

**Monitoring, Evaluation and Learning Mentor
Timor Leste**

This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request.

However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

GENERAL DETAILS

Assignment Title	Monitoring, Evaluation and Learning Mentor
Partner Organisation	ChildFund Timor-Leste
Website of Partner Organisation	www.childfund.org.au
Duration of Assignment	18 months
Start Date	9 th May 2020 or early

1. PARTNER ORGANISATION OVERVIEW

ChildFund Australia is an independent and non-religious international development organisation that works to reduce poverty for children in many of the world’s most disadvantaged communities including in Timor Leste. their vision is *a global community, free from poverty, where children are protected and have the opportunity to reach their full potential*. ChildFund has been operating in Timor-Leste since 1991 under ChildFund International management in Richmond, USA called Christian Children Fund (CCF) and the name changed to ChildFund in 2009. However, ChildFund Timor-Leste has been under ChildFund Australia management since October 2017 Conducts wide range of Monitoring and coordination cross cutting child issue with lines Ministries (based of CRC Concluding Observations 2015). ChildFund Timor Leste implementing various activities included:

1. Holistic Early Childhood Development, Program Goal: To improve the quality of early childhood development for children and their families
2. Integrated Maternal & Child Health and Nutrition, Program Goal: To improve the maternal, child health and nutrition conditions of children and mothers including adolescent sexual reproductive health
3. Building youth resilience focused on improving social and emotional learning with Program Goal: To build social and emotional learning skills of young people to build better futures.

Child Fund ultimate beneficiaries are the Children. We want to see a world free from poverty, where children are protected and have the opportunity to reach their full potential. One of ChildFund’s key strengths is its long-term approach to working with communities. This enables holistic and sustainable development of children and communitiesour. With 33 staff in place ChildFund programs are implemented in Lautem, Liquisa, Bobonaro, Manatuto and Cova Lima municipalities, the programs are implemented in collaboration with local partner organisations

2. ASSIGNMENT OVERVIEW

ChildFund finds it important to measure impact of its programs, that included to collect and analyse data as evidence to see what works and what doesn't to achieve its objectives for children. ChildFund want to ensure quality program evaluation and ongoing learning to improve their programs and impact for children. To do this ChildFund require capacity and skills in research, evaluation skills, data collection, analysing data and use of data software.

ChildFund has recently recruited a Monitoring and Evaluation Coordinator and their would like support to build her skills further, as well as help to establish a good monitoring evaluation and learning systems that involves good coordination in the program department. The capacity of project managers and coordinators need to be strengthened as well as that of their partner organisations so that the Organisation will have tools and skills to achieved the results of the programs their do.

3. ASSIGNMENT OBJECTIVES

- To build skills and systems for ensuring good Monitoring, Evaluation and Learning in ChildFund Timor-Leste's and their partners Programs
- To support Capacity development in MEL for MEL coordinator, project managers/coordinators and implementing partner organisations.
- To ensure the **inclusion of all people** directly affected by the volunteer assignment in the course of your work with the partner organisation and host community, including implementing strategies that relate to:
 - a. promoting gender equality and empowering women,
 - b. disability inclusion, and
 - c. child safeguarding.

4. DUTIES AND RESPONSIBILITIES OF THE VOLUNTEER

In consultation with their line manager and relevant stakeholders, Australian volunteers complete a work plan in the first three (3) months of their assignment. The duties below are an indication of the type of work that may be involved in meeting the Assignment Objectives:

- Implement the ChildFund Monitoring, Evaluation and Learning Framework based on the programming model in country including creating and setting up supporting systems.
- Advice on MEL in all stages of the project cycle including new project design, baseline studies, report and evaluations.
- Support the MEL coordinator and program staff in developing high quality (survey) reports and statement of impact and contribute to reviews and planning, qualitative case studies and facilitate reflection sessions
- Support MEL capacity building of partners (including community members) and staff, facilitate discussions to analyse and reflect on their practice on basis of MEL data and surveys.

5. SELECTION CRITERIA

Qualifications, Essential Skills & Experience

- Tertiary qualification in international development, monitoring and evaluation, program evaluation or related field, or substantial practical experience in similar context
- Demonstrated practical experience (including at management level) of M&E including baseline, mid and final term evaluations, qualitative and quantitative data collection, data and information management, analyses and reporting.

Desirable Skills & Experience

- Demonstrated practical experience (including at management level) of M&E including evaluations, qualitative and quantitative data collection, data and information management, analyses and reporting.
- Experience in the development of M&E systems, including data collection protocols and tools
- Experience in adult education and/or training, designing and conducting workshops and trainings
- Proficiency with relevant computer software (e.g. Excel, SPSS, EPI Info).

ASSIGNMENT INFORMATION

Line Manager

Program Manager

Staff Supervision

N/A

Working Relationships

MEL Coordinator, Education Project Manager, Health Project coordinator, Youth Project Coordinator, Disaster Risk Reduction coordinator

Hours & Days at the Partner Organisation

From 8 am to 5 pm, Monday to Friday, with one-hour lunch break. The ordinary hours of work per week is forty (40) hours.

Leave Entitlements

All volunteers are entitled to 20 days leave per 12 months, unless otherwise advised.

Same conditions and terms as local colleagues apply, including national holidays.

Professional Indemnity Insurance

Professional indemnity insurance is required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment. On these assignments, professional indemnity insurance must be provided by the partner organisation, Australian organisation (if applicable) or self-arranged by the volunteer as part of ongoing professional obligations.

For all other assignments, professional indemnity insurance is not automatically provided for Australian volunteers. You should consult your partner organisation about the need for professional indemnity insurance for your role prior to your departure. Where required and/or you consider it essential for you to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to your departure.

This assignment is not deemed to require professional indemnity insurance.

Other Conditions

If required to work after hours, volunteer is entitled to time off in lieu because there is no overtime pay provisions.

Language Skills and Level Required

Medium in Tetum (Training provided for 80 hours Languages class)

Language Support

Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required.

6. LIVING AS A VOLUNTEER

General: The volunteer will be based in Dili, the capital city and most urban location in Timor-Leste. Dili is a smallish, bustling, coastal town and comprises a sweeping harbor and narrow coastal plain, steeply rising to the central mountain range which runs the length of Timor Island.

Social & Recreation: Dili provides a range of lifestyle options and has a fluctuating population of approximately 200,000+ people, including a diverse international expatriate population. It is also home to Timor-Leste's major seaport, international airport and commercial centre.

Dili is located in a coastal/beach setting so many social activities congregate around the cafes, bars and restaurants on the beach and a wide variety of local and international restaurants. Timor-Leste has excellent diving and snorkeling opportunities, including in or within easy reach of Dili.

Shopping: There is a variety of grocery and food options including several supermarkets, a western-style shopping centre and markets providing locally grown organic fruit and vegetables. Fresh fish is available daily along the waterfront. A range of cheap domestic goods are available, mostly imported from Indonesia and China.

Culture, behaviour & respect: Timorese throughout Timor-Leste hold traditional values and it is essential that visitors respect local customs and practices. Although Dili is the capital city and somewhat more liberal, Timorese throughout Timor-Leste hold traditional values and it is essential that visitors respect local customs and practices. It is strongly recommended to dress and behave modestly - safety and wellbeing are partially contingent on respect from local community and colleagues.

Safety & Security: Candidates should be aware that the security situation has been volatile in the past however, the political tensions have decreased in recent years. Please note that Volunteer safety and security are a priority for AVI and Volunteers will sign a Code of Conduct, which includes compliance with mobility guidelines and prescriptions. It is advised that candidates check the most recent DFAT security alert for Timor-Leste, see http://www.smarttraveller.gov.au/zw-cgi/view/advice/Timor_Leste.

Mobility: There are a range of transport options in both Dili and Timor-Leste though public transport can be difficult and many volunteers elect to purchase their own vehicle while on assignment. We encourage candidates to discuss the mobility experience and vehicle costs with current volunteers. Note that resale of vehicles is generally easy.

In Dili options include private vehicles, public transport (taxis or small buses) or on foot. There is very limited public transport after dark.

Communications: There are 3 telecommunication providers in Timor-Leste providing mobile phone and internet services. While 4G has recently become available, the speed and quality of access is variable and lower than in Australia. Internet access is usually via USB modem or mobile phone. There is limited wireless and virtually no landline internet

7. ALLOWANCES & SUPPORT

These allowance levels are based on the Cost of Living in the host country location. Allowances will be reviewed periodically and may increase or decrease. Volunteers will be given notice of any change to the allowance level.

Living Allowance

AUD 1,700/Month

Accommodation Allowance

AUD 1113/Month

Housing

Assistance with the identification of suitable, secure and affordable accommodation will be provided by the In-Country Management Team.

Other Allowances & Support

All Australian Volunteers program volunteers receive the following:

- Pre-departure Briefing in Melbourne
- In-country Orientation on arrival
- Pre-departure vaccination expenses
- Visa expenses
- Pastoral care, assignment monitoring and security guidance

- Return airfare to country of assignment
- Psychological and medical advice and support services
- Re-entry support services
- Settling in allowance (assignments longer than 6 months)
- Re-settlement allowance (assignments longer than 6 months)

8. PREPARING YOUR APPLICATION

As a part of your online application you will be required to answer the following questions through a video recording (if you are unable to submit through the online video due to accessibility please contact the Recruitment Coordinator).

Response to Selection Criteria

- a) Why do I feel that volunteering internationally is the right thing for me to be doing at this time in my life?
- b) What are the biggest personal adjustments I'm likely to have to make to be accepted as a useful colleague and engaged community member in this assignment?
- c) The Australian Volunteers Program is committed to ensuring the inclusion of all people directly affected by the volunteer assignment, such as the partner organisation and host community. What is your personal experience and/or understanding of social inclusion.
- d) How do I match the Qualifications, Essential Skills & Experience? Include your most relevant experiences, results and achievements responding to each of the selection criteria in Section 5.

Personal Circumstances Constraints

The Australian Volunteers Program recognizes and values the enhanced skills and expertise of returned volunteers as a result of their volunteering experience. The program is also designed to maximize international volunteering opportunities for all Australians. With this in mind, if a returned volunteer and a candidate who has not volunteered previously apply for the same role, preference will be given to the latter, providing they meet the personal and professional selection criteria for the role.

We are NOT able to accept applications from people with the following personal circumstances due to security, cultural, legal or visa restrictions in this location:

- Applicants with a criminal record where a criminal conviction may be relevant to the inherent requirements of the assignment.

9. HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you haven't already done so, you will need to register on our website prior to applying.

The Australian Volunteers Program is committed to increasing Indigenous participation, and we actively encourage applications from Aboriginal and Torres Strait Islander people. If you would like

*more information or support with your application, you can contact our Indigenous Programs
Coordinator on indigenous.programs@australianvolunteers.com.*