



**CORAL TRIANGLE
INITIATIVE**
ON CORAL REEFS, FISHERIES
AND FOOD SECURITY



Term of Reference

MONITORING AND EVALUATION MANAGER (MEM)

Regional Secretariat

Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (to be based in Manado, North Sulawesi, Indonesia)

The Regional Secretariat of CTI-CFF is looking for a qualified, experienced, mature and motivated Monitoring and Evaluation (M&E) Manager, to be based in Manado, North Sulawesi, Indonesia. This is a Managerial level position, and opens to candidate from Coral Triangle Countries (CT6).

Background

The Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF), also known as CTI-CFF, is a multilateral partnership of six countries: Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, and Timor-Leste. These countries work together to sustain extraordinary marine and coastal resources by addressing crucial issues such as food security, climate change and marine biodiversity. The Coral Triangle is sometimes referred to as the “Amazon of the seas”, is the epicenter of marine life abundance and diversity on the planet with over 75% of all known coral species, 53% of the world’s coral reefs, over 3,000 fish species the greatest extent of mangrove forests of any region in the world and spawning and juvenile growth areas for what is the largest tuna fishery in the world.

At the Leaders’ Summit in 2009, the six Coral Triangle Countries (CT6) adopted the 10-year CTI-CFF Regional Plan of Action (RPOA) to safeguard the region’s rich marine and coastal biodiversity. Through the CTI-CFF, these countries committed to advancing people-centered biodiversity conservation, sustainable development, poverty reduction, and equitable benefit sharing.

Building on the achievements of the first RPOA, the Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF) is now implementing its second phase - RPOA 2.0 - to continue guiding regional cooperation and actions through 2023.

The Regional Secretariat is mandated to promote regional cooperation, sharing of lessons, and facilitate learning across the six Coral Triangle (CT6) countries. The Regional Secretariat also coordinates, monitors and evaluates the progress in achieving the CTI-CFF Regional Plan of Action (RPOA) goals. Its main activities cover the following areas: organizational development, outreach and communication, regional coordination and mechanisms, technical and thematic

working groups, development of key regional reports, and capacity development. It also serves as the main liaison and for all CTI-CFF official functions such as the bi-annual CTI-CFF Ministerial Meetings and the annual CTI-CFF Senior Officials Meetings. The CTI-CFF is administered and managed through Headquarters of CTI-CFF Regional Secretariat located in Manado, North Sulawesi, Indonesia.

Purpose of Terms of Reference (ToR)

This Terms of Reference (ToR) sets out the role, functions, and procedures applicable for the appointment of a Monitoring and Evaluation Manager (MEM) to the Regional Secretariat of Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI– CFF). The MEM will operate in accordance with this ToR and administrative requirements of the CTI–CFF's Rules.

Job Mission Description

Monitoring and evaluation (M&E) under the Coral Triangle Initiative on Coral Reefs, Food Security and Fisheries (CTI-CFF) is a vital component of adaptive project planning and management that is central to the attainment of the program's goal of sustaining the flow of benefits from marine and coastal resources in the Coral Triangle region. It involves the regular, systematic, and timely monitoring, measurement, and evaluation of the results of program actions to improve effectiveness and efficiency of operations, use of resources, and delivery of benefits; ensure the relevance of interventions; enhance collaboration and accountability of actions; and share lessons as input to well-informed decision making. In essence, the goal of monitoring and evaluation (M&E) in the CTI-CFF is to provide reliable, quality, and strategic information to management and stakeholders on the performance and results of the program as input to planning, implementation, and information exchange as well as to optimize implementation and sustain impacts. Under the Regional Plan of Action (RPOA) 2.0, monitoring and evaluation feeds into the communications and fundraising strategies of the program to promote and facilitate evidence-based learning, knowledge sharing, and fundraising activities and culture within the CTI-CFF.

Generally, the Monitoring and Evaluation Manager (MEM) shall ensure all M&E undertaken are in accordance with CSO and COM directives, and all activities are aligned with and endorsed by National Coordinating Committees of the CT6 countries via the Technical Working Groups (TWGs), and the Governance Working Groups (GWGs) and Cross- Cutting Initiatives (CCI). The M&E Manager will play an important role not only for the RPOA 2.0 and CT ATLAS, but s/he will be of service to other CTI projects as well.

Scope of Work

The MEM shall perform the following tasks professionally. Under the direction and supervision of the Deputy Executive Director of Program Services (DED PS), the MEM shall:

1. Develop monitoring and evaluation framework focusing on achievement of the following results:
 - Effective development of the Project Monitoring and Evaluation plan and its implementation.

- Inputs to the evaluation work plan, analysis and proposals on topics, and programme to be evaluated.
 - Ensure that log frame performance and impact indicators are defined and SMART (Specific, Measurable, Achievable, Realistic and Time bound).
2. Develop measurement methods and identify data sources for project performance and impact indicators, in coordination with Program Services Team and Working Groups:
 - Provide quality assurance through the development and implementation of an *M&E Operations and Reporting Manual* for the project.
 - Ensure that the purpose of the *M&E Operating Manual* is being achieved and enabling decision-making on the project progression and development.
 - Assist in reviews and evaluations and prepare annual work plans and associated budgets for M&E related activities.
 - Provide quality assurance for regular M&E report and take the lead in the preparation of project evaluation and/or review reports.
 - Quality assurance reports as required by Donor/s.
 - Establish and monitor reporting mechanism on progress on implementation activities undertaken, results achieved against targets and plan for follow up actions.
 3. Supports effective management of the evaluation process at CTI-CFF Regional Secretariat, focusing on achievement of the following results:
 - Drafting/revision of Terms of Reference (TOR) for project evaluation and/or desk evaluations/reviews, participation in consultant and evaluation team selection, technical feedback on evaluations
 - Follow up on implementation of evaluation recommendations.
 4. Facilitate capacity building and contribute to the development of the knowledge management system, focusing on achievement of the following results:
 - Identification and formulation of lessons learned from evaluations and studies to be integrated into broader knowledge management efforts.
 - Contribution to the implementation of Knowledge Management and Learning Strategy.
 - Support to project staff in identification, documentation, drafting of best practices and lessons learned
 - Effective showcase to external stakeholders on progress made and impacts delivered.
 - Manage and oversee the further development, utilization, and continuous improvement of the Coral Triangle Atlas (CT Atlas) as a centralized spatial and M&E database platform.
 - Coordinate with technical partners and NCCs to ensure data quality, system functionality, and alignment with RPOA 2.0 indicators and national priorities.
 5. Manage and coordinate the Monitoring and Evaluation Working Group (MEWG), including the planning of meetings, follow-up actions, documentation, and facilitation of technical discussions to support regional alignment on RPOA 2.0 indicators.
 6. Ensure the preparatory and arrangement of knowledge products and other collateral

materials to be used for TWG/GWG/CCI, Pre-SOM, SOM, MM, and other CTI events.

7. Perform other relevant duties as assigned by DED PS and also as directed by ED.
8. Work directly under ED on specific Projects.

Coordination and Reporting

1. The MEM will report directly to the Deputy Executive Director Program Services (DED-PS) of the CTI–CFF Regional Secretariat in the daily implementation of his/her services as outlined in the TOR. She/he will also be working with ED on special projects.
2. The MEM will closely liaise with the TPM, FOM, CIM, IT officer, and others, as directed.

Competency Requirements

Competencies required for this Managerial level position include:

1. A Bachelor degree in M&E, Environmental Science, GIS or other relevant fields with at least ten (10) years of relevant professional work experience in M&E.
2. Possessing a Postgraduate degree with at least three (3) years of relevant professional work in M&E (preferable).
3. Proven experience in GIS and/or CT ATLAS, programming, IT, etc would be a great asset and advantage in the selection process. Other relevant certifications would be added advantage.
4. Having relevant work experience with an international organization, international development cooperation, or in a dynamic environment with multiple stakeholders and international partners.
5. Excellent technical, analytical, communication and organizational skills
6. Team worker, responsible, dependable, with integrity, etc.
7. Excellent proficiency in the English language (both spoken and written) is MANDATORY.
8. Knowledge of other CT6 Member Countries working language is an asset.
9. Well disciplined, able to deliver on time, and cope with potentially stressful situations, driven by a strong motivation to contribute to the CTI-CFF goals and Regional Plan of Action (RPOA), and with a positive attitude and diplomatic approach.
10. Able to travel and undertake Missions overseas, especially to CT6 countries.
11. Relocate and based in Manado, North Sulawesi, Indonesia.

Period of Employment and Mode of Engagement

1. The period of employment will be 24 months and commences on the date of appointment.
2. Under the supervision of the Deputy Executive Director Program Services, the successful candidate's work performance is subject to evaluation for potential extension.

Condition of Application

1. This position is open only for citizens of CT6 Member Countries (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, Timor Leste).
2. The successful applicant will be based at the CTI-CFF Regional Secretariat in Manado, North Sulawesi, Indonesia.

Competitive compensation and benefits

Salary according to CTI-CFF Salary Scale starting from Grade Level (18) and other benefits (30-day annual leave, health insurance, relocation allowance, etc).

Submission of Application

1. Please submit your cover letter (including your last salary information), CV with at least 3 Work References, and scanned copies of certificates i.e., diploma and training to: regional.secretariat@cticff.org in format <MEM> <Your Name> by 13 November 2025.
2. The position is subject to open competition regardless of race, color, gender, mother tongue, religion and beliefs, or the national, ethnic or social origin.
3. Only shortlisted applicants will be contacted for interview.