

Position Description

**AIFFP SU -Monitoring, Evaluation and Learning (MEL)
Adviser – Transport Lead**



Expertise	
Position Title	Monitoring, Evaluation and Learning (MEL) Adviser – Transport Lead
Work Area	AIFFP Support Unit
Supervisor	MEL Focal Point for AIFFP
Duration	To 30 June 2027
Location	Australia or Pacific Region. Position may require frequent travel.
Working Relationships	<ul style="list-style-type: none"> • AIFFP Support Unit Monitoring, Evaluation and Learning & Safeguards Teams • AIFFP MEL Lead • AIFFP Investment Leads • AIFFP Impact and Safeguards Leads







Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people’s lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region. We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.

<p>Strive for achievement</p> 	<p>Be open and transparent</p> 	<p>Listen to and respect people</p> 	<p>Pursue curiosity and have a passion for learning</p> 	<p>Deliver solutions that make a difference</p> 	<p>Embrace diversity and collaboration</p> 
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Overview of the Australian Infrastructure Financing Facility for the Pacific (AIFFP) SU

The Australian Infrastructure Financing Facility for the Pacific (AIFFP) is the Australian Government's specialist infrastructure financing program within the Department of Foreign Affairs and Trade. We are an AUD4.55 billion facility investing in transformational infrastructure across a range of sectors in the Pacific and Timor-Leste, including maritime, airports, energy, telecommunications, road transport and urban infrastructure. Export Finance Australia acts as the lender of record. The AIFFP provides financing to deliver quality infrastructure with a focus on strong social and environmental safeguards, generating local jobs and responding to the priorities of diverse communities. The AIFFP builds on Australia's longstanding partnerships with the Pacific and its experience delivering quality aid programming that supports sustained development outcomes for communities. The AIFFP began operating on 1 July 2019 and has 57 signed infrastructure projects across the Pacific and Timor-Leste.

The AIFFP is managed by the Department of Foreign Affairs and Trade, with support from Tetra Tech International Development (the Support Unit). The AIFFP Support Unit provides advice and services to support the delivery of the AIFFP and its objectives.

Purpose and Objectives

A Monitoring, Evaluation and Learning (MEL) Adviser Transport Lead is required to provide support to AIFFP's Transport portfolio which includes investments in Maritime, Roads and Aviation through the SU.

As a MEL Adviser, you will work with the AIFFP's SU MEL team to play a critical role in ensuring that AIFFP infrastructure investments in Maritime, Roads and Aviation are effectively monitored, and set up to collect accurate and relevant data, enabling timely and rigorous decision-making about project developments across AIFFP. You will report to the AIFFP SU MEL Focal Point, while working closely with the AIFFP MEL Lead and AIFFP investment teams.

You will strive for excellence in leading rigorous MEL activities including the development of key MEL products that meet DFAT and AIFFP's needs and deliver useful, pragmatic MEL solutions.

This will require a passion to help DFAT / AIFFP achieve social, environmental and economic outcomes through the use of high-quality evidence and maintaining strong internal and external relationships.

A key responsibility will be ensuring that the AIFFP's cross-cutting themes such as Gender Equality, Disability Equity, Social Inclusion (GEDSI), safeguards, climate change and local content are well captured and integrated into all aspects of the programs MEL systems and processes.

The role requires an experienced MEL professional with an excellent working knowledge of DFAT's Design and Monitoring, Evaluation and Learning Standards. This includes a good understanding of DFAT's program reporting expectations and guidelines, as well as a keen interest, passion and knowledge of Australia's International Development Policy, and policies and priorities relating to the AIFFP's thematic priorities of GEDSI, Localisation and climate change.

The role will have primary responsibility for Transport Portfolio MEL, while contributing to shared Support Unit MEL functions and portfolio-level priorities as agreed through AIFFP/Support Unit MEL work planning.

Key Responsibilities

Key responsibilities include:

1. Proactively plan and deliver MEL products including logical frameworks, MEL plans, results frameworks, baseline proposals and studies, case studies, and reviews that meets AIFFP and DFAT standards (DFAT Design and MEL Standards) and international standards (as relevant) in the Transport portfolio for AIFFP investments
2. Ensure that MEL processes and deliverables are planned and implemented across the AIFFP transport portfolio to enable the collection of timely and accurate data, quality reporting and storytelling.

3. Review proponent, PMU and contractor progress reports to assess completeness, quality and alignment with agreed results frameworks, and provide practical advice to Investment Leads and delivery partners to strengthen future MEL reporting and data collection. Where necessary, accompany Investment Leads in monitoring visits to project sites.
4. Lead and contribute to portfolio-level MEL for the Transport portfolio, including refinement of portfolio headline metrics, approaches to aggregating results, qualitative results capture, portfolio-level learning, and inputs to communications or storytelling products.
5. Contribute to MEL work planning, task tracking and internal coordination processes, including maintaining or updating agreed workplans, weekly or fortnightly snapshots, action trackers and other tools used to coordinate SU MEL inputs across AIFFP.
6. Support annual and periodic performance reporting processes, including Investment Monitoring Reports, Final Investment Monitoring Reports, investment completion reporting, Tier 2 reporting, annual reporting inputs, and other AIFFP or DFAT performance reporting requirements as requested.
7. Attend, present at and/or contribute to investment team meetings, providing MEL updates and identifying actions, decisions or support required.
8. Contribute as an active member of the SU MEL team, sharing responsibility for other AIFFP MEL needs in other s and agreed portfolio-level MEL priorities where required.
9. Support the ongoing maintenance and use of AIFFP portfolio results systems, including extracting and quality assuring results data from progress reports and other source documents, contributing to the results database and dashboard, and supporting updates to related indicator guidance or data handbooks.
10. Where requested, build and maintain effective relationships with investment stakeholders in Australia and overseas, including AIFFP, DFAT, Pacific government officials, representatives of state-owned enterprises, PMUs, contractors and other delivery partners, and provide practical advice to build understanding of MEL responsibilities and strengthen the quality of data collection and reporting
11. Proactively engage with client to ensure that MEL processes and deliverables are well understood, planned and delivered appropriately.

Selection Criteria

Qualifications

Essential: Undergraduate degree/qualifications in relevant area (i.e., Social Sciences, International Development/Relations).

Desirable: Postgraduate degree in relevant area (i.e., Evaluation, Social Sciences Research, Design, Impact Measurement, International Relations, Gender, Public Policy and/or relevant field).

Experience

Required

- 5+ years minimum experience in MEL roles within international development, humanitarian or public policy settings.
- Proven expertise in qualitative and quantitative research methodologies.
- Experience in managing complex projects across multicultural and multidisciplinary teams.
- Experience leading the development and application of MEL systems with high levels of autonomy.

- This includes delivering high-quality MEL outputs and supporting outcome reporting using mixed methods approaches.
- Experience presenting performance information to senior management, both verbally and in writing.
- Experience reviewing project progress reporting and source documents, extracting and quality assuring monitoring data, and supporting the maintenance of results datasets / dashboard inputs.
- Experience facilitating complex MEL processes, including theory of change discussions and reflective processes.
- Experience supporting investment- or activity-level MEL processes, including annual performance reporting, IMR/FIMR, and Tier 2 reporting processes.
- Experience working with program teams, government counterparts, delivery partners or contractors to strengthen MEL understanding, reporting quality and data collection practices.
- Experience working in the Pacific or on Pacific-focused projects.

Desirable

- Understanding and experience of the Pacific infrastructure sector including but not limited to either Maritime, Roads and/or Aviation sectors and/or development programs.
- Experience working with DFAT and familiarity with the DFAT Design and Monitoring, Evaluation and Learning Standards.
- Expert understanding and application in assessing, designing, and/or implementing MEL systems across international development projects.
- Experience integrating GEDSI, safeguarding, climate change and local content in MEL systems and processes.
- Presenting outcomes and impact through interactive reporting and/or dashboards i.e. PowerBI.

Personal Attributes

- Resilient, flexible and comfortable working in environments with frequent changes in priorities and timeframes.
- Ability to facilitate and manage group discussions and consultations in a constructive, open and inclusive manner.
- Strong capabilities in relationship building with clients / stakeholders to understand their needs and objectives.
- Strong organisational skills, including the ability to maintain workplans and action trackers, coordinate inputs, and manage competing priorities across multiple investments.
- Collaborative and pragmatic, with the ability to work as part of an integrated AIFFP and SU MEL team and adapt support across portfolios and facility-level priorities.
- Excellent command of the English language (written and spoken).
- Advanced computer skills in Microsoft Word, Excel, PowerPoint and Visio. Desirable: Skills in other research and evaluation software applications such as NVivo and SPSS, Atlas ti and Power BI.
- Ability to work in a Pacific context, including sensitivity, humility and willingness to learn.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment. All staff are expected to adhere to our Child Protection Policy and Code of Conduct, which includes reporting any concerns or suspicions of harm.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind. All staff are expected to adhere to our PSEAH Policy and Code of Conduct, which includes reporting any concerns or suspicions of harm.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.