing data</li> </ol>	<ul style="list-style-type: none"> <li>• Activities scheduled for delivery within a Workplan are accompanied by a well-constructed, achievable and sustainable monitoring program;</li> <li>• The Project's Outcomes Framework is revised where necessary, in participation with key stakeholders and endorsed based on clear results and recommendations from monitoring and evaluation efforts;</li> <li>• Progress against outcomes specified in the Outcomes Framework can be effectively demonstrated, with the monitoring and assessment of activities conducted in a uniform manner to ensure accuracy and consistency of regular Project reporting;</li> <li>• Emerging risks and issues or problems encountered during activity implementation are identified and addressed in a timely manner as a result of the sound monitoring regime.</li> <li>• Participating countries are supported to contribute to well synthesised and analysed activity reports, with clear evidence that links individual activity progress and milestones to the outcomes defined in the Project's Outcomes Framework;</li> <li>• Data and information from various sources, including field work is collected in a strategic and timely manner, thoroughly analysed and synthesised, in participation with key stakeholders, to enable provision of evidence-based progress, lessons learnt, progress to end of project outcomes, and sound practices;</li> <li>• Where requested – and where deemed appropriate / achievable - guidance and advice is provided to beneficiary countries' national governments, sectors or communities on ensuring their reporting systems &amp; processes enable them to report</li> </ul>

<p>and information relevant to their activities.</p>	<p>on achievements, progress to intended outcomes, lessons learnt and best practices as a result of Project activities;</p> <ul style="list-style-type: none"> <li>• Monitoring reviews are completed and summary / recommendation reports developed and approved.</li> <li>• Participatory reviews of the Project's Monitoring, Evaluation, Reporting and Learning plan, schedule and results endorse the approach and tools adopted.</li> </ul>
<p><b>3. Development and employment of effective M&amp;E tools:</b></p> <ol style="list-style-type: none"> <li>a) Coordinate the development of practical monitoring and evaluation tools (e.g. data collection and analysis tools, database, survey, etc) to compliment the Monitoring, Evaluation, Reporting and Learning Plan and Outcomes Framework.</li> <li>b) Provide technical Monitoring and Evaluation support and advice to the Implementation Manager, the Project team, consultants engaged for the delivery of activities and where required – to participating countries and stakeholders.</li> <li>c) Develop the necessary reporting templates to enable the Implementation Manager to report against the Project intermediate and end of project outcomes.</li> <li>d) Ensure the collection of sex-and disability disaggregated data in all processes.</li> <li>e) Prepare Terms of Reference and / or design methodologies for specific identified high priority evaluations, in consultation with partners and stakeholders,</li> <li>f) Commission, oversight delivery of, and quality assure high priority identified evaluations, if needed</li> <li>g) Ensure gender equality and disability inclusion mainstreaming is measured as set out in the Monitoring, Evaluation, Reporting and Learning Plan, and that opportunities for participation of women and people living with disability are considered and appropriately supported for all monitoring, evaluation and learning</li> </ol>	<ul style="list-style-type: none"> <li>• Appropriate and user-friendly monitoring and evaluation tools are developed, well-understood and are being employed effectively by the Project, participating countries and consultants / suppliers (where appropriate);</li> <li>• Project reporting is appropriately supported / informed by clear data and / or information secured through the employment of the M&amp;E tools and measures;</li> <li>• Project monitoring and evaluation templates support and promote the compilation of relevant data and information, in a format that can be readily referred to for Project reporting / briefing and which 'contributes to a story' of the achievement progress against outcomes.</li> <li>• Quality Terms of Reference prepared for evaluations, feasible within available resources and in line with DFAT's standard for Terms of Reference for Independent Evaluations.</li> <li>• Ensure that evaluation processes delivered are robust, that contracts have enough control points and quality standards included to ensure that evaluations of the required quality are achieved. and that evaluation reports meet DFAT's standard for Independent evaluation reports.</li> </ul> <p>POLP Reports clearly tell the story of women's and people living with disability's participation, and present their voices.</p>

activities, as per the POLP Gender equality and social inclusion strategy.	
<p><b>4. Provision of support, advice, learning and development opportunities around activity Monitoring &amp; Evaluation approaches:</b></p> <p>a) provide professional learning and development opportunities (e.g. coaching, mentoring, learning by doing, specific training) to participating countries and Project or SPREP staff on best practice monitoring and evaluation methods, tools and reporting templates / techniques, where required by the Project,</p> <p>b) Conduct learning needs analysis for monitoring and evaluation for participating countries, industry or community groups and explore opportunities for supporting learning and development.</p>	<ul style="list-style-type: none"> <li>• Monitoring and evaluation learning and development opportunities are professionally developed and delivered;</li> <li>• Learning and development outcomes are achieved – with partner country representatives able to effectively employ monitoring and evaluation techniques and tools in their domestic settings;</li> <li>• Monitoring and evaluation tools, including reporting templates, are well understood by all participants;</li> </ul> <p>Learning needs analysis reports clearly describe learning and development needs for monitoring and evaluation practice, including suggested methodology and approaches to develop capability accompanied by a time-bound and costed work plan to guide training delivery.</p>
<p><b>5. Networking, partnerships and collaboration:</b></p> <p>a) Support the management and coordination of new partnerships established during the implementation of the Project, including through collaboration with other projects that could complement POLP activities, in cooperation with the Implementation Manager and the POLP Communications Officer;</p> <p>b) Lead the presentation and promotion of key Project's results and outcomes secured through the monitoring and evaluation efforts at community, national and regional and levels.</p>	<ul style="list-style-type: none"> <li>• SPREP, DAWE and other donors are working effectively as regional partners in the delivery of evidence-based activities under the Regional Marine Litter Action Plan;</li> <li>• Improved situational awareness of project results and outcomes by SPREP, the DAWE and other donors and stakeholders;</li> <li>• Robust network of partners at national, community, regional and global levels willing to support and collaborate to achieve the objectives of the Project (and the broader Marine Litter Action Plan) and its activities.</li> </ul>

### **Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Project Manager/Director as part of SPREP's Performance Development System.

This section may be reflected in the successful applicant's Performance Development Plan.

## Work Complexity

### Most challenging duties typically undertaken:

- Operationalisation and socialisation of the POLP Monitoring, Evaluation, Reporting and Learning Plan to ensure that it is aligned, appropriate, sound and practical in collaboration with the Donor, participating countries and key stakeholders;
- Ensuring project activities are implemented in such a manner to enable measurable achievement of progress toward outcomes and the identification of evidence to support outcome milestones;
- Managing the collection of data and information, facilitation of participatory analysis to capture lessons learnt and the employment of sound practices using approved monitoring and evaluation tools and systems developed for the Project;
- Provision of timely guidance and advice to the Implementation Manager, Project team and SPREP staff as well as technical consultants and experts recruited to deliver activities;
- Development & delivery of relevant, context-specific monitoring and evaluation learning and development materials, as well as the provision of guidance to participating countries around the development of their own monitoring tools and approaches.

## Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>• Department of Agriculture, Water and the Environment</li> <li>• ;</li> <li>• Donors and other regional organisations (e.g. CROP agencies), including their project teams;</li> <li>• Project Management Committees and Working Groups;</li> <li>• Beneficiary countries;</li> <li>• Experts, consultants and suppliers;</li> <li>• Regional / International organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to data and information;</li> <li>• Coordinate and streamline monitoring and evaluation practices and tools;</li> <li>• Advice and assistance;</li> <li>• Consultations and collaboration;</li> <li>• Facilitation of participatory process for data collection, analysis and sense -making, and learning</li> <li>• Negotiations, communications and reporting;</li> <li>• Provision of learning and development opportunities for monitoring and evaluation.</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Implementation Manager;</li> <li>• POLP team;</li> <li>• SPREP Senior Management Team;</li> <li>• Other SPREP Programmes;</li> <li>• SPREP Project Coordination Unit</li> <li>• SPREP Finance Team.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to data and information;</li> <li>• Collaboration and coordination;</li> <li>• Team-based work;</li> <li>• Advice and support;</li> <li>• Activity coverage and reporting;</li> <li>• Facilitation of participatory process for data collection, analysis and sense -making, and learning</li> <li>• Communications and information sharing;</li> <li>• Discussions &amp; negotiation;</li> </ul>

	<ul style="list-style-type: none"> <li>Drafting correspondence.</li> </ul>
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### Level of Delegation

<b>The position holder:</b>
<ul style="list-style-type: none"> <li>Can seek funding opportunities for project activities subject to authorisation</li> </ul>

### Person Specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level. This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

<b>Essential</b>
<ol style="list-style-type: none"> <li>Minimum qualifications, or equivalent experience of a Master degree in Regional or Global Environment and Sustainable Development, Economics or Business Administration, Social Science or other relevant technical fields.</li> </ol>

### Knowledge / Experience

<b>Essential</b>
<ol style="list-style-type: none"> <li>At least 7 years of extensive monitoring and evaluation experience with some technical capacity on projects related to the environment, waste, human / social impact or governance, preferably within the Pacific islands region (or comparable development environments).</li> <li>Strong strategic advisory and analytical skills, particularly in developing and implementing monitoring and evaluation frameworks.</li> <li>Excellent knowledge of current and emerging 'best practice' monitoring and evaluation concepts, principles and practices, and their application to regional and international organisations, preferably with a focus in the Pacific islands.</li> <li>Excellent knowledge of – and appreciation for - the challenges faced by the Pacific Islands region and demonstrated ability to work and collaborate within a multi-disciplinary and multi-cultural team environment with sound experience in establishing and maintaining effective relationships with a diverse group of people including at different levels of government, NGOs and amongst a diverse groups of stakeholders.</li> </ol>

6. Excellent experience in programme and project management with emphasis on monitoring and evaluation including financial management, proposal development, provision of learning and development opportunities and report writing.
7. Excellent writing, editing and oral communications skills in English as well as skills and experience in working with and facilitating technical and diverse groups to ensure effective communication, knowledge sharing and learning.

## Key Skills / Attributes / Job Specific Competencies

*The following levels would typically be expected for the 100% fully effective level:*

Expert level	<ul style="list-style-type: none"> <li>• Advisory and analytical;</li> <li>• Monitoring and evaluation best practices and development;</li> <li>• Operationalisation of monitoring and evaluation frameworks;</li> <li>• Reporting, work programme planning, budgeting and implementation.</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Communication;</li> <li>• Data management;</li> <li>• Networking;</li> <li>• Capacity building &amp; delivery of training modules / materials.</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Project finances / reporting;</li> <li>• General project management practice;</li> <li>• Appreciation of Environmental issues in the Pacific islands region;</li> <li>• Appreciation of emerging development challenges in the Pacific region.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan;</li> <li>• Cleaner Pacific 2025;</li> <li>• Sustainable Development Goals;</li> <li>• An awareness of Australia's aid program focus in the Pacific: (<a href="https://dfat.gov.au/geo/pacific/engagement/Pages/strengthening-our-pacific-partnerships.aspx">https://dfat.gov.au/geo/pacific/engagement/Pages/strengthening-our-pacific-partnerships.aspx</a>)</li> </ul>

## Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

## **Change to job description**

*From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*



## D. REMUNERATION PACKAGE – TERMS & CONDITIONS

*“Due to the current COVID-19 situation affecting the region, and the priority the Secretariat places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. There will be an opportunity to discuss this matter thoroughly with the successful candidates and any appointment and on-boarding would only proceed when regional conditions permit the deployment of new staff”.*

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for an initial term of 3 years with possible renewal of up to a further 2 – 3 years, in line with the project time frame, subject to performance during the initial term, continuity of related project activities and availability of funds.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP’s salary scale. Starting salary will be SDR35,440 per annum. This is currently equivalent to Samoan Tala \$135,253 (USD\$52,020) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance of SDR4,695 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$17,917 (USD\$6,891) per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

**Adjustments:** Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.60

**Term:** For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6-month probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month’s notice by either party (iii) without notice by either party paying one-month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

**Performance Reviews:** Annual performance assessments and performance rewards will be based on the Secretariat’s Performance Development System.

### **FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:**

**Relocation Expenses:** SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en route for the appointee and accompanying dependent(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

**Establishment Grant:** A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT\$4,198 (USD\$1,615).

**Temporary Accommodation and Assistance:** On arrival in Apia, the appointee and (s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

**Privileges and Immunities:** SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

**Repatriation allowance:** The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed.

#### **FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:**

**Education Allowance:** Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) per annum per family of 3 or more eligible children.

**School Holiday Travel:** One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

**Family Leave Travel:** Return economy class airfares between Apia and the recognised home for the staff member and dependents after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

**Housing Assistance:** Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,850 (USD\$1,096) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

**Security Assistance:** Security-related expenses maybe reimbursed against actual receipts up to SAT\$2,400 (USD\$923) per annum as stipulated under SPREP's Security Assistance policy.

**Annual Leave:** 25 working days a year (up to a maximum accumulation of 50 days).

**Sick Leave:** 30 working days a year (up to a maximum accumulation of 90 days).

**Other Leave:** Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

**Duty Travel:** SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

**Life and Accidental Death and Disability Insurance:** All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

**Medical Benefits:** All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

**Superannuation:** SPREP will pay the Samoa minimum legal requirement of basic salary to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to nominate another recognised Fund for their superannuation.

### **Learning and Development**

Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

### **Definitions:**

'Dependent' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

**Equal Opportunities:** SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

**General:** Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

## E. ADMINISTRATIVE INFORMATION

**ESSENTIAL:** Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (***you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered***);
2. A detailed Curriculum Vitae.

***Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.***

**Submitting applications:**

- a) **BY EMAIL:** (***MOST PREFERRED OPTION***) Subject matter to be clearly marked “Application for Monitoring & Evaluation Specialist – Pacific Ocean Litter Project” and send to [recruitment@sprep.org](mailto:recruitment@sprep.org) OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “Application for Monitoring & Evaluation Specialist – Pacific Ocean Litter Project”

More Information on SPREP and its work in the region can be found on the SPREP website  
[www.sprep.org](http://www.sprep.org)

For further enquiries, contact Marion T. Chan Chui on telephone (685) 21929 ext 328 or  
Email: [marionc@sprep.org](mailto:marionc@sprep.org)

**Closing date: Friday, 15<sup>th</sup> May 2020:** Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
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