

Term of Reference

**MONITORING AND EVALUATION OFFICER**

Regional Secretariat

Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security

(to be based in Manado, North Sulawesi, Indonesia)

**Background**

The Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF) is a multilateral partnership among six countries : Indonesia, Malaysia, the Philippines, Papua New Guinea, Solomon Islands, and Timor-Leste, focused on safeguarding the region’s marine and coastal biological resources. The CTI-CFF Regional Secretariat, headquartered in Manado, coordinates regional collaboration, implementation, and progress monitoring of the CTI-CFF Regional Plan of Action (RPOA)

To support the Monitoring and Evaluation (M&E) of this regional agenda, the Regional Secretariat seeks a Monitoring and Evaluation Officer (MEO) to strengthen data integrity, reporting, and knowledge-sharing functions.

**Objective of the Assignment**

The MEO will provide technical and administrative support in the collection, verification, analysis, and documentation of program monitoring data across CT6 member countries and partners. The position is instrumental in supporting M&E, knowledge management, and communications aligned with the CTI-CFF goals.

**Scope of Work**

The Monitoring and EvaluationOfficer shall perform the following tasks professionally. Under the direction and supervision of the Monitoring and Evaluation Manager, the Monitoring and Evaluation Officer shall:

1. Assist M&E Manager on collecting, compiling, analyzing and reporting of M&E data/information from the NCCs, Working Groups, Cross-Cutting Initiatives and Partners for tracking the progress of RPOA 2.0.
2. Assist in checking the data quality prior to provide the data to IT Officer for uploading at CT Atlas and other relevant platforms.
3. Support M&E Manager and IT Officer for 1st level approval and also Science Coordinator (Technical Program Manager) for 2nd level approval for CT Atlas data
4. Assist in organizing the training on data collection tools and template and methods
5. Carry through MEWG activities including assisting in organizing call meetings, physical meetings, reports writing and other tasks.
6. Arrange Documentation materials of program activities and events
7. Documenting the significant achievement, challenges and lessons learned, collecting case studies, best practices, field experiences etc.
8. Assist in coordinating and facilitating meetings (virtual or face-to-face) regularly among the MEWG Members to include Pre-SOM meetings, SOM and MM.
9. Support in the content creation for MEWG and other Working Groups as well as Cross Cutting Initiatives activities for the staff in charge of CTI-CFF official websites to upload.
10. Digital documentation data processing on diverse range projects using specialised 3D software
11. Digital documentation fieldwork and events (photos, videos and other communication materials).
12. Ensure the file management of a diverse range of digital documentation datasets on dedicated server. (Photos, videos and other communication materials)
13. Any specific tasks required by the MEWG e.g. preparation of reports, presentation materials, sharing and consolidating necessary decision documents, monthly progress reports for M&E, work plans, and including the use of online and virtual information sharing tools (e.g. KOBO, ONA etc) and the like.
14. Any relevant and reasonable specific tasks required by the Executive Director (ED) and Deputy Executive Director Program Services (DED PS)
15. Work as a team with other team members of Program Services (PS) as well as Corporate Services (CS)

**Coordination and Reporting**

1. Monitoring and Evaluation Officer will report directly to the Monitoring and Evaluation Manager (MEM) of the CTI–CFF Regional Secretariat in the daily implementation of his/her services as outlined in the TOR.
2. Works in close coordination with the Technical Program Manager (TPM), NCC/Partners/Private Sector Officer (NPPO), and other Secretariat teams.

**Competency Requirements**

Competencies required for this position include:

1. Bachelor’s or Master’s degree in Knowledge Management, Computer Science, Data Analytics, International Development, or related field.
2. Minimum of 3 years of relevant work experience in data analysis, monitoring, or knowledge management.
3. Knowledge on Report Writing, Research & Survey;
4. Proven experience in technical writing with a focus on data and analysis a plus;
5. Excellent planning skills;
6. Proficiency with GSuite, Google Sites or comparable collaboration and intranet applications
7. Proficient in Microsoft Office (Word, Access, PowerPoint) and the Internet;
8. Excellent knowledge on Microsoft Excel, The working knowledge on Data Collection, Analysis, data management software, GIS, and SPSS etc.
9. Excellent written and verbal communications skills;
10. Strong attention to detail;
11. Skilled at prioritization and multitasking;
12. Background in international development and government contracting a plus.
13. Highly motivated, proactive work style and excellent organizational skills;
14. Capability to learn and use proprietary software applications;
15. Ability to manage multiple priorities and work under pressure with tight deadline; and
16. Flexible individual who can work independently, under little direction and supervision, and able to take decisions based on available information.

**Period of Employment and Mode of Engagement**

The period of employment will be **24 months subject to 3-month probation** and commences on the date of appointment.

**Condition of Application**

1. This position is open only for citizens of CT6 Member Countries (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, Timor Leste).
2. The successful applicant will be based at the CTI-CFF Regional Secretariat in Manado, North Sulawesi, Indonesia.
3. Competitive compensation and benefits

 Salary according to CTI-CFF Salary Scale (Grade Level 13)

**Submission of Application**

1. Please submit your cover letter (including your last salary information), CV, with at least 3 Work References and scanned copies of certificates i.e., diploma, training to: regional.secretariat@cticff.org in format <Monitoring and EvaluationOfficer > <Your Name> **by 10 May 2025**.
2. The position is subject to open competition regardless of race, color, gender, mother tongue, religion and beliefs, or the national, ethnic or social origin.
3. Only shortlisted applicants will be contacted for interview.