



Terms of Reference (ToR) Monitoring and Evaluation Coordinator

About Coral Triangle Center (CTC)

Coral Triangle Center (CTC) is a foundation based in Indonesia with a regional scope and global impact. Established in 2010, CTC works closely with local communities, the private sector, governments, and partners to strengthen marine resource management in the Coral Triangle to protect coral reef ecosystems, and ensure sustainable livelihoods and food security.

CTC supports on-the-ground conservation in Bali, Maluku, North Maluku, as well as in Timor-Leste. CTC leads learning networks of women leaders, local government executives and marine protected area practitioners in Indonesia, Malaysia, Philippines, Papua New Guinea, Solomon Islands and Timor-Leste. CTC is developing its Center for Marine Conservation in Bali as an integrated learning space for training programs, outreach activities, and artistic and cultural performances to influence millions of people to care for our oceans and those who depend on it.

CTC continues to work towards our aim to inspire people to care for the oceans. Since our establishment in 2010, we have protected 387,000 hectares of critical marine habitat. We have trained more than 5,000 people to support marine protected areas and sustainable fisheries management throughout the Coral Triangle region. More than 11,000 people have come through our Center for Marine Conservation, many of whom have been inspired to take direct action to support our oceans.

In 2019, we undertook a full monitoring, evaluation and learning (MEL) exercise to review our achievements against the goals and targets set in the second strategic plan. We also surveyed a wide range of marine and coastal stakeholders to gain objective insights into the performance of CTC, and to gather inputs and perspectives for planning consideration for the coming years. A series of intensive strategic planning workshops were held throughout 2019. The results of these assessments, workshops, and both internal and external review meetings, have informed and guided the development of this document — CTC's third strategic plan (2020 – 2024) which aims to strengthen our core strategies while ensuring our foothold as a regional organization.

Essential Function

The **CTC Monitoring, Evaluation & Learning (MEL) Coordinator** will support learning/monitoring and evaluation activities across all program areas in alignment with CTC's Strategic Plan 2020-2024. The MEL Coordinator will assist in identifying areas that demonstrate impact, outcomes and important learning opportunities. This position will report directly to CTC Executive Director and will work closely with the Senior Management Team to keep track of the strategic plan implementation and its corresponding MEL framework.

Key Tasks and Responsibilities:

- Lead overall implementation of the CTC MEL Framework in close consultation with CTC Executive Director and Senior Management Team (SMT).
- Lead the design of a CTC MEL database and data collection process.
- Ensure that Key Performance Indicator (KPI) data generated from activities are reliable, accurate, and collected in a timely manner.

- Work with CTC's Senior Management Team and staff to ensure MEL tools and processes are understood and used.
- Ensure information from the MEL system is properly analysed and written up for periodic submission to the CTC Board of Trustees, Executive Director, Senior Management Team, and various CTC donors.
- Provide periodic reports to the Executive Director and Senior Management Team regarding the achievement of milestones under the CTC 's Strategic Plan 2020-2024.
- Work closely with the Science Coordinator and Knowledge Management Specialist to ensure alignment of MEL data collection with scientific data collection.
- Work closely with the Communications team to ensure that MEL reports and findings are communicated effectively.
- Provide ongoing strategic training to CTC staff on MEL systems, policies, procedures, templates, and forms as needed.

Qualifications:

- University Degree in a related field for example but not limited to research and analysis
- 3-4 years' experience working on monitoring and evaluation for non-government organizations or international donor-funded programs.
- Must be familiar with developing and implementing monitoring and evaluation systems, policies, and processes in non-profit organizations.
- Qualitative and quantitative skills in statistics and data analysis, visualization and interpretation.
- Familiar with marine conservation issues in Indonesia and the Coral Triangle.
- Good communication and interpersonal skills.
- Trustworthy, attention to detail with high degree of accuracy and organized in work.
- Ability to meet set targets and to work independently and in a team setting.
- Fluent in Bahasa Indonesia and professional proficiency in oral and written English.
- Able to work under pressure and tight deadlines.
- High degree of adaptability to varied working environments and teamwork skills.

Working Conditions:

- She/he must be able to work in a team.
- Evening and weekend work to achieve program goals may be required.
- Duties require communicating effectively.

This position is based at the CTC office in Bali and open to Indonesian nationals only.

Please send your CV and application letter to: hrecruitment@coraltrianglecenter.org
(Closing date for application: 27 February 2021)