



**TongaHealth**  
Tonga Health Promotion Foundation

# Monitoring and Evaluation Manager Job Description

## Key Objectives of the Position

1. Manage the development of a TongaHealth monitoring and evaluation framework for the National NCD Strategy and TongaHealth corporate strategy
2. Manage research tenders to ensure contractor performance and value for money
3. Build the skills of implementing partners to effectively engage in monitoring activities
4. Financial oversight and accountability of M&E activities
5. Undertake secondary research as required
6. Quality assurance and control of TongaHealth research and monitoring processes and reports
7. Support the development of communication materials that regularly and effectively disseminate research, monitoring and evaluation findings
8. Supervise Monitoring and Evaluation program staff

## Job Focus

### Managerial oversight of:

1. The design, implementation and reporting of high quality and appropriate monitoring and evaluation activities
2. All research activities

## Selection Criteria

The knowledge and skills required are:

### Qualifications:

- A minimum qualification of a Bachelor's Degree in the fields of statistics, management or public health

### Essential skills:

- Experience in qualitative and quantitative research and monitoring
- Experience in writing research terms of reference and evaluating research tenders
- Experience in research contract management
- Strong stakeholder engagement skills

- Attention to detail

**Desirable skills:**

- Experience/knowledge of participatory monitoring practices
- Experience in health related research and monitoring
- Experience in supervising staff

**Salary:** Minimum salary is TOP 32,002 per annum but starting salary will depend on qualifications and skills

**Key Result Areas**

KRA	Major Tasks
1. Manage the development of a TongaHealth monitoring and evaluation framework for the National NCD Strategy and TongaHealth corporate strategy	<ul style="list-style-type: none"> <li>• Work with technical partners to develop realistic, appropriate and measurable indicators</li> <li>• Work closely with stakeholders to develop agreement on indicators and methods of collection, including assessing partners existing data collection and reporting to align reporting processes where appropriate</li> <li>• Ensure that TongaHealth monitoring techniques adopt appropriate, participatory processes (e.g. table talk, stories of change)</li> <li>• Liaise with donors to develop one TongaHealth reporting process that can meet the needs of multiple donors/stakeholders and ensure that M&amp;E frameworks are compliant with donor requirements</li> <li>• Develop data bases or other M&amp;E data storage systems as required</li> </ul>
2. Manage research tenders to ensure contractor performance and value for money	<ul style="list-style-type: none"> <li>• Develops detailed, appropriate research terms of reference</li> <li>• Manage research tenders, ensuring TongaHealth achieves value for money and meets due diligence standards</li> <li>• Manage contractors against agreed deliverables</li> <li>• Quality controls TongaHealth research and monitoring processes and reports</li> <li>• Ensure sound documentation of the tender process and that all processes are run in a manner consistent with TongaHealth policy</li> </ul>
3. Build the skills of implementing partners to effectively engage in monitoring activities	<p>Work with and oversee the monitoring officer to:</p> <ul style="list-style-type: none"> <li>• Develop a range of easy to use templates to underpin the M&amp;E framework</li> <li>• Ensure partners are only required to collect data that is appropriate to their implementing role</li> <li>• Work with partners to map how TongaHealth data collection can align to their existing processes</li> <li>• Work with partners to assess their confidence and competence to collect and report quality monitoring data</li> <li>• Conduct trainings in monitoring techniques and provide mentoring support as required</li> <li>• Work with stakeholders in a co-operative and ongoing way to ensure the on-time delivery of monitoring data</li> </ul>
4. Financial	<ul style="list-style-type: none"> <li>• Ensure all M&amp;E contracts have appropriate payment milestones and other</li> </ul>

management	<p>compliance/due diligence clauses as required (e.g. intellectual property)</p> <ul style="list-style-type: none"> <li>• Develop, manage and report against M&amp;E budgets</li> <li>• Work with the finance manager to establish and implement the systems that will allow TongaHealth and its grantees to track, monitor and report financial data as a performance measure</li> <li>• Ensure value for money in research and monitoring activities</li> </ul>
5. Undertake secondary research as required	<ul style="list-style-type: none"> <li>• Undertake and report secondary (desk-top) research as required to support TongaHealth's co-ordination and delivery of evidence based health promotion</li> </ul>
6. Quality control TongaHealth research and monitoring processes and reports	<p>Develop TongaHealth M&amp;E policy and standards to ensure:</p> <ul style="list-style-type: none"> <li>• TongaHealth funded research complies with the approval processes and requirement of the Tonga National Ethics Committee, including research practices and the use and storage of data</li> <li>• the management of M&amp;E related intellectual property complies with donor and TongaHealth requirements</li> <li>• academic publications that relate to TongaHealth funded work are co-authored by a Tongan national and approved by TongaHealth</li> <li>• TongaHealth prioritises the participation of program beneficiaries in all stages of the project cycle – planning, implementation and review and that research findings are shared and understood by program beneficiaries</li> <li>• TongaHealth M&amp;E reports are timely, appropriate to the audience and high quality</li> <li>• Other quality assurance and control processes are in place as required</li> </ul>
7. Support the development of communication materials that regularly and effectively disseminate research, monitoring and evaluation findings	<p>Work with the Corporate Communications officer to:</p> <ul style="list-style-type: none"> <li>• develop an M&amp;E communication framework to guide the timely, appropriate dissemination of M&amp;E findings</li> <li>• translate M&amp;E data into accurate, engaging communication pieces that meet the needs of both TongaHealth, beneficiaries and major donors</li> <li>• co-ordinate the production of attractive, easy to read, accurate and on time M&amp;E reports</li> <li>• disseminate findings and seek feedback through stakeholder forums as appropriate</li> </ul>
8. Supervise Monitoring and Evaluation program staff	<p>Oversee and support the work of Monitoring and Program staff, including:</p> <ul style="list-style-type: none"> <li>• establishing and reviewing agreed roles and responsibilities and work plans</li> <li>• reviewing performance to provide constructive support and feedback</li> <li>• identifying and addressing capacity and training needs</li> </ul>

**Special Note: The Tonga Health Promotion Foundation has mandatory child protection compliance standards to ensure that all employees understand and act on their obligations for managing risks to children. All employees become role models of healthy living by not smoking or drinking alcohol, eating healthy and exercising regularly.**