

Term of Reference – VPMU Monitoring and Evaluation Officer

Introduction

The Vanuatu Project Management Unit (VPMU), established under the Prime Minister's Office (PMO), is a dedicated unit for managing large and nationally significant projects with allocation of budget and core staff. Currently, VPMU is managing projects with a combined estimated cost of more than US\$120 million including the Port Vila Urban Development Project (PVUDP), the Vanuatu Inter-island Shipping Support Project (VISSP), and the Port Vila Lapetasi International Multi-purpose Wharf Development Project (PVLIMWDP). VPMU is also likely to manage the implementation of the proposed Vanuatu Tourism Infrastructure Project (VTIP). The VPMU Steering Committee provides guidance and direction for projects managed by VPMU. The Director of VPMU is responsible for day to day management of the projects supported by VPMU staff, project consultants and the implementing agencies.

Scope and Assignment

The primary role of the Monitoring & Evaluation Officer is to assist VPMU to update VPMU's Monitoring & Evaluation Plan and assure its implementation both through contracts and implementing entities or line ministries and M&E unit of DSPPAC and the conduct of surveys, and prepare Monitoring and Evaluation reporting requirements for the VPMU senior management and partner agencies.

Specific Tasks

- (i) Prepare indicators for monitoring and evaluating project performance before project commencement, and refine and monitor these indicators during project implementation, in accordance with the design and monitoring framework, guidelines for project performance monitoring indicators, environmental management plans, and environmental assessment and review procedures for the project;
- (ii) Update and maintain the VPMU M&E Plan and Quarterly indicator tracking table;
- (iii) Develop Terms of Reference and agreements for conducting surveys and evaluations;
- (iv) Liaise with contractors and key agency such as the VNSO to determine appropriate M&E indicators/surveys methodology/questionnaires for each project activities being implemented.;
- (v) Plan and undertake data collection including surveys and consultations;
- (vi) Regularly review M&E data with appropriate decision makers to ensure that the VPMU program activities reach the objectives and if change is required, ensure that timely decision and/or corrective actions are implemented;
- (vii) Ensure that the M&E information required for posting on website are regularly updated;
- (viii) Monitor/ensure the validity, reliability, precision, timeliness and integrity of performance data;
- (ix) Supervise technical execution of multiple survey and expenditure studies;
- (x) Assist in the development and execution of Project Activity Completion Reports; and
- (xi) In consultation with Program Director and other VPMU senior management team contribute to the preparation of budget packages and assist with review of reports presented to VPMU Steering Committee.
- (xii) Liaise with M&E unit of DSPPAC regarding all national M&E issues
- (xiii) Travel to outer islands as part of his/her responsibilities.

Outputs and Deliverables

Provide weekly summary of activities in process and ensure timely delivery of assigned tasks.

Specialist Qualifications and Experience

The Monitoring and Evaluation Officer will have a University degree (or higher degree) in Economic, Financial Management, or another related field. The Monitoring and Evaluation Officer will have a minimum of 5 years of progressively responsible professional experience in monitoring and analysis of data inputs, preferably in a large governmental, intergovernmental or international organization, and possesses the following skills and traits:

- Experience in Program Logical and Managing for Results frameworks and using performance indicators;
- Strong research, analytical and presentation skills;
- Experience in monitoring, evaluation and research survey work;
- Demonstrate strong experience in Contract management and administration;
- Ability to work under pressure and deliver within deadlines;
- Computer skills in Excel, Word, Access, Statistical Analysis, MS Project and PowerPoint;
- Excellent written and oral communication skills in English, Bislama and or French would be an advantage, and be able to convert and produce technical reports in English;
- Good character and high integrity; and
- Flexibility and adaptability.
- Experience in teamwork environment and be able to work with TAs
- Able to take on additional responsibilities as delegated from time to time.
- Must have a driving license