TITLE: MONITORING, EVALUATION & LEARNING SPECIALIST

Contract Term: Through August 2023 (Part-time Consultant, approx. 35 hours/week)

Project/Location: USAID Mekong Safeguards. Based in Asia Pacific is required. Based in Bangkok, Thailand is preferred.

SUMMARY OF JOB RESPONSIBILITIES

The Asia Foundation, a global leader in technical assistance, program implementation, and international development, seeks qualified individuals to fulfill the position of Monitoring, Evaluation & Learning (MEL) Specialist for the USAID Mekong Safeguards program.

USAID Mekong Safeguards, a five-year program (2018–2023) aims to support Cambodia, Lao People’s Democratic Republic (Lao PDR), Myanmar, Thailand, and Vietnam (CLMTV) to strengthen capacity to foster the consistent application of environmental, social, and governance standards, particularly for electric power and transport sectors.

Key Roles and Responsibilities

The MEL Specialist is responsible for all monitoring, evaluation, and learning activities under the USAID Mekong Safeguards program. S/he must ensure that all MEL activities are in compliance with the USAID framework and systems. The main responsibilities of this position are to:

- Maintain and revise a strong monitoring and evaluation process, the learning plan, and systems to support monitoring, evaluation and learning (MEL), consistent with the USAID Mekong Safeguards results framework and USAID requirements. This includes developing data collection and data verification protocols as well as managing the activity database.
- Provide regular MEL-related inputs and monitoring data on project performance to strategically inform planning, decisions and future direction.
- Ensure the completion of all MEL activities stated in the performance monitoring (MEL) plan, including working with the COP to organize and manage quarterly meetings to review achievement of the project results, targets and learning.
- Support the technical staff in collecting required documentation for reporting actual achievement of quantitative targets and qualitative results, including through communicating with collaborators and partners and surveys.
- Conduct data verification and data quality assessments.
• Contribute to quarterly/annual performance reports.
• Design MEL training materials and build MEL capacity of current and new staff to ensure the implementation of the MEL plan and systems.
• Perform other duties as assigned.

Requirements:

• Bachelor’s degree in a relevant discipline (quantitative/qualitative data analysis, economics, business administration or other relevant discipline)
• 5-10 years of experience in designing and implementing MEL related activities including, but not limited to, developing and managing implementation of a MEL plan and designing data collection protocols, in projects funded by international development organizations.
• Strong organizational skills and resourcefulness.
• Strong oral, written and presentation skills in English.
• Strong computer skills (MS Word, graphic programs and MS Excel spreadsheets)
• Women are highly encouraged to apply.

It is preferred that the consultant is already based in Bangkok, Thailand. However, consultants based in Asia and the Pacific will also be considered.

Please send a cover letter specifying the position to which you are applying with your resume or CV by email to: poonsook.pantitanonta@asiafoundation.org by February 19, 2020. (Only short-listed candidates will be notified).