

## Terms of Reference / Job Description

Position:	MERL Lead
Report to:	National Director
Location:	Port Moresby

### Background for the Position

Caritas PNG is the Justice, Peace, Relief and Development Agency of the Catholic Bishops Conference of PNG and Solomon Islands. Its mission is that all staff and volunteers will demonstrate and promote the love and life of God's Kingdom by serving and defending the poor and vulnerable; and, promoting a commitment to compassion and justice.

Caritas PNG is also one of 162 member organizations of the Caritas Internationalis Confederation, which operates in over 200 countries and territories.

The following are some current and proposed programs of the organization:

- Community level integral human development interventions
- Peace building and conflict resolution
- Food and water security
- Building community resilience to disasters
- Warehousing / prepositioning of emergency relief supplies
- Advocacy and research
- Institutional strengthening
- Lenten appeal fundraising

The Monitoring, Evaluation, Research and Learning (MERL) Lead will be responsible for the design, coordination and implementation of Caritas' MERL framework, as well as develop appropriate tools for monitoring, evaluation and reporting. He/she will also provide technical assistance to the programmes team and program partners on monitoring, reporting and governance issues.

### Job Duties

- Develop and implement the MERL framework in collaboration with the programmes team
- Consolidate all work plans and regularly update in accordance with activities and timeframes
- Develop overall framework for mid-term reviews, impact assessments and final evaluations
- Develop performance monitoring plan with relevant data collection tools
- Review the quality of existing data, collection methods used and relevance of baseline statistics for impact evaluation
- Review baseline data and indicators for each program and update where necessary
- Develop capacity building plan on monitoring and evaluation including training of the programmes team and program partners
- Collect and check data quality on a regular basis to measure achievement against performance indicators
- Develop, implement and maintain a monitoring and evaluation database or IMS
- Support program progress reporting, mid-term review and final evaluation
- Identify lessons learned and develop case studies to capture qualitative outputs of programs
- Provide advice to the management and programmes team on improving performance using the monitoring and evaluation findings
- Perform other duties as may be assigned by the National Director or delegate

### Job Requirements

The MERL Lead is required to carry out his/her duties in accordance with the safeguarding policy

including remaining alert to and reporting any concerns of sexual exploitation, abuse and harassment; and child exploitation and abuse and implementing the safeguarding policy in his/her area of work.

### **Contract Period**

The length of the contract is two years and renewable, subject to mutual agreement.

The Job Description will be reviewed every six months or annually.

### **Working Conditions, and Travel**

The MERL Lead shall work a total of 40 hours per week from 8:00am – 4:30pm, Monday to Friday. However, due to demands of the position, flexibility to meet certain requirements and deadlines will be necessary. The role will require some travel.

### **Required Qualifications, Experience and Attributes**

#### **Qualifications**

- University degree in statistics, demographics, public policy, international development, economics, or related field

#### **Experience and attributes**

- Minimum of three years professional experience, preferably in a Church or NGO environment
- Good knowledge, skills and experience in designing, implementing, and managing monitoring and evaluation systems
- Good knowledge, skills and experience in strategic planning and performance measurement
- Good knowledge, skills and experience in evaluation, data collection and analysis methodologies and tools
- Demonstrated skills and experience in planning and managing surveys or research
- Demonstrated experience with data quality assessments and oversight
- Ability to work independently with minimum supervision, and at times under pressure to meet deadlines
- Experience and skills in facilitation and training of program partners
- Excellent interpersonal skills and ability to communicate with a diverse set of stakeholders
- Sound judgment, integrity, tact, and discretion in dealing with stakeholders
- Excellent communication in English (written and oral)
- Highly computer literate in MS Office Suite (Outlook 360, Word, Excel, PowerPoint, Teams)
- Ability to mentor, delegate appropriately, and provide guidance to subordinates

#### **Desirable**

- Good level of understanding of project management and the donor environment
- Experience working in a Church or NGO setting
- Commitment to the principles and values of Caritas and the Catholic Church

Caritas is committed to protecting those who work for us and those whom we work with from harm. This includes having zero tolerance to sexual exploitation, abuse and harassment; and child exploitation and abuse. Caritas expects that those who work for us do not use violence against women, children, or vulnerable adults.

The MERL Lead will be required to read, sign, and adhere to the Caritas Code of Conduct and sign a self-declaration relating to his/her relevant criminal history as part of the recruitment and ongoing employment. The MERL Lead may also be required to complete a police check.

Applications must include a cover letter and resume indicating education, employment history and at least two referees. Email your applications to: [cbchr@catholic.org.pg](mailto:cbchr@catholic.org.pg) (cc: [cbcgensec@catholic.org.pg](mailto:cbcgensec@catholic.org.pg)) no later than 30<sup>th</sup> November 2024.

Only shortlisted candidates will be contacted.