



TERMS OF REFERENCE

Activity Title:	Monitoring, Evaluation and Learning (MEL) Specialist
Estimated Duration:	January - June 2025 with the possibility for extension
Activity No. & Budget:	Activity 183 — Monitoring Impact of PPIU work. Budget AUD 30,000
Location:	The MEL Specialist will be engaged on a part time basis (estimated commitment of 3 days) for a period up to 30 June 2025.
Estimated Start Date:	January 2025
Reporting to:	PPIU Design & Development Adviser

1. Background

The Pacific Agreement on Closer Economic Relations (PACER) Plus (the Agreement) is a landmark trade and development Agreement that was signed by a number of Pacific countries in 2017. The Agreement covers goods, services, and investment. It aims to lower barriers to trade, provide greater certainty for businesses, raise living standards, create jobs and increase exports across the Pacific. PACER Plus entered into force on 13 December 2020 for the eight countries which have now ratified the Agreement: Australia, Cook Islands, Kiribati, New Zealand, Niue, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

The Implementing Arrangement for Development and Economic Cooperation and the Memorandum of Arrangement relating to the establishment of the PACER Plus Implementation Unit (PPIU), and its Constitution outlines the mandate and role of the PPIU to support Parties. The PPIU's mandate also extends to supporting Signatory countries to ratify the Agreement as well identify and assist other countries that are interested in being a Party to the Agreement. The successful implementation of the DEC Work Programme will support the Pacific Parties to strengthen, diversify and build their economies' resilience by integrating with regional and international goods, services, labour and investment markets, to foster growth and prosperity.

The Monitoring, Evaluation Learning and Adaption (MELA) Framework has been developed over the first two years, defining the long-term development goal and impact of PACER Plus and the DEC Work Programme (10+ years). This is supported by a logical sequence of short-, medium- and long-term outcomes building on outputs of the PPIU. This is articulated through the PACER Plus MELA Framework, which is accompanied by the PACER Plus MELA Strategy 2025.

For effective implementation of the DEC and to assist with improved reporting there is a need to provide greater focus on day-to-day implementation and management of the MELA of PPIU activities. The consultancy will deliver the MELA outcomes for the PPIU and also support the overall strengthening of MEL systems, processes, and capacity at the strategic level across PPIU Annual Plan and Work Programme.

The MEL Specialist is a part-time position requiring an estimated commitment of 3 days per week is PPIU office in Samoa, on average, though it may vary depending on the period.



2. Objective & SCOPE

The main objectives of the consultancy are to:

1. Monitor, analyse, and manage output, outcome, and impact data of PACER Plus on an ongoing basis, complying with good practices including the systematic collection of data on marginalised groups.
2. Communicate results to key partners and stakeholders, within Participant countries and to donors and their constituents.
3. Use MELA processes to learn and adapt to ensure continued relevance of the DEC work programme to PACER Plus goals and member country needs over the course of implementation.
4. Build the evidence base for PACER Plus implementation effectiveness, holding the PPIU accountable for its performance and ensuring alignment with PACER Plus member needs.

To achieve the above objectives, the Consultant will engage in the following activities:

1. Support stock taking of existing data, data organisation/cataloguing and identify opportunities for use
2. Develop customized pre- and post-evaluation surveys for PPIU capacity building activities.
3. Develop and deliver customized post-committee meeting evaluation surveys.
4. Analyse evaluation surveys to identify progress against short-term outcomes (*this will require more advanced MEL skills and experience*).
5. Collate Technical Assistance Reports and ensure appropriate filing of approvals, acceptance etc.
6. Drafting of Workshop Summary Reports in collaboration with Activity Leads and Component Leads.
7. Conduct six-monthly short-term outcome surveys to establish progress against short-term outcomes.
8. Working with a STA MELA Consultant to deliver MELA-related projects including case studies, impact reports, operational research.
9. Collaborate with the PPIU Team to collate data and drafting quarterly, six monthly and annual reports.
5. Coordinate ongoing updating and modification of PACER Plus MELA Framework. This will include the new GEDSI component within the Partnerships & Performance section.
6. Facilitate the After-Action Review process to record learning outcomes from activity/project delivery and record/document findings for systems improvement.
7. Support drafting PACER Plus governance meetings papers (Joint Committee, Technical Sub-Committees).



3. DELIVERABLES & PAYMENTS

The MEL Specialist is a part-time position requiring an estimated commitment of 3 days per week is PPIU office in Samoa, on average, though it may vary depending on the period.

The role involves developing the scope of activities outlined in Section 2, which includes the following deliverables:

Activity	Output/Delivery	Indicative Timeline
1.	Work Plan and includes monthly activities and deliverables	Within one week of the commencement of the contract
2.	PPIU MELA Reports	Discussed with supervisor
3.	Final Report	June 2025

The consultancy is a monthly lump sum contract and payments will be aligned to the satisfactory completion of the activities described in Section 2 and per Work Plan and the submission of invoices.

All outputs shall be provided in relevant Microsoft Office formats or, in the format agreed with the PPIU.

4. Reporting:

- The Activity will be supervised by the Design & Development Adviser and will hold responsibility for guiding progress and technical advice on delivering the activity.
- The Consultant is required to report to the Head of Implementation Unit who will ensure that the deliverables are submitted according to the indicated timeframes and quality standards.
- Regular discussions with the PPIU will also be carried out during the consultancy period to monitor progress and constraints, support required and proposed solutions.

5. QUALIFICATIONS, SKILLS and EXPERIENCE required of consultant(s)

Preference will be given to Pacific-based consultants who possess the following qualifications, skills and experience, and personal specifications:

1. Qualifications:

- Graduate Qualifications in business administration, economics, data science, monitoring and evaluation or other relevant area.

2. Skills & Experience:

- Strong analytical and research skills, with the ability to synthesize complex information into clear and concise reports.
- A strong record of producing quality-assured MELA-related products, including



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communications pieces, high-level briefings, reports and analysis in a simple, accessible form.

- Understanding of donor reporting requirements, including information needs of Australia and New Zealand aid programs and experience in comparable organisation eg. CROP Agencies
- At least 5 years' experience in program management and/or monitoring and evaluation roles in the Pacific context.
- Comprehensive skills in MS Office suite, in particular, MS Excel, Word, Outlook.

3. Personal Specifications

- Excellent command of English (oral and written)
 - Ability to work independently and as part of a team under tight deadlines.
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