Terms of Reference:

**Monitoring, Evaluation and Learning (MEL) Coordinator**

<table>
<thead>
<tr>
<th>Location</th>
<th>Bangkok, Hanoi, Jakarta, Manila, Phnom Penh, or Vientiane</th>
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<tr>
<td>Duration</td>
<td>2 years with the possibility of extension</td>
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<td>Position Status</td>
<td>National position</td>
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<td>Supervisor / Manager</td>
<td>MEL Director</td>
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<tr>
<td>Performance Management and Reporting Framework</td>
<td>ASEAN-ACT Remuneration Framework for national positions</td>
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<td>Deadline for application:</td>
<td>4 October 2023</td>
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**About the Role**

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 home country of successful candidate, 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 monitoring and reporting experience.

**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 (2018 to 2028) principally working to strengthen the justice sector response to trafficking in persons, while advancing the rights of victims. The program has established partnerships with 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.

ASEAN-ACT supports ASEAN Member States to integrate gender equality, disability and social inclusion (GEDSI) and protect the rights of victims of trafficking. The program has developed GEDSI and victim rights strategies to provide a conceptual framework and practical implementation approach.
to analyse and respond to GEDSI and victim rights challenges in countering trafficking. As a core component of the program, specific projects and activities to advance GEDSI and victim rights have been designed and are being implemented in collaboration with ASEAN-ACT's partners and stakeholders.

**Program outcomes**

The overarching goal that ASEAN-ACT will contribute to is that ASEAN member states have effective justice systems that provide just punishment of traffickers and protect the rights of victims.

Three end-of-program outcomes together contribute to the achievement of this goal by 2028:

1. ASEAN’s planning, monitoring and reporting of ACTIP implementation is increasingly effective, advances GEDSI and upholds victim rights.
2. ASEAN member states are increasingly capable of implementing their ACTIP obligations, particularly those that advance GEDSI and uphold victim rights.
3. ASEAN and member states’ policies and practices are inclusive, influenced by relevant stakeholders and aligned with the ACTIP.

**Specific Duties**

**Data collection and analysis**

- Coordinate the monthly project or activity data collection, compilation and analysis.
- Coordinate other monitoring activities, including key indicators on program performance.
- 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 teams, 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, six-monthly) and support quality assurance of reports.
- Support the program’s review and reflection activities, including operational arrangements.
- Assist program/country teams 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/review and implementation of the MEL Plan.
- Promote and support the program in using monitoring data in learning, planning and strategic programming.
- 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 relevant to the role
- A completed Application Form, which describes how your skills and experience are applicable to the selection criteria. Please copy and paste this link: https://bit.ly/MELCAplication to download the application form.
- The names and contact details of three professional referees

Applicants should clearly indicate ‘**MEL Coordinator**’ in your email title and submit to recruitment@aseanact.org or click on the ‘apply now’ button.

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality, and culture. Individual from minority groups, indigenous groups, People with a disability, women and ASEAN nationals are strongly encouraged to apply.

All applications will be treated with the strictest confidence.

Due to the expected volume of applications, only candidates under positive consideration will be notified.
Other Information

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

DT Global Asia Pacific Pty Ltd 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 Asia Pacific Pty Ltd 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.

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.

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. 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.