

## POSITION DESCRIPTION

<b>Position:</b>	<b>Monitoring, Evaluation and Learning Officer</b>
<b>Duration:</b>	Full time (Initial phase to 30 June 2024 with possibility for extension)
<b>Location:</b>	Bangkok, Thailand preferred. Jakarta, Indonesia, or remote also considered
<b>Reports to:</b>	Monitoring and Evaluation Adviser
<b>Closing date:</b>	23 July 2023

### About P4I

Partnerships for Infrastructure (P4I) is an Australian Government initiative partnering with Southeast Asia to drive sustainable, inclusive, and resilient growth through quality infrastructure. P4I partners with Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Timor-Leste, Vietnam and the Association of Southeast Asian Nations (ASEAN).

P4I works with partners to strengthen infrastructure decision-making and practice across the transport, energy, utilities and telecommunications sectors. P4I's focus is on the early stages of the infrastructure lifecycle, including planning and prioritisation, financing strategy, and procurement.

The 4 main services offered by P4I are linkages with Australian government agencies and other institutions, technical and policy advice, infrastructure project advice and knowledge-sharing and learning. As the foundation of quality infrastructure, P4I also integrates gender equality, disability, and social inclusion, and disaster risk reduction and climate change considerations into all activities.

Delivered through a single team, P4I is led by the Australian Department of Foreign Affairs and Trade in collaboration with EY, Adam Smith International, The Asia Foundation and Ninti One.

P4I has a regional head office in Bangkok, with staff also located in Australia and each partner country. More information about P4I is available at [www.partnershipsforinfrastructure.org](http://www.partnershipsforinfrastructure.org)

### The Role

The Monitoring, Evaluation and Learning (MEL) Officer will work closely with the Monitoring and Evaluation (M&E) Adviser, activity teams and program office staff to assist in the design and delivery of P4I's Performance function and support a culture of learning and adaptation with the program.

The MEL Officer will work with activity teams to ensure that M&E is well planned, adequately resourced, and effectively delivered so that relevant and useful information is delivered and utilised in line with the overall P4I Performance Management Framework. The MEL Officer will also play a key role in collating and reporting P4I results.

**Applicants with the right to work in Thailand are preferred for this position.** Indonesian nationals will also be considered for remote work from Jakarta.

The anticipated salary is 80-100,000 THB/month or equivalent.

### Responsibilities

The position holder will:

- Liaise closely with P4I activity teams regarding the development and delivery of M&E plans, including through coordination with external specialists.
- Support the assessment of P4I activity results and program outcomes through the application of fundamental monitoring and evaluation approaches.
- Develop and implement surveys and analyse results in response to activity and program needs.
- Coordinate data gathering and information management processes related to P4I performance, such as beneficiary reach and disaggregation, policy engagement and reflection workshops.



- Analyse activity and program information related to key themes, such as gender and inclusion, disability and social inclusion, country and sector.
- Manage a calendar of key events and processes related to Performance / MEL.
- Support scheduled performance reporting processes and ad-hoc information requests.
- Coordinate review and evaluation initiatives, depending on approaches adopted by the program.
- Provide general support for the P4I Performance management functions.

## Selection Criteria

- Degree qualification in a relevant discipline (preferably in international development, economics, and/or public policy). A post-graduate degree would be preferred.
- Five (5) or more years of experience in the design and management of MEL systems.
- Strong analytical skills, including experience designing and using different types of methodologies, and conducting quantitative and qualitative data collection.
- Experience in training, coaching and building the capacity of team members in monitoring and evaluation would be desirable.
- Strong written and oral skills, and a track-record in delivering reports and presentations to a high standard.
- Excellent computer skills. Knowledge of SharePoint, MEL software and/or statistical suites preferred.
- Experience working on Australian aid funded projects or international development experience preferred.
- Excellent communication and interpersonal skills in English required.
- The candidate must stand ready to adapt to P4I's multi-country, multi-sector and consortium-based approach.

## How to Apply

Interested applicants are requested to submit a CV and a short covering note in an email with subject “[Candidate Name] – MEL Officer” to [recruitment@partnershipsforinfrastructure.org](mailto:recruitment@partnershipsforinfrastructure.org).

Applications must be submitted by **11:59pm (Bangkok time) on 23 July 2023**.

Due to the high volume of applications for P4I positions, only short-listed applicants will be contacted.

This position will be recruited through Adam Smith International (ASI). ASI is committed to continually improving the diversity of our workforce through the attraction, retention, and development of a diverse range of talented people. Women, people with disabilities, Indigenous and ethnic minority groups, and nationals of P4I's partner countries are encouraged to apply. We want people to be comfortable bringing their whole self to work and recognise that inclusion brings further opportunities for innovation and creativity.