

## POSITION DESCRIPTION

### Position Details

<b>Position Title</b>	Senior Monitoring, Evaluation, Research and Learning (MERL) Specialist
<b>Project/Program Area</b>	Sustainability of HIV Services for Key Populations in South East Asia (SKPA-2)
<b>Employment Type</b>	Full-time contract position: 1 July 2022 to 30 June 2025
<b>Location</b>	Bangkok, Thailand (preferred) or within the Asia-Pacific region
<b>Responsible To</b>	Deputy Director, SKPA-2
<b>Responsible For</b>	Knowledge Management Advisor
<b>Collaborates With</b>	Representatives from the Global Fund and Global Fund's Local Fund Agent, SKPA-2 sub-recipients and SKPA-2 staff
<b>Further Information</b>	Felicity Young, Senior Director, International Strategy

### About AFAO

AFAO leads Australia's effort to end HIV transmission. We do so on behalf of our member organisations who represent lesbian, gay, bisexual, transgender and intersex communities, sex workers, people who use drugs, people with HIV and Aboriginal and Torres Strait Islander communities.

Our close connections with our communities provide us with rapid intelligence on changes in Australia's HIV epidemic, allow us to mobilise and respond quickly and to act as a trusted communication channel to government, research and clinical partners.

We have worked with Australian governments for more than 30 years to achieve a world-class response to HIV of which we can be proud. AFAO works across the Parliament to foster interest, strengthen political support, provide briefings and education about Australia's response to HIV and to highlight the opportunities we have to better meet our goals of ending HIV transmission and minimising the impacts of HIV.

AFAO supports its members by leading the national conversation on HIV, advocating for AFAO's members and communities in forums and government processes and providing a public voice on HIV. We work directly with our members in formulating positions and responses as new issues and evidence emerges. We work in partnership with clinicians and researchers to communicate and advocate for our communities' interests.

Internationally, we foster the development of regional and country-level responses to HIV, contribute to the development of effective HIV policy and programs, and represent Australia's community response to HIV in global forums. We are proud to have partnered with communities, technical partners and governments in Asia and the Pacific since the beginning of the HIV epidemic.

AFAO has offices in Sydney, Australia and Bangkok, Thailand.

### Position Overview

The Senior Monitoring, Evaluation, Research and Learning (MERL) Specialist will lead the research, monitoring and evaluation components of the SKPA-2.

SKPA-2 is a three-year, USD\$12.5m program funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria for the period 1 July 2022 to 30 June 2025. The program follows from and significantly extends the successful SKPA-1 program, which will be completed by June 30, 2022. AFAO is the Principal Recipient.

SKPA-2 aims to improve the sustainability of evidence-informed, prioritised HIV services for key populations in Bhutan, Mongolia, Philippines, and Sri Lanka. There are four program objectives:

1. Accelerate financial sustainability
2. Improve strategic information availability and use
3. Promote programmatic sustainability
4. Remove human rights and gender-related barriers to services.

SKPA-2 is led by a Director who works for a consortium of partners to implement the program. The consortium includes both country and regional sub-recipients. The WHO and UNAIDS contribute as technical partners.

Comprehensive planning for SKPA-2 has already been undertaken and a detailed performance implementation plan has been developed. It is expected that following a brief orientation and familiarisation, the position holder will immediately participate in program implementation.

## Key Responsibilities

### *Leadership in monitoring, evaluation and reporting and technical support to the subrecipients*

- Strategic leadership and promotion of the SKPA-2 theory of change to ensure all partners are tracking towards common goals
- Management of the SKPA-2 Performance Framework including preparation of the Global Fund's annual Progress Update and Disbursement Request report and ensuring sub-recipient reporting is timely, accurate and aligned to the overall project-level key performance indicators
- Design and maintain SKPA-2 program monitoring tools and dashboards and ensure program and financial data are kept current and ensure timely, high-quality reporting, analysis and visualisation of project indicators and datasets as well as quarterly, annual and *ad hoc* reports and presentations
- Support sub-recipients to meet monitoring, evaluation and reporting requirements, providing technical assistance as needed. This may include building the capacity of sub-recipient MERL and technical staff to deliver timely, good quality inputs and analytical reports
- Lead as appropriate and participate in the SKPA-2 baseline assessment and end-of-project evaluation, annual project reviews and planning workshops. This will include data analysis and report writing
- Identify and report bottlenecks in program implementation and recommend remediation strategies based on monitoring data
- As part of the SKPA-2 knowledge management strategy, lead or contribute to the documentation and publication of program impact, knowledge-sharing and lessons learned in scientific and non-peer reviewed publications and conference abstracts, contribute to external communications and reports (including to the Global Fund and partners) and ensure all reports and publications are of high-quality and adhere to the SKPA-2 style guide
- Adopt continuous learning and improvement processes in all aspects of the role.

### *Leadership to the community-led monitoring workstream*

- Provide technical leadership to the community-led monitoring (CLM) workstream and support the sub-recipients to implement the CLM package
- Manage the regional database contract (once allocated) and APCOM (regional sub-recipient) and the involvement of country sub-recipients in the CLM workstream
- Support country sub-recipients to advocate for the integration of community data into their national health management information system (HMIS), and with the analysis and use of this data at sub-national level.

### *Human resources management and development*

- Supervise the Knowledge Management Advisor and undertake their performance review and performance management
- Participate in and support a strong team culture and a supportive workplace environment for optimal staff performance and retention.

## Selection Criteria

### *Essential*

#### *Qualifications and experience*

- Master's degree or higher in a relevant field such as public health, monitoring and evaluation, epidemiology or statistics, with demonstrated experience in monitoring and evaluation of HIV or health systems strengthening programs
- At least eight years' experience planning, monitoring and evaluating public health programs, including program assessment, design and implementation, design and implementation of data management and analytics platforms and the use of data for policy development and advocacy with country experience
- Experience preparing donor reports, health data visualisation, indicator development and analysis, and supporting HMIS/DHIS2 systems
- Practical knowledge of database design, data collection and management, presentation development and project management
- Strong experience in mixed methods monitoring and evaluation design and implementation including quantitative and qualitative methods, and experience using business intelligence tools for visualisation, analytics and modelling
- Capacity to travel within the region up to approximately 40% of the time.

#### *Competencies*

- Excellent knowledge of English, strong oral and written communication skills, and experience developing data visualisation dashboards for effective communication of data trends, patterns, gaps and anomalies
- Strong ability to facilitate working meetings on online communications platforms, work remotely and coordinate activities across multiple time-zones
- Demonstrated experience providing capacity building to country-level counterparts and strong interpersonal and teamwork skills in a fast-paced work environment
- Ability to prioritise tasks, take initiative, and independently manage competing demands
- Ability to work alongside stakeholders, internal and external, to promote and optimise the strategic shift from donor financing to financial sustainability of country HIV programs.

### *Desirable*

- In-depth knowledge of Global Fund grant management and monitoring and evaluation processes, tools and deliverables
- Understanding of human rights issues for key populations and people living with HIV in Asia
- Understanding of and commitment to community-led action for health and other issues affecting key populations and people living with HIV.

### *Core Qualities/Attributes*

The successful applicant will:

- Listen, adapt and make culturally appropriate adjustments within the aims and objectives of the program
- Demonstrate flexibility in leadership and management styles to meet the project goal and objectives

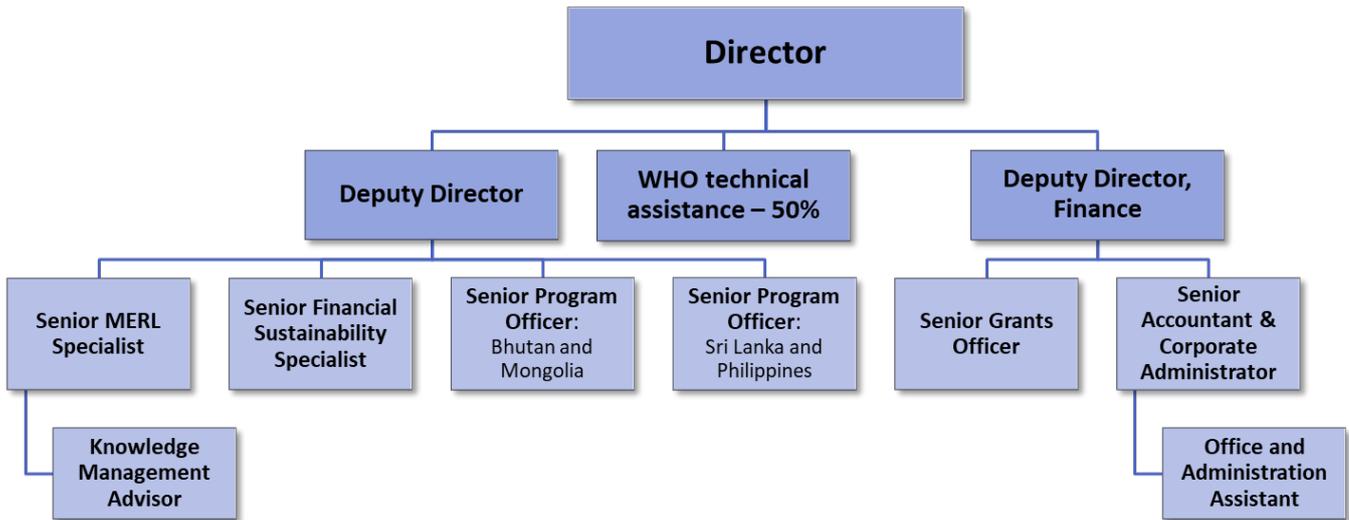
- Be self-aware and own their cultural values, expectations and biases while respecting and understanding those of others.

## Other Requirements

- All AFAO personnel must adhere to AFAO’s Code of Conduct and corporate policies. These can be made available upon request.
- AFAO is committed to safeguarding and promoting the welfare of children young people and vulnerable adults, and any offer of employment is contingent on completion of a National Police Check and signing AFAO’s Safeguarding Code of Conduct.
- AFAO is an equal opportunity employer. We value inclusion, diversity, and gender equality. As part of our commitment to creating a diverse and inclusive workplace, people with HIV and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

<b>Position Description:</b> Senior Monitoring, Evaluation, Research and Learning (MERL) Specialist			
<b>Version</b>	1	<b>Reviewed</b>	2 May 2022
		<b>Approved</b>	2 May 2022

## SKPA-2 Organisational Chart



## AFAO Organisational Chart

