

TERMS OF REFERENCE

Position Title	Monitoring, Evaluation and Learning Officer
Long-Term / Short-Term	Long Term – Contract to 30 December 2025
Position Location	Bangkok, Thailand
Reports To	Monitoring & Evaluation Adviser
Salary	100,000 – 130,000 THB/month
Closing date:	11:59pm (Bangkok time) on Sunday 15 September 2024

Program Background

Partnerships for Infrastructure (P4I) is the Australian Government's flagship infrastructure initiative for Southeast Asia. It partners with Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Timor-Leste, Vietnam and the Association of Southeast Asian Nations (ASEAN) to foster inclusive growth through sustainable economic infrastructure (i.e. transport, energy, telecommunications, and utilities).

Delivered through a single team, the initiative is led by the Australian Department of Foreign Affairs and Trade in collaboration with EY, Adam Smith International, The Asia Foundation and Ninti One. The Program's Head Office is in Bangkok.

P4I focuses on infrastructure prioritisation and planning, policy and regulation, and procurement and project preparation (P4I does not finance the delivery of infrastructure). All services aim to address gender equality and social inclusion, and disaster risk reduction and climate change issues. P4I can respond to rapid requests, but ultimately aims to develop longer-term infrastructure engagement.

Further information about P4I is available at www.partnershipsforinfrastructure.org

The Role

This position is open to Thai nationals only.

The Monitoring, Evaluation and Learning (MEL) Officer will work closely with the Monitoring & 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 within 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 program Performance Management Framework. The MEL Officer will also play a key role in collating and reporting Program results.

The position will:

- Liaise closely with Activity teams regarding the development and delivery of M&E plans, including through coordination with external specialists
- Support the assessment of 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 Program 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

In undertaking all the above, the position will operate as part of P4I's One-Team, contributing to well-coordinated planning and delivery across all members of the Delivery Partner organisations.

Selection Criteria

- Degree qualification in a relevant discipline (preferably in international development, economics, and/or public policy). A post-graduate degree would be preferred.
- 8 or more years of experience of 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 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 / international development preferred.
- Excellent communication and interpersonal skills in English required.
- The candidate must stand ready to adapt to a multi-country, multi-sector and consortium-based Program

How to Apply

Interested applicants are requested to submit a CV and a short cover letter addressing the role and selection criteria in an email, with format "[Candidate Name] – MEL Officer" to recruitment@partnershipsforinfrastructure.org.

Recruitment for this position will close on 11:59pm (Bangkok time) on Sunday 15 September 2024.

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

This position will be hired 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. We want people to be comfortable bringing their whole self to work and recognise that inclusion brings further opportunities for innovation and creativity.