



TERMS OF REFERENCE

Monitoring & Evaluation Officer

SOLOMON ISLANDS EDUCATION TRANSFORMATION PROGRAM

MINISTRY OF EDUCATION & HUMAN RESOURCES DEVELOPMENT

Title:	Monitoring & Evaluation Officer (national)
Country	Solomon Islands
Duration	1 year with possibility of renewal
Expected start date	2026 TBC

Location MEHRD office, Honiara

Supervisor: Program Coordinator for System Capacity and Transformation Grants

Job Purpose: The M&E Officer will support MEHRD's Monitoring and Evaluation and results framework, specifically support GPE System Transformation Grant, and System Capacity Grant's monitoring, evaluation, and reporting, through MEHRD MEL Manager and collaboration with the key heads of division responsible for the implementation of activities.

Commencement Date: 2026 TBC

The program

The GPE STG and SCG programs align with the planned implementation of the new Education Act 2023, which sets a new direction for how Solomon Islands' education system is governed and managed. Given the strong need to drive system-wide change, the Solomon Islands Ministry of Education & Human Resource Development (MEHRD) developed a Partnership Compact (2023-2027), with technical support from UNICEF in 2023. The compact includes key priority areas for reform in alignment with the Education Strategic Framework (2016-2030), National Education Action Plan (2022-2026), and the new Education Act (2023), including curriculum reforms and professional development for teachers, and their effective management and school leadership.

The Role

MEHRD requires the expertise of a Monitoring & Evaluation officer. This role will provide data management technical support to the programme, including collecting and collating qualitative and quantitative data in relation to the implementation of the programme. The data will inform the development of teacher PD and curriculum reforms, which are aligned with the partnership compact reform priority areas. It will also inform development progress in data quality and systems strengthening, gender-responsive sector planning and implementation, domestic financing and financial system strengthening, and sector coordination.

Duration

The M&E officer will be stationed at MEHRD for the contract period, with weekly working days to be negotiated with the consultant, with the required deliverables and remuneration. The initial contract is for one year with an opportunity for renewal based on satisfactory performance. This includes a probationary period of 3 months from the start date. Some provincial travel may be required, within approved travel plans.

Key Results Areas

The position of Monitoring and Evaluation Officer includes the following functions or Key Result Areas:

1. Lead the ongoing monitoring & evaluation responsibilities for the System Capacity and System Transformation Program activities in line with MEHRD MEL systems (40%).
2. Support planning and implementation of System Transformation Grant and System Capacity Grant program activities in consultation with MEHRD MEL Manager, Planning Manager, Communication Manager, MEHRD staff, Program Coordinator, Grant Agency and stakeholders (30%).
3. Communicating results to stakeholders and enhancing visibility of SCG and STG programs to aid improvements and developments (30%), including documentation of key successes, achievements, and human stories

Expected Outcomes

- Efficient and timely collation and analysis of quantitative and qualitative data to monitor the progress of the SCG and STG programme activities.
- MEHRD and Grant Agent (UNICEF) are well informed of program progress, results, and challenges.
- SCG and STG Monitoring & Evaluation are integrated with overall MEHRD MEL strategies and processes.

Roles and Responsibilities

The Monitoring & Evaluation Officer's specific role:

- Work in collaboration with Manager M&E, SSD team and Program Coordinator to implement monitoring & evaluation systems that are effective, practical and sustainable
- Advise all risks and concerns to the MEHRD (PC Coordinator, Manager, Planning, and the Manager M&E and other relevant MEHRD Leads)
- Review MEL framework for STG and include SCG activities with clear, **realistic** progress indicators and targets.
- Develop processes for collection, collation and analysis
- Present the MEL framework and tools to MEHRD leads
- Support for data collection by PD Facilitators, MEHRD and EP staff
- Track processes and trouble shoot problems that arise
- Develop tools for M&E activities to collect useful and usable information in selected schools
- Train MEHRD, Facilitators and education Providers in tools and processes for collection, collation and presentation of data
- Continue to support for preparation and presentations findings of data collected to date
- Prepare, report and present findings of M&E activity in timely way to meet deadlines
- Support STG and SCG mid and end of program evaluations, including reporting requirements.

Reporting and Performance Management

The Monitoring & Evaluation Officer will report to the Program Coordinator regarding progress towards the deliverables of this role and on any contractual issues.

The Monitoring & Evaluation Officer will not:

- Make government policy decisions;
- Make public comment or any statements regarding any elements of the assignment to the media without prior written approval from MEHRD/UNICEF
- Sign contract documentation, contract administration documentation or payment documentation on behalf of the Solomon Islands Government (SIG)
- Represent themselves as a SIG or UNICEF representative. This includes actions such as signing official correspondence.

Payment and reporting

Payments will be made against key agreed deliverables in phases, and associated invoices for review and approval. The progress Report will be reviewed by both MEHRD and the UNICEF team for quality assurance and to confirm the completion of agreed deliverables in each phase

Monthly reports are expected to outline actions taken and progress made with specific reference to the planned results for that month and phase. Reports should also highlight challenges faced, mitigation strategies utilised by the consultant, and recommendations for the way forward. Each monthly report by phase will include a work plan for, and a reviewed and agreed set of deliverables for the next month

Where planned results for the month have not been achieved, MEHRD and the consultant will discuss this to ensure a shared understanding of why this occurred, whether conflicting priorities or approaches emerged, and whether the work plan needs to be revised or corrective strategies need to be employed.

DELIVERABLE MATRIX – 240 WORKING DAYS

Phase 1	Inception & System Design		
	Key Deliverables	Percentage	Indicative Month
	• Inception report (methodology and detailed work plan) • Reviewed and updated M&E Result framework for STG, SCG and enabling factors) • Indicators, baselines, and targets defined • Data collection and analysis plan • Draft M&E Tools • Presentation and validation with MEHRD • Monthly progress report #1 & 2	15%	1 & 2
Phase 2	System Operationalisation		

	Key Deliverables	Percentage	Indicative Month
	• Finalised and deployed M&E Tools • Functional Data management system established • Data quality assurance procedures • Training delivered to stakeholders • Initial data collection rollout	25%	3-5
Phase 3	Implementation, Monitoring & Reporting		
	Key Deliverables	Percentage	Indicative Month
•	• Monthly data collection, Validation, and analysis • Monthly progress reports • Quarterly consolidated reports • Ongoing system troubleshooting and support • Capacity building and stakeholder engagement • Documentation (case studies, success stories, lessons learned)	40%	6-10
Phase 4	Evaluation & Finalisation		
	Key Deliverables	Percentage	Indicative Month
	• Support to mid-term/final evaluations • Final data analysis and synthesis • Comprehensive Finali M&E Report • Handover of systems, tools, and documentation • Final presentation to MEHRD and stakeholders	20%	11 - 12

Selection Criteria

Mandatory Qualifications

Minimum of Bachelor's degree or equivalent in Monitoring and Evaluation, statistics, data analysis or relevant experience.

Desirable Qualifications

Master's Degree in Monitoring and Evaluation, statistics, data analysis or relevant experience.

Knowledge & Experience

- Strong data collation, analysis and dissemination skills
- A strong working knowledge of Monitoring, Evaluation and Learning principles
- Strong working knowledge of Microsoft Excel
- Strong written and verbal English communication skills.
- Excellent organisational skills.
- Strong attention to detail.
- Strong work ethic and a willingness to quickly learn and apply new concepts.
- Strong interpersonal and communication skills, and demonstrated ability to work effectively and collaboratively with Education Providers, School Leaders, teachers, community leaders, MEHRD and UNICEF staff.
- Proven ability to work collaboratively in a team and independently to deliver program of work.
- Understanding and willingness to learn about the importance of cross-cutting issues such as gender, climate change, anticorruption and meeting disability needs in the Solomon Islands.

Desired Personal Attributes

- Enthusiastic recent graduate or professional who want to be a part of improving the Education Sector in Solomon Islands and be part of a significant education reforms.
- Patience, self-awareness, resilience and flexibility.
- Ability to find creative and new solutions to deliver the agreed program of work.
- Ability to read, write and converse in Solomon Islands' Pijin
- Able to write and read English (e.g. for report writing)

Sign: _____

Date:

Approved by:

Permanent Secretary
Ministry of Education & Human Resource Development
Honiara, Solomon Islands