# Job description: Monitoring, Evaluation and Learning Officer – Criminal Justice Reform in Southeast Asia Project

**Reports to:** IDPC Regional Director: Asia

**Purpose:** To lead and co-ordinate the design and implementation of monitoring, evaluation and learning (MEL) tools and activities, including capacity building, collation and analysis of data from project outputs, quarterly reporting against indicators and targets, and support delivery of consultancies to conduct the baseline, midline and endline evaluations. The MEL programme is part of a new 3-year project to increase the engagement of legal experts, legal service providers, media professionals, and people who use drugs in advocating for drug policies grounded in principles of harm reduction, social justice and human rights in Southeast Asia.

**Location:** Remote working, preferably based in a project country (Thailand and Indonesia) or a country involved in regional activities (Myanmar, Malaysia and the Philippines).

**Remuneration:** USD1,000 per month on a part-time basis (equivalent to 10 days per month).

**Contract:** 12 month contract, with 3 months probationary period. Preferably starting in March 2023, with the possibility of extension.

**Responsibilities:**

1. ***Design and implement monitoring, evaluation and learning activities***
2. Lead on delivery of agreed activities in the MEL workplan, in collaboration and consultation with IDPC secretariat staff, project partners and the donor, including:
   1. design and develop MEL tools to monitor and analyse project outputs and outcomes, in accordance with the agreed targets and indicators
   2. prepare quarterly reports on progress of outputs and outcomes resulting from implementation of project activities, and
   3. coordinate recruitment process of consultant to carry out baseline, midline and endline evaluations, involving visits to project partners and preparation of evaluation report, as well as oversee and support completion of evaluations.
3. Gather and collate data and relevant information from IDPC secretariat staff and project partners on their project implementation for the preparation of MEL reports, to be submitted on a quarterly basis, in consultation with project partners and in accordance with donor requirements.
4. Ensure timely completion of agreed project deliverables under the MEL programme, including submission of quarterly MEL reports, in consultation with IDPC secretariat staff and project partners, and the donor as necessary.
5. ***Liaise and facilitate communications with and between project partners and IDPC staff***
6. Provide capacity-building, guidance and support to IDPC staff and project partners on understanding and contributing to implementation of the MEL programme, including utilising MEL tools to track data resulting from outputs and outcomes of activities for provision of inputs to quarterly reports and evaluations.
7. Set up regular check-in discussions with and between project partners from Thailand and Indonesia, as well as stakeholders in the Malaysia, Myanmar and the Philippines, to support and monitor implementation of MEL activities, including to gather and analyse data on project outputs to submit as part of quarterly reports.
8. Prepare summary reports of discussions amongst project partners, IDPC and the donor, and planning for delivery of MEL workplan activities, for internal distribution amongst project partners.

**Qualifications and Experience:**

1. Post graduate qualification, or 3+ years experience, relevant to monitoring, evaluation and learning (MEL).
2. Strong understanding and experience of monitoring, evaluation and learning amongst NGOs working in Southeast Asia.
3. Knowledge of monitoring and evaluation harm reduction and drug policy reform advocacy, or similar activities.
4. Experience in coordinating the design and implementation of MEL activities, including advising NGOs on gathering, validating and analysing data, preparing project reports and managing external evaluations

**Skills:**

1. Excellent interpersonal skills, demonstrating high levels of personal integrity and professional credibility
2. Ability to build strong and credible relationships with all stakeholders
3. Excellent communication skills (written and verbal) in English for a range of audiences, and preferably another language used as the primary language in at least one of the project countries (Thailand and Indonesia)
4. Strong analytical skills, both quantitative and qualitative
5. Excellent computer skills, particularly databases and Excel