

OXFAM IN THE PACIFIC

MONITORING EVALUATION ACCOUNTABILITY AND LEARNING (MEAL) LEAD

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that we recruit only those who share and demonstrate our values to work for us

MONITORING EVALUATION ACCOUNTABILITY AND LEARNING (MEAL) LEAD

JOB DESCRIPTION

Reporting to	Director Programs, Impact & Partnerships
Location	Flexible – to be based where one of the Oxfam in the Pacific officers are located in the region (Fiji, PNG, Solomon Islands or Vanuatu)
Staff reporting to this post	N/A
Total Workforce	Approximately 100 across the region
Annual Budget	\$15m AUD
Job Grade	C1
Position Title	MEAL Lead
Job Family	Programs, Impact and Partnerships

Shaping a stronger Oxfam for people living in poverty

Job Purpose

To develop, implement, socialise and coordinate the systems and processes to gather and synthesize regional level evidence on the impact of programs implemented and supported by Oxfam in the Pacific (OiP). This includes responsibility for fostering a culture of evidence-based learning within OiP and working across all teams in line with our organisational values, the OIP Regional Strategy, and Oxfam requirements to integrate monitoring, evaluation, accountability, and learning (MEAL) within functional and thematic areas and provide specialist advice. This position also holds responsibility for the MEAL and Program Quality (PQ) community of practice (COP) comprised of MEAL/PQ staff supporting OiP's programs across our offices in the Pacific, focused on strengthening organisational capabilities.

Context

OiP's Regional Strategy is focused on achieving change in three thematic areas: Climate Justice, Economic Justice, and Gender & Citizen Justice. To do this, we work with national and regional non-government organisations (NGOs) and Civil Society Organisations (CSOs), national and sub-national levels of government, and regional and international development and Humanitarian agencies. We work directly or through partners in **Papua New Guinea, Solomon Islands, Vanuatu, Fiji, Tuvalu, Kiribati, Palau, the Federated States of Micronesia (FSM), Republic of the Marshall Islands (RMI), Tonga and Samoa.**

Oxfam in the Pacific recognises that a range of strategies are required to deliver systemic change and impact at scale. We engage in accompaniment to organisational strengthening, influencing,

advocacy, campaigns, communications, and knowledge and learning strategies, developed, and delivered in collaborative partnerships. A combination of such strategies forms the approach for each of our program pillars and are chosen based on sound design practice, including thorough context, power and political economy analyses that identify the systemic drivers behind issues of injustice and inequality in the region. Our work is guided by Oxfam's global values and by Pacific culture and values including openness, flexibility, respect, equity, justice, solidarity, collaboration, sharing and humility. We value local leadership and ownership.

Technical Advice and Support

- Establish, implement and socialise a learning and impact framework to monitor progress against the OiP regional strategy
- Lead the establishment and implementation of an organisational MEAL system to aggregate program level achievement across thematic pillars into an OiP regional impact story
- Provide MEAL/PQ technical advice and support to OiP staff and partners seeking to strengthen their own MEAL practices.
- Advise thematic pillar teams on the inclusion of appropriate MEAL/PQ practices from program design through to completion
- Synthesise evidence of impact to support OiP's and partners' influencing and advocacy agendas
- Ensure program design, performance monitoring, learning, and reporting align to regional requirements and Oxfam standards
- Support country and regional teams' MEAL/PQ professional development to service their functional accountabilities
- Lead development of the OiP MEAL/PQ function through convening the MEAL/PQ Community of practice as focal points for dissemination of this work within their teams
- Lead the development of regional and global reporting requirements for OiP to the Confederation

Coordination and Collaboration

- Lead on coordination and prioritisation of MEAL/PQ tasks in accordance with strategic priorities and operational requirements
- Coordinate regional level reporting requirements to OI and other stakeholders
- Lead and manage the setting and monitoring of collective MEAL/PQ objectives for matrix reports across the region
- Engage in cross-functional working groups to develop and establish systems that improve the quality, effectiveness, and efficiency of OiP's work across the region
- Work with MEAL/PQ networks across the Oxfam confederation to leverage systems and skill sets that enhance OiP work and contribution to confederation
- Share good practices with partners across the region and with relevant affiliates

- Work with partners to support common approaches to MEAL and contribute to collective evidence generation and dissemination
- Engage in the Bid-no-Bid Committee and other reviews/meetings associated with business development opportunities
- Participate/represent OiP in the Confederation wide knowledge and learning sessions

Strategy and Planning

- Engage in the implementation and impact assessment of the Oxfam in the Pacific Regional Strategy, ensuring strong links between Programming and MEAL processes
- Support the development of a strategic evidence and learning agenda informed by program learnings, analysis and evaluation, emerging needs of partners, and influencing and advocacy activities
- Establish regional planning and reflection processes in consultation with thematic pillars, promoting increasing alignment between organizational and thematic strategic priorities and activities

Leadership and Management

- Provide leadership for the OiP MEAL/PQ practice including matrix support to MEAL/PQ staff across the region
- Serve as part of the Senior Leadership Team as a functional lead
- Project manage through oversight of budgets and resources and deliverables implementation of MEAL/PQ projects
- Manage consultancies related to MEAL/PQ work at the regional level and provide advice for the management of the same at program level

Other

- Adhere to Oxfam's feminist principles and values, Pacific values, as well as the promotion of gender justice and women's rights
- Demonstrate commitment to equity, diversity, child safety, safeguarding and staff health and wellbeing principles.

Job Requirements

Key Skills, Experience & Knowledge

Essential

- Degree in Development, Social Science, Public Administration, Economics, or another relevant field

- Demonstrated experience in the development and implementation of MEAL frameworks and impact assessments of development and/or humanitarian programs, preferably in the Pacific
- Demonstrated analytical skills and ability to provide strategic analysis of complex information
- Experience in developing learning agendas for integrated programs in development, humanitarian or advocacy work
- Experience producing reports and publications for a range of multi-sectoral and multi-cultural audiences
- Experience supporting the capacity building of staff networks, including delivering appropriate outcome-focused training programs
- Experience in the development and implementation of strategy
- Experience developing and implementing organisational knowledge management systems and processes
- Fluency in English
- Awareness of international NGO processes and systems.

Desirable

- Advanced Degree in a relevant field.
- Relevant work experience in Pacific context
- Fluency in a language relevant to Oxfam in the Pacific's programs

Key Attributes:

- Sensitivity to cultural differences and power dynamics, as well as the commitment to equal opportunities.
- Openness and willingness to learn about the application of feminist principles for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

Organisational Values:

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

TRAVEL:

International travel (up to 12 weeks per year) is a requirement of the position. It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.

OTHER:

Oxfam is an equal opportunity employer and encourages diversity in the workplace. Applications from qualified Pacific Islander candidates are particularly welcome as Oxfam aims to be representative of the region that it works in.

Key Behavioral Competencies (based on Oxfam's Leadership Model)

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We can engage with diverse stakeholders in a way that leads to increased impact for the organization We spot opportunities to influence effectively and where there are no opportunities, we create them in a respectful and impactful manner.
Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We can engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with many elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome, or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We identify and lead visionary initiatives that are beneficial for our organization, and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
Self-Awareness	We develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.

Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support.
-----------------	--