


VSA Assignment Description

Assignment Title	Monitoring, Evaluation & Learning (MEL) Advisory Support (FIJ - 42093)
Assignment Modality	Standard – In-country
Assignment Number	42093
Country	Fiji
Location	Fiji
Partner Organisation	Live & Learn Environmental Education (Fiji)
Duration	12 months
Sustainable Development Goals	

1. Partner Organisation Overview



Live & Learn Environmental Education, headquartered in Australia and founded in 1994, empowers individuals and communities through hands-on learning experiences that promote sustainable practices and environmental stewardship. With branches in Fiji, Papua New Guinea, Solomon Islands, Vanuatu, Timor-Leste, Indonesia, and the Philippines, each branch tailors its programmes to local contexts while maintaining a commitment to environmental sustainability and community engagement.

Live & Learn Environmental Education Fiji (Live & Learn Fiji), a component of the Live & Learn Environmental Education network, is dedicated to fostering sustainable practices and enhancing environmental awareness within local communities. The organization focuses on capacity building by empowering communities through targeted training and resource provision, alongside delivering comprehensive environmental education programs that promote conservation. Live & Learn Fiji prioritizes the development of robust monitoring and evaluation frameworks to assess program effectiveness and drive continuous improvement. Through collaboration with various stakeholders, including government agencies and non-governmental organizations, the organization advances initiatives aligned with sustainable development goals, particularly in areas such as climate change mitigation, biodiversity conservation, and waste management.

2. Assignment Overview

Live & Learn Fiji has identified that the lack of a contextualized Monitoring and Evaluation (MEL) framework for the organisation, along with limited organizational capacity, hinders the potential for greater efficiency and effectiveness of its programme delivery. While each programme has its own MEL framework, the organization recognizes that a comprehensive MEL framework at the organizational level will enhance the organisation's sustainability and inform programme planning. To address this, Live & Learn Fiji seeks mentorship for its senior management team to develop an overarching MEL framework and provide training to staff to build capacity in this area. Success in this initiative is defined by the establishment of a tailored MEL framework that strengthens

organizational capacity and ensures consistent practices. This will lead to greater impact across all programs and ultimately improve outcomes for the communities served.

3. Goal/Outcomes/Outputs

Goal

Live & Learn Fiji considers the delivery of the following as measures of success for this assignment, being delivered alongside their team: -

1. Live & Learn Fiji has a contextualised organisational MEL Framework
2. There is increased capacity across the organisation for MEL
3. There is consistency in the MEL systems, including guidelines, processes, best practices and tools exist that are strategically suited for the uniqueness of Live & Learn Fiji
4. There is increased effectiveness and enhanced impact across delivery programmes

Outcome 1

Live & Learn Fiji adopts a comprehensive approach to MEL by establishing a dedicated MEL Framework. This framework will serve as a foundation for creating a community of practice within the organizational network, promoting collaboration and the sharing of best practices. As a result, there is a model for MEL excellence that not only guides internal processes but also improves reporting to stakeholders and partners, ensuring that everyone is kept informed and engaged.

The Volunteer will be expected to: -

- Work alongside MEL programme officers to review existing projects and programmes and associated MEL Frameworks
- Work with understudy to carry out wide (in depth) consultation within LL Fiji and external program and project management to develop a organisational MEL framework
- Work with understudy to review existing Frameworks within the LL Asia-Pacific Network, existing guidelines and processes in line with best practice and advise on updated guidelines and tools that are strategically suited for the uniqueness of Live & Learn Fiji as a local NGO and a member of the broader LL Asia-Pacific Network

Outcome 2 -

MEL capacity is institutionalised.

The Volunteer will be expected to: -

- Work with Live & Learn management team and the MEL programme officers to develop role of the understudy within Live & Learn.
- Mentor an understudy (existing staff) during the assignment term to lead capacity building & develop refresher toolkits post VA
- Work with understudy to train and mentor all staff to carry out MEL (that it is not independent of activity design, implementation and reporting).

Outcome 3

Staff capacity is enhanced to implement sustainable programme delivery outcomes.

- The Volunteer will be expected to collaborate with the understudy and MEL program officers to create effective reporting tools and templates that track progress toward

sustaining program outcomes. This will enable project and program teams, including finance staff, to provide meaningful reports based on the analysed MEL data.

4. Reporting, Working Relationships and Capacity Building

The MEL Advisory Support will report to the Country Manager and be accountable to the Country Manager. The volunteer will be engaged directly with the management team for development of the Organisation MEL Framework and work with all project MEL officers and the Live & Learn Fiji staff to increase internal capacity on MEL.

On a day-to-day basis, the MEL Advisory Support will predominantly work with the Live & Learn Fiji MEL project officers.

Live & Learn Fiji currently has a total of 40 staff based in Suva and Labasa offices and currently programmes on Emergency and Response, Nature based solutions to Climate Change, Food Security, Climate Resilient Islands, REDD+ and WASH. Live & Learn Fiji projects are funded with support from the public, governments, the corporate sector and international development agencies.

The volunteer and Live & Learn Fiji will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description **on arrival** in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically reviews and reflects on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection Criteria/Position Requirements

Professional Specifications

Essential

- Bachelor's degree in relevant discipline (eg. statistics, international development, programme management)
- Training in M&E within human services and/or international development
- At least three years of relevant experience in M&E
- Experience reviewing, developing and implementing agency-wide M&E frameworks
- Experience developing and facilitating M&E workshops
- High quality written and verbal communication skills
- Working with others (to capacity build/facilitation)
- Good communication skills (will engage mainly with individuals that have English as their second language)
- Strategic and critical thinker

Desirable

Personal Specifications

Essential

Interpersonal skills (relationship building)

Patient individual
Works well in a cross-cultural setting

Desirable

- Prior work experience in the Pacific

6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

7. Country Context

For more information about Fiji, see <https://www.vsa.org.nz/our-work/countryregion/fiji/>

8. Living and Working Situation

The volunteer will be based in Labasa, Vanua Levu, where Live & Learn Fiji will provide accommodation and office space. The property is situated on a rise, safely away from flood-prone areas, and features gated security for added safety. It includes a 5,000-liter water tank connected to the house's water system, solar lights, and a generator that can be connected to the house or office. Essential amenities, including the hospital, National Fire Authority, and local town, are within walking distance. The office is a two-story, fully air-conditioned building with a secure entrance, providing desk space, internet access, and a landline. In Labasa, there are 23 staff members, while 17 work at the Suva office. Local travel to communities and between the Suva and Labasa offices is expected. Labasa is a 40 minutes plane ride from Suva.

Additional Information

Standard Assignment (12 months or more)

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However, volunteers with accompanying dependents will not be considered for this assignment.

Fundraising

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers and accompanying partners to fundraise to help cover the cost of sending volunteers

throughout the Pacific and beyond. Fundraising can be as simple as doing something you enjoy with a group or friends, and our Fundraising team is available to help you every step of the way.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be vaccinated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

Volunteer package

The volunteer's package includes the following:

Reimbursements and grants

1. The volunteer may be entitled to an establishment grant to help them set up in their country of assignment, and a rest and respite grant after a specified period of active service in-country to encourage the volunteer to take a break away from the immediate assignment location. These grants depend on the length and location of the assignment. The volunteer's contract will specify any grant entitlements.
2. A resettlement grant of NZ\$200 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
3. The volunteer will receive a monthly living allowance of FJD 1,500.

Accommodation

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances volunteers may be asked to share accommodation.

Airfares and baggage allowance

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

Insurance

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

Utilities

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.

