

Terms of Reference: Monitoring, Evaluation and Learning (MEL) Coordinator - Readvertisement



Location: Bangkok, Thailand

Duration: 1 year with the possibility of extension

Report to: MEL Director

Position: National position

Deadline for applications: 17 October 2022

About DT Global

DT Global is an international development managing contractor, working across a wide range of sectors and technical areas in over 90 countries around the world. We are a part of the DT Global Family, a network including a for-profit company, a separate non-profit entity, and a charitable trust, all behind one mission: to improve as many lives as possible. DT Global launched in 2019, bringing together AECOM International Development's Services Sector and Development Transformations along with their legacy companies. The DT Global family has since expanded further with the acquisition of IMC Worldwide in March 2022 and Cardno International Development in July 2022. Together, we bring with us over 60 years of experience, relationships, and technical excellence to better transform lives around the world on behalf of partners, clients and stakeholders.

About the program

ASEAN–Australia Counter Trafficking (ASEAN-ACT) continues Australia's long running collaboration with ASEAN and its Member States to end human trafficking in the region. The program is a ten-year investment principally working with strengthening the justice sector response to trafficking in persons, while advancing the rights of victims. The program aims to establish new partnerships with allied government agencies, civil society, and business. We engage with all 10 ASEAN Member States in some capacity and have national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are establishing programming in Indonesia, and it is currently on hold in Myanmar.

Overview

The MEL Coordinator will coordinate the delivery of Monitoring, Evaluation and Learning (MEL) activities, knowledge management and reporting for ASEAN-ACT. Under the direction of the MEL Director, he/she/they will support the implementation of the program's MEL Plan, reporting and learning events. The MEL Coordinator will support the program team (regional and national) in compiling evidence, data and information for performance management and learning. The position will be located in Bangkok, working as part of a diverse team, the MEL Coordinator will coordinate MEL activities across multiple locations.

ASEAN-ACT is seeking a proactive and well-organised team player, who has strong evaluation and reporting experience.

Roles and Responsibilities

The MEL Coordinator will be responsible for:

Data collection and analysis

- Coordinate the monthly project or activity data collection, compilation and analysis.
- Coordinate other monitoring activities as required.
- Support the development of data collection tools and methodology.
- Support quality assurance of data and information collected by the program.
- Conduct interviews or research, including setting up operational arrangements as required.
- Support the management of the program's information system, in particular data or information related to program/project performance results.
- Liaise with Country Managers, other program staff and key partners to gather information related to program activities, for example program stories, counter trafficking / justice sector data.
- Collate and analyse information to support effective program performance monitoring and reporting.
- Manage and implement agreed activities as scheduled.

Reporting and learning

- Coordinate internal reporting activities (e.g. monthly, quarterly) and support quality assurance of reports.
- Support the program's review and reflection activities, including operational arrangements as required.
- Assist program team to understand the value of evidence-based reporting, the links between DFAT reporting requirements and quality of progress reporting.
- Develop and deliver internal reports (monitoring, small research, program stories) as required.
- Support development and review of MEL Plan.
- Promote and support ASEAN-ACT in building MEL capacity of program staff and key partners.

Selection Criteria

Qualifications

- Tertiary qualifications in a field relevant to monitoring and evaluation, e.g. social development, information management, research, international studies. Post graduate qualification is an advantage.

Essential Experience, Knowledge and Skills

- **Technical skills:**
 - Demonstrated understanding and experience in conducting research, ability to collect qualitative and quantitative data and to analyse that data.
 - Demonstrated understanding and experience of the performance management cycle of planning, implementation, monitoring and reporting.
 - Demonstrated ability to manage activities and coordinate diverse group of professionals.
- **Communication:** Good interpersonal skills, demonstrated analytical skills. Excellent command of English, written and spoken is mandatory. Fluency in Thai and demonstrated competency in another ASEAN language is highly desirable.
- **Teamwork:** Demonstrated ability to work effectively with others, including experience in cross-cultural environments and international settings.
- **Planning and coordination:** Demonstrated planning and coordination skills including the ability to effectively manage deadlines and timing. Ability to develop and maintain results-focused stakeholder relationships.

Desirable

- Minimum five years' experience in developing or implementing M&E systems
- Experience with the justice sector or counter-trafficking programs in the ASEAN region

How to Apply

Interested applicants must submit:

- A curriculum vitae detailing experience
- A completed Application Form, which describes how your skills and experience are applicable to the selection criteria. Please copy and paste this link: <https://www.aseanact.org/wp-content/uploads/2022/08/asean-act-application-form-mel-coordinator.docx> to download the application form.
- The names and contact details of three professional referees

Applicants should clearly indicate 'MEL Coordinator' in your e-mail title and submit to recruitment@aseanact.org.

Please note this position is a re-advertisement.

You will not be required to submit another application if you applied previously. All applications will be considered again in the recruitment assessment.

Only shortlisted candidates will be contacted.

Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

Gender Equality, Disability and Social Inclusion

DT Global, LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global, LLC prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Child Protection and Prevent Sexual Exploitation, Abuse and Harassment

Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.