

## BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

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| <b>JOB TITLE:</b>           | PIRP MEL (Monitoring, Evaluation and Learning) Coordinator |
| <b>DIVISION/DEPARTMENT:</b> | Pacific Division   |

### 1. OVERALL, PURPOSE OF JOB

The Pacific Island Restoration Programme (PIRP) is acting through a biodiversity-led, multi-sectoral approach addressing IAS as a Nature-based Solution for climate resilience, to secure Pacific Island biodiversity, ecosystems, and people.

Assessing the Programme impact across all areas supported is essential to the cycle of identifying and integrating learning, success, and programme development, and across biodiversity, associated socio-economic (livelihoods, culture and GESI), and capacity development results and outcomes. The Programmes Monitoring, Evaluation and Learning (MEL) will be guided through a regional Strategy (linked to the BirdLife 2023-2032 Global Strategy) managed and coordinated within the Region with technical expertise supporting the collection, analysis, and interpretation of indicator data, the development of (Programme partner) capacity, and inform the ongoing development and impact of the Regional Pacific Islands Programme.

The MEL Coordinator is responsible for leading the development and implementation of MEL across a diverse portfolio of biological and social indicators and national and regional projects, partners, and supporters. Measures include biodiversity and habitat recovery and protection indicators (particularly for birds), and associated social development activities including economic, cultural and gender equity, disability, and social inclusion interests. Also, evaluation of cross-cutting capacity building and intersecting invasive species, and climate adaptation responses. A key challenge will be to support the development of MEL systems and processes which are able to adequately manage the complexity and diversity of individual and local contexts, while still providing a measure of overall impact and learning at programme level.

### 2. STAFF RELATIONSHIPS

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| <b>REPORTING TO (LINE MANAGER):</b>  |
| Pacific Island Restoration Programme Manager   |
| <b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>   |
| Temporary or other staff as agreed   |
| <b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT</b><br><i>(Include nature of work relationship)</i>   |
| <ul style="list-style-type: none"><li>PIRP Programme Manager – MEL programme development and implementation, workplan and priorities, partner and stakeholder engagement, communication of results, and development of Island restoration programme priorities. Project and performance management, authorisations, and administration.</li><li>PIRP and INSPIRE Project Managers and Capacity Development Coordinator - coordination of project workplans and MEL activities, timelines, financing, reporting, partner, and stakeholder engagement.</li></ul> |

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| <ul style="list-style-type: none"> <li>• BL Global Impact &amp; Learning Manager – technical support and integration with BL global Impact &amp; Learning Unit</li> <li>• BL Communities and Capacity Development, and Science, Policy, and Information Divisions -technical support, and database management</li> <li>• Pacific Fundraising and Communications Manager – support for grant development and communications</li> <li>• Pacific Finance and Office Manager – financial administration, Office IT, and Human Resources</li> </ul> |
| <p><b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK:</b><br/><i>(Include nature of work relationship)</i></p>   |
| <p>Pacific region BirdLife Partners and other in-country organisations supporting MEL interests – technical support, PIRP MEL strategy development, implementation, and capacity building.</p>   |
| <p><b>PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:</b><br/><i>(Include nature of work relationship)</i></p>  |
| <p>Specialists, research institutions, Inter-government, government, and non-government agencies supporting PIRP MEL interests throughout the Pacific region. Relationships are strategic and technical supporting MEL implementation and capacity building.</p>   |

**3. KEY WORKING RELATIONSHIPS**

| Contact  | Level (1-3) | Contact                         | Level (1-3) | Contact  | Level (1-3) |
|--|-------------|---------------------------------|-------------|--|-------------|
| BirdLife Network Organisation Staff  | 2           | General Public                  | 2           | Institutional policy makers /Politicians/ Corporations | 2           |
| BirdLife Advisory Groups, Committees, Reg. Councils  | 1           | Press & Media                   | 2           | Institutional Funders                                  | 1           |
| BirdLife Global Council  | 1           | Regulators/Legislators/Auditors | 1           | Individual donors/ members                             | 1           |
| Suppliers/Service Providers  | 3           | Scientific Community            | 3           | Royalty/VIPs/ High worth Individuals                   | 1           |
| <p><b>Level of Contact</b><br/>                     1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.<br/>                     2.= Presenting/Representing/Reporting "Relationship management". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow.<br/>                     3.= Justifying/Negotiating - "Influencing decision makers". Frequent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p> |             |                                 |             |  |             |

**4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

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| <p><b>By Main Work Area:</b></p>  |
| <p><b>PIRP MEL Technical Support</b></p> <ul style="list-style-type: none"> <li>• Lead and technically support the design and implementation of MEL within PIRP projects including invasive species management, seabird and other bird and species recovery, climate adaptation, livelihoods, GEDSI and other social development activities.</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Provide MEL technical expertise across ecological and social indicators, methodologies, information management, analysis, and interpretation.</li> <li>• Integrate MEL needs into the design/development of PIRP projects.</li> <li>• Supporting (where appropriate) PIRP alignment and reporting against BirdLife’s over-arching results framework</li> </ul>  |
| <p><b>Capacity Development</b></p> <ul style="list-style-type: none"> <li>• Increase Partner and stakeholder capacity to implement and sustain PIRP MEL</li> <li>• Support/facilitate research (internal and external) advancing MEL interests</li> </ul>  |
| <p><b>PIRP MEL Management</b></p> <p>Coordinate/manage implementation of PIRP MEL priorities:</p> <ul style="list-style-type: none"> <li>• Identify annual PIRP MEL work plan and budget needs in consultation with Partners and alignment with MEL strategy, and PIRP projects.</li> <li>• General project management, financial administration, and project reporting</li> <li>• Compile an annual summary of PIRP impact</li> </ul>   |
| <p><b>Communication &amp; Advocacy</b></p> <ul style="list-style-type: none"> <li>• Communicate PIRP results, lessons and impact through published, and popular articles, presentations and other information sharing mediums as appropriate.</li> </ul>   |
| <p><b>Strategic Development</b></p> <ul style="list-style-type: none"> <li>• Lead the development of the PIRP’s over-arching (regional) MEL strategy to assess and inform the biological, ecological, and associated socio-economic (livelihoods, cultural, GESI), capacity and climate adaption impacts of the Programme.</li> <li>• Support the Programme’s strategic development through the preparation of project concepts, and identification/facilitation of partnerships supporting PIRP MEL interests.</li> </ul> |

**5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

| <b>RESPONSIBILITY AREA</b>           | <b>LEVEL OF AUTHORITY</b>  |
|--------------------------------------|--|
| <b>Financial/Budgetary</b>           | Preparation of MEL budget in consultation with project managers and allocation as agreed with Line Manager, and donor and BL financial and administrative criteria and delegations |
| <b>Contracts – Funders</b>           | Development of funding proposals with Line Manager approval  |
| <b>Contracts – Staff/Consultants</b> | Identification of contract/temporary staff, and development of terms and conditions with Line Manager approval   |
| <b>Contracts – Service Providers</b> | Identification of Service providers, and development of terms and conditions with Line Manager approval  |
| <b>Legal Responsibility</b>          | Provides timely advice of legal issues/risks   |
| <b>Other</b>                         |  |

**6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

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| REQUIREMENTS                                | KNOWLEDGE/SKILLS/ATTRIBUTES   |
|---|---|
| <b>Minimum General Education</b>            | Biological sciences graduate preferably with the relevant postgraduate application.   |
| <b>Job Specific Education/Qualification</b> | Trained in tropical island ecology, threats, and assessing the effect of biological and social interventions. Data/information management, analytical, and preferably GIS skills.   |
| <b>Job Specific Knowledge</b>               | <p>Understanding of invasive species effects on Pacific Island birds and other indigenous biodiversity, ecosystems, livelihoods, climate change, and of the management solutions.</p> <p>Knowledge of ecological monitoring frameworks for biodiversity outcomes including synergies with social development needs relevant to low-income and subsistence-based rural economies.</p> <p>Understanding of gender equity and social inclusion challenges for Pacific Islanders and opportunities for addressing these in the environmental sector</p> <p>Ability to coordinate, engage with, and train people (in MEL) across a range of cultural and educational backgrounds.</p> <p>Ability to collate, analyse, interpret, and communicate MEL results informing impact and programmatic strategic development.</p> <p>Knowledge of the application of Nature-based Solutions to terrestrial Pacific Island ecosystems and biodiversity</p>  |
| <b>Experience</b>                           | <p>An advanced level of technical and strategic MEL ability supported by ten years' experience in applied Island biodiversity conservation and biological (particularly birds) monitoring and analysis, with a background in other environmentally linked social development, and or climate adaptation interventions and impact assessments.</p> <p>Expertise in leading the strategic development of a MEL programme and its implementation across a range of native biodiversity, environmentally linked social development, GEDSI, climate adaptation and capacity building measures.</p> <p>Experience in MEL training and capacity building for NGO and Government personnel, engaging (rural) communities and assessing the 'capacity building' impact of nature conservation interventions.</p> <p>Experience in IAS management applications for birds, other biodiversity, and ecosystem outcomes.</p> <p>Experienced in analysing and interpreting MEL information and preparing technical reports.</p> <p>Experience in collecting field data and spending time in remote locations.</p> |

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| <p><b>Management &amp; Organisational Skills</b></p>            | <p>Ability to plan and work strategically, identify, and solve problems, and build capacity through knowledge sharing, best practice, and the communication of results in making a significant contribution to the conservation of the Pacific region’s birds, biodiversity, and its people.</p> <p>Good time management, ability to prioritise, delegate and work efficiently in managing high workloads to meet deadlines and deliver outcomes.</p> <p>A result-orientated team player, who works strategically without high levels of supervision and keeps people appropriately informed.</p> <p>Has a proactive, constructive, and helpful attitude to working with colleagues and partners and responds in a timely fashion.</p> <p>Capitalises on opportunities and manages risk.</p> <p>Discretion with confidential matters</p> |
| <p><b>Communications Skills</b></p>                             | <p>A team person with an understanding of Pacific Island cultures, and engaging with diverse civil society, government and technical stakeholders in the identification and delivery of applied and sustainable conservation outcomes.</p> <p>Well-developed oral skills and the ability to present technical information and complex concepts to a range of audiences in a clear and compelling way.</p> <p>Excellent written capability with the ability to accurately synthesise information and present findings/conclusions for a range of audiences.</p> <p>Highly developed interpersonal skills, including a willingness to listen and learn from the best ideas of internal and external stakeholders and ability to bring people together in agreeing and fulfilling a common purpose.</p>                                     |
| <p><b>Creativity &amp; Initiative</b></p>                       | <p>Ability to identify and respond to complex technical, social, logistical, and capacity needs in delivering nature conservation outcomes for Pacific Islands.</p> <p>Exceptional problem-solving ability accompanied by a ‘can do’ attitude and strong will to succeed.</p>  |
| <p><b>Computer Literacy</b></p>                                 | <p>Fully competent with MSOffice Applications (Word, Excel, PowerPoint and Outlook), the use of remote IT systems, cloud-based platforms (Zoom, Teams etc) and GIS software</p>  |
| <p><b>Languages</b></p>   | <p>Fluent in spoken and written English and preferably conversation-level French.</p>  |
| <p><b>Travel Requirements</b></p>                               | <p>Willing to travel throughout the Pacific Islands region for two to three weeks at a time and up to three months annually.</p>   |
| <p><b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b></p> |  |

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Desirable but not essential

- Experience in the use of remote audio and video recorders and data analysis
- Knowledge of applying the Open/Conservation Standards framework, particularly in an MEL context
- Photography, video, and digital/social media skills.

| <b>SALARY AND CONDITIONS</b> |  |
|------------------------------|--|
| <b>Salary</b>                | 30-40,000GBP based on skills and experience  |
| <b>Location</b>              | BirdLife Pacific Regional Office, Suva, Fiji |
| <b>Term</b>                  | 3-year contract                              |

| <b>Prepared by:</b> | <b>Date:</b>              |
|---------------------|---------------------------|
| Steve Cranwell      | 4 <sup>th</sup> July 2023 |