

POSITION DESCRIPTION

Monitoring, Evaluation and Learning Officer

Position Objective

To provide robust monitoring, evaluation and learning support to AFAO's partnerships to prevent HIV and reduce its impacts in Asia and the Pacific.

Location and Reporting Structure

This position is based in Bangkok, Thailand. It reports directly to the Senior Technical Advisor. No subordinates report directly to this position. This position manages external contractors from time to time.

Organisational Context

In Australia, AFAO leads the national effort to end HIV on behalf of its member organisations who represent the diverse communities most affected by HIV – lesbian, gay, bisexual, transgender and intersex communities, sex workers, people who inject drugs, people with HIV and Aboriginal and Torres Strait Islander communities.

Internationally, AFAO contributes to the development of effective HIV policy and programs in Asia and the Pacific, fosters the development of regional and country-level community responses to HIV, and represents Australia's community response to HIV in global forums.

From January 2019, AFAO will lead the *Sustainability of HIV Services for Key Populations in Asia* (SKPA) Program, funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria.

Program Context

The SKPA Program aims to promote sustainable services for key populations at scale to stop HIV transmissions and AIDS related deaths by 2030. The program will be implemented in Bhutan, Lao PDR, Malaysia, Mongolia, Papua New Guinea, the Philippines, Sri Lanka and Timor-Leste.

Economic growth and the consequent shift to middle income status requires that grant countries within this program increase domestic investment and be more self-sufficient in the delivery of national HIV/AIDS programs. Even where staged, the challenges of transition from donor to domestic funding are acute. With diminishing donor funding, countries must be highly efficient in targeting their investments in accordance with epidemiology and mechanisms for funding community-led responses by those most affected by HIV – key populations – must be established or strengthened.

The SKPA Program recognises the considerable existing efforts of grant countries toward national and global HIV/AIDS goals, funded through domestic, private and donor sources. It also recognises that, as in all countries, each of the grant countries of this program experiences barriers that prevent the provision of services and programs for key populations at necessary scale. The SKPA Program seeks to identify barriers to scale-up and implement targeted actions to address those barriers.

The objectives of the SKPA Program are to:

- **Increase Financial Sustainability:** Secure the long-term sustainability of increased service delivery at national levels through securing domestic investment and spending, exploring innovative approaches and identifying alternative sources of funding for key programs
- **Strengthen Strategic Information:** Secure up-to-date strategic information, particularly on key epidemiological and response information including population size estimates and program coverage, community needs assessment of key populations to inform program design
- **Mitigate Service Delivery Gaps:** Scale-up outreach to key populations and improve their access to prevention, testing and treatment and retention in the service cascade
- **Strengthen Community Systems:** Strengthen community responses and systems to support increased scale-up of services for key populations including sustainability of community-led services through community-based research, effective use of data and other strategic information and through community mobilisation
- **Contribute to Enabling Environment:** Address barriers to access including addressing stigma and discrimination and other human rights- and gender-related barriers to services, where relevant.

Principal Duties

This position leads strategic analysis to achieve the goal of AFAO's *Sustainability of HIV Services for Key Populations in Asia* (SKPA) Program – to scale-up HIV programs for key populations in grant countries – through program activity tracking, evaluation, environmental analysis and knowledge sharing that informs strategic change and program planning.

- Lead on program monitoring, evaluation and the analysis of strategic information to inform continuous planning and program adjustment and robustly assess program effectiveness.
- Ensure program planning is continuously informed by critical analysis of HIV epidemiology, public health, financing, sustainability, scale-up and other matters relevant to the achievement of the program goal in grant countries.
- Closely monitor and remain abreast of relevant developments in HIV regionally and in grant countries to ensure AFAO remains at the cutting edge of current knowledge and practice.
- Develop and maintain program monitoring and reporting systems and templates in line with Global Fund requirements.
- Provide technical support and training on monitoring and reporting systems and templates to Sub-Recipients and ongoing remote technical support for successful implementation.
- Conduct monitoring and support visits to Sub-Recipients to ensure program performance progress and build capacity in monitoring and evaluation.
- Coordinate and ensure the effective design and quality checking of the program evaluation, and advise on evaluation methodology, milestones and indicators.
- Develop data formats for the collection of country financing, sustainability and transition data, and identify innovative methods to measure country financing commitments.
- Review the data components of Sub-Recipient reports and develop workplan tracking measure reports.
- Develop the Monitoring and Evaluation Plan and liaise on that plan with the Global Fund and Sub-Recipients.
- Establish and maintain strong working relationships with strategic information partners, particularly the UNAIDS Datahub, and work closely with partners to leverage their strategic information activities toward program objectives.

- Establish communication and knowledge sharing processes to promote learning with program partners.
- Promote AFAO's knowledge, skills, experience and successes.
- Adopt continuous learning and improvement processes in all aspects of the position.
- Understand, implement, participate and promote AFAO's business processes, policies and procedures, and WHS objectives, processes and procedures.
- Perform other duties and responsibilities as assigned.

Challenges and Problem Solving

Challenges faced by the position that the position-holder will be expected to be able to manage include:

- Ensuring program planning is continuously informed by critical program and environmental analysis that supports the achievement of the program goal.
- Effectively tracking program activity and monitoring progress according to workplans and workplan tracking measures and milestones and alerting the Senior Technical Advisor to delayed implementation.
- Managing monitoring and evaluation systems and processes to ensure effective and timely assessment of progress against the program goal, program performance and program adjustment.
- Promoting program learning through effective communication and knowledge sharing.
- Building close working relationships with regional technical partners and Sub-Recipients.
- Recognising important issues, engaging stakeholders and program partners around those issues and planning effective responses.
- Managing priorities in order to ensure effective implementation and meeting deadlines.

Decision Making

The role of Monitoring, Evaluation and Learning Officer is critical to AFAO's success.

The Monitoring, Evaluation and Learning Officer exercises considerable day to day discretionary and decision-making responsibility within the framework set by an annual work plan, which is approved by the Senior Technical Advisor.

The Monitoring, Evaluation and Learning Officer is required to exercise considerable judgement in liaising with stakeholders and formulating and responding to issues that may impact AFAO's reputation. The Monitoring, Evaluation and Learning Officer discusses issues of potential sensitivity with the Senior Technical Advisor.

In exercising their responsibilities and making decisions the Monitoring, Evaluation and Learning Officer is bound by AFAO's Code of Conduct and policies and procedures.

Performance Review

The Monitoring, Evaluation and Learning Officer will participate in an annual work planning and performance appraisal process for this role with the Manager, Multicountry Grant.

Key Performance Indicators for the role will include:

- Provision of effective monitoring, evaluation and analysis that informs strategic change and program planning, implementation and adjustment.
- Development and implementation of monitoring and reporting systems and templates.
- Effective leadership and coordination of baseline and end-line evaluations.
- Development and submission of workplan tracking measures reporting.
- Development and implementation of a Monitoring and Evaluation Plan.
- Effective support to Sub-Recipients on program monitoring and evaluation.
- Effective communications and knowledge sharing to promote program learning.
- Completion of duties in an efficient and effective manner.
- Important deadlines are met.

Skills and Experience

- Excellent understanding and demonstrated experience in the provision of monitoring, evaluation and learning support for complex programs.
- Strong research capability, critical thinking skills and understanding of strategic information relevant to the program including HIV epidemiology, public health, financing, sustainability and scale-up.
- Demonstrated experience working with and providing monitoring, evaluation and learning support to community and civil society organisations.
- Strong understanding of approaches to capacity development and institutional strengthening for community organisations.
- Demonstrated understanding of and commitment to the ethos of community-led action of health and issues affecting key populations.
- Excellent written and verbal communication skills, including in the areas of presentation and report writing, networking and representation of AFAO in relevant forums.
- Excellent organisational and time management skills, including the capacity to manage concurrent priorities and meet deadlines.
- Excellent judgement to manage and advise on sensitive issues that may involve reputational risk.
- A minimum of five years professional experience and tertiary qualifications or equivalent experience in international development, public health or a similar field.