**MONITORING AND EVALUATION OFFICER**

**1. BACKGROUND**

The Seychelles’ Conservation and Climate Adaptation Trust (SeyCCAT) is an independent, public-private trust fund currently managing more than US$ 25 million. SeyCCAT strategically invests in ocean stakeholders to generate new learning, bold action and sustainable blue prosperity in the Seychelles.

SeyCCAT was originally established in 2015 to manage the US$ 21.6 million innovative debt restructure between the Government of Seychelles and the Paris Club of creditors, supported by The Nature Conservancy (TNC). Under the debt conversion, the Government of Seychelles committed to improved policies and investment around marine conservation and climate change, most notably the development of a Marine Spatial Plan (MSP) for a 1.35-million-km2 Exclusive Economic Zone (EEZ), including the protection of 30% of the EEZ. SeyCCAT provides additional support for the MSP process through grants and human resources management services.

SeyCCAT initiated their Blue Grants Fund (BGF) in 2017, providing grants to support marine conservation and investment into the blue economy across the Seychelles. The organization is now recognized to provide an attractive framework for grants management with an established process, independent technical evaluators, a Board with both public and private sector representation. In 2018, SeyCCAT entered into a further agreement with the Government of Seychelles and the World Bank to manage 20% of the Seychelles’ US$ 15 million sovereign blue bond through the BGF.

SeyCCAT now annually manages some US$ 700,000 in via the BGF. In 2021, SeyCCAT has a portfolio of 39 projects.

SeyCCAT’s portfolio and assets continue to grow. It now manages the Coastal Wetlands and Climate Change project, and anticipates that it will be managing 3 new grants as of this year. Hence, the organization is seeking a monitoring and evaluation officer to support the organization and the funds and projects it manages.

**2. DUTIES & RESPONSIBILITIES**

Responsible for monitoring and evaluation for SeyCCAT, in relation to its organizational mission and goals, the Blue Grants Fund and associated grants and projects.

**Organisational M&E**

1. Maintain and track an up-to-date SeyCCAT’s M&E framework and database; analyse and aggregate findings.
2. Research and identify M&E operational best practices to improve SeyCCAT practice and systems and develop an M&E policy, to be in line with best practices.
3. Develop relevant standardized data collection tools, methodologies and measurement, data quality and assurance for SeyCCAT.
4. Lead role in data collection, collation, storage, analysis, and reporting, ensuring that data is of high quality and audit worthy.
5. Contribute to the evaluation planning for project/programme reviews and evaluations set by the CEO.
6. Prepare presentations briefings, including performance monitoring charts and tables on all components of SeyCCAT.
7. Assist in the compilation and drafting of the annual work plan and the annual progress report.
8. Propose and develop mechanisms for compilation, dissemination and uptake of lessons learnt, thereby linking evaluation findings and recommendations to future programme/project planning and implementation.
9. Conduct regular data quality audits and follow-up compliance.
10. Provide mentoring to staff to ensure the implementation of strong M&E systems.
11. Undertake mid-term project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems.

**Blue Grants Fund**

1. Develop an M&E plan for projects funded under the Blue Grants Fund.
2. Support and maintain quality assurance of monitoring and evaluation standards of project proponents.
3. Support and implement the Monitoring and Evaluation plan ensuring monitoring of all projects based on periodical and needs-based intervals.
4. Support the development of baseline data for each fund’s component and for all indicators.
5. Undertakes periodical monitoring visits to SeyCCAT-funded project locations to monitor and collect relevant data related to project activities using the range of monitoring tools and monitoring frameworks including qualitative data collection through profiling of SeyCCAT-project beneficiaries.
6. Assist in routine M&E analysis which includes regular review of the indicators, deliverables and lessons learned, among other categories.
7. Prepare presentations and briefings including performance monitoring charts and tables on all components of the project.
8. Design and manage gender-disaggregated beneficiary monitoring and database systems.
9. Identify lessons learned and develop case studies to capture qualitative outputs of the project.
10. Provide advice to the CEO on improving BGF’s performance using M&E findings.
11. Support Fund’s progress reporting.
12. Assist the Executive Assistant and Blue Grants Coordinator with the smooth running of the Blue Grants fund, includes administration, relationship management and expert reviews.

Supporting SeyCCAT’s grantees

1. Work closely with the SeyCCAT grantees and potential grantees in providing M&E support and assisting with the successful design and delivery.
2. Support the development of baseline and target indicators for each project and M&E action plan for each project in close coordination with project leads.
3. Review progress report submitted by grantees and provide feedback.
4. Provide advice to the project lead on improving project’s performance using M&E findings.
5. Provide capacity-building support for project proponents in all areas related to the management and regular monitoing and evaluation of their own activities.
6. Ensure gender and youth mainstreaming in projects, where possible and track gender and youth outcomes reported by projects, when available.
7. Submit all M&E related documents to the CEO.
8. Ensure systemic capturing of key lessons learnt generated by the project through feasibility studies, research, surveys as well as other primary and secondary sources to produce knowledge-based products.

**SeyCCAT funded/managed projects**

* Support the development of an M&E and Learning Plan to be used by all grants and project managers to undertake periodic monitoring, evaluation and learning activities during the 2021 - 2024.
* Support the implementation of monitoring and evaluation plans, including indicator selection, target setting, reporting, database management, and developing M&E and/ performance monitoring plans, in coordination with project manager.
* Provide support to Project Manager/project team in designing and implementing a methodology for establishing a project baseline survey.
* Support implementation of data collection and reporting protocols linked to project outcome/component indicators.
* Carry out quarterly informal and annual formal evaluation of the project in coordination with the project manager.
* Support preparation of plan for corrective action and assist Project Manager to realign the project activities and outputs to ensure positive results.
* Prepare for, and support to, project mid-term and final evaluations, and support to development of management response to the project mid-term and final evaluations.
* Ensure regular follow up to the recommendations of project mid-term and final evaluations.
* Develop capacity of staff to conduct monitoring, evaluation and learning activities.
* Provide inputs, information and statistics/data for reporting requirements to the Project manager.
* Document important findings, lessons learned and best practices from project implementation.

3. **Qualifications**

* Bachelor or Graduate degree in environmental studies, natural resources management, planning, management sciences, economics, public policy or management engineering.
* Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/ performance monitoring plans.
* At least 3 years of demonstrated M&E experience in natural resources, development or capacity-building programmes required.
* Proven success in designing, implementing and operating project M&E systems from project initiation to closeout stages.
* Ability to deliver analytical reports to facilitate management decision-making.
* Good understanding of project management principles, and the purpose of M&E systems.
* Experience with project evaluations or programme audits desirable.
* Excellent organisation and communication skills with a proven ability to engage across levels of an organisation and across geographies.
* Capacity to work collaboratively within a diverse team.
* Fluency in English is a requirement and proficiency

**4. REMUNERATION**

**To be confirmed:**

Gross Salary SCR 20, 900

Telephone allowance SCR 600

Fuel/Travel allowance SCR 1,500

Total SCR 23,000

Salaries for SeyCCAT are taxed at 3%. Depending on national laws, a 13th month salary may be payable.

**5. DURATION**

This is a 2-year contract renewable.