
Position Title: Monitoring and Results Measurement Coordinator

Location: Honiara, with occasional visits to the field (domestic).

Reports to: Paul Valemei, Monitoring and Results Measurement Manager

Area of focus: Monitoring and Results Measurement

Remuneration: Attractive for the right person.

ASI Contact Representative: Rami Alkhatib, Program Manager

Background to the Strongim Bisnis program

Strongim Bisnis, which commenced in July 2017, is an initiative of the Australian Government in Solomon Islands. It utilises a market systems development (MSD) approach in its goal to stimulate growth in specific sector value chains (cocoa, coconut, tourism, timber, horticulture, waste management and financial services). Through its activities it seeks to catalyse innovation, improve business practices, strengthen collaboration, manage risks, build resilience, increase women's participation and empowerment, and actively involve youth and people with disability.

The program has three end-of-program outcomes (EOPOs):

1. Business is demonstrating potential for increased productivity, greater resilience, better risk management, more income earning opportunities and access to higher value markets, more efficient use of assets and labour, and new business models that favour employment, incomes or trade.
2. The private sector and government work together to increase opportunities for trade and investment, and form external partnerships that accelerate business growth, measured by a more favourable investment climate and external partnerships that accelerate changing business practice; and
3. Women, youth and people with disability have increased economic opportunity, measured by their participation in the above outcomes and the success of specific social inclusion measures for women's, youth and people with disability economic empowerment.

Position Description

Under the direct supervision of the MRM Manager, the MRM Coordinator supports the achievement of the MRM team Annual workplans and the monitoring and measurement of Program activities in the manner described in the Strongim Bisnis MRM Manual. The MRM Coordinator ensures that there is a reliable and up-to-date repository of information of all program work and assists the MRM Manager in the preparation of timely and accurate MRM content in Strongim Bisnis reports.

Duties and Responsibilities

- Supports the MRM Manager to ensure the MRM system and practices adheres to both the DFAT monitoring and evaluation guidelines as well as the Donor Committee for Enterprise

Development (DCED) standards for measuring achievements in private sector development.

- Working alongside the MRM Manager, will assist in the training of Strongim Bisnis staff – as well as Partners where appropriate - in MRM systems and data collection.
- Coordinates and provides field support to Strongim Bisnis staff in their data collection activities to ensure timely and quality reporting on the progress of interventions.
- Coordinates data entry process from primary data collection activities, which may entail managing temporary data entry teams, and conducts the first round checks on the quality and completeness of the data before any further cleaning and analysis by the MRM team.
- Manages the storage and maintenance of MRM documents and data collection forms- both in hardcopy as well as in shared cloud-based platforms that are accessible by all Strongim Bisnis staff and promotes learning across the organisation.
- Ensures the completeness of all documentary evidence for Common Indicator results cited in previous reporting periods.
- Lead periodic field monitoring and verification checks as part of internal data quality check processes, as well as support the MRM Manager in external reviews and/or verifications of MRM systems and results reported.
- Supports the MRM Manager in facilitating internal reflection meetings amongst Strongim Bisnis staff to review Program results and discuss lessons learned from monitoring and results measurement activities.
- When the MRM Manager is not in-country or available, reports directly to the Strongim Bisnis CEO and represents the MRM team in internal and external stakeholder meetings and events.

Skills and experience required

- University degree or diploma in economics, business, social science or related fields.
- Computer literate, with the use of Microsoft Excel being essential.
- Able and willing to make field visits to project sites for data verification (routine data audit checks) and technical support where possible.
- Proficiency in English and Solomon Islands Pijin is essential. Ability to carry-out quality translations from English to Pijin and vice versa is preferred.
- Must be self-aware with good interpersonal skills to work across a range of cultural contexts and interact with people from different backgrounds and socio-economic status.
- Knowledge or experience of women and youth empowerment in development is an advantage.
- Previous training in Monitoring and Evaluation and/or experience in primary data collection and analysis (Qualitative and Quantitative) is preferred, but not essential.
- Experience in working with a variety of stakeholders, including at-risk and marginalised individuals and groups in the Solomon Islands would be an advantage.
- Must have the ability to work independently and as part of a team when required.
- Strongim Bisnis is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and is committed to promoting the economic empowerment of poor women, men, youth and people with disabilities. Strongim Bisnis expects all staff to share this commitment, and places a high priority on ensuring that only those who share these values are recruited to work for the Program.

How to apply

Expressions of interest should include a CV and a cover letter and should be sent to recruitment@strongimbisnis.com.sb no later than the **19th July 2021**, with the subject title **EOI MRM Coordinator- National**.

Only shortlisted individuals will be contacted. Strongim Bisnis reserves the right to accept or reject any or all applications without assigning any reason.

Prepared by: Paul Valemei, MRM Manager

Approved by Phil Montgomery, CEO



25th June, 2021