	Partnership for Governance Reform in Indonesia

I. Post Information

Post Title: **Monitoring, Evaluation & Learning (MEL) Officer**
Supervisor: Director of SPKM

II. Organizational Context

Under the guidance and supervision of the Director of SPKM, the MEL Officer is responsible for monitoring, evaluating and documenting lessons learned of project implementation, both self-implementing projects as well as project implementation through grantee modality. MEL Officer will also play significant role in the organization planning and resource mobilization.

MEL monitors and tracks project progress achievements, identify challenges and obstacles through proper documentation in which further be the basis for organizational learnings. MEL Officer works in close collaboration with program managers, project team, and relevant operations team, including communication and knowledge management team. Whenever required, MEL Officer will also be working in close collaboration with external parties, i.e. grantees and relevant stakeholders.

III. Functions / Key Results Expected

Summary of Key Functions:

❑ Development of MEL plan and tools
❑ Implementation of monitoring, evaluation and documentation of knowledge & learnings
❑ Provision of reportings and technical support to resource mobilization

1. Ensures **development of MEL plan and tools for projects**, focusing on the achievement of the following results:

   ❑ Provide inputs on the design and implementation of the MEL plan and tools;
   ❑ Development and application of methods, tools and system for effective MEL;
   ❑ Prepare annual wok plan and budget for monitoring activities and regular evaluation as defined in the SOP;
   ❑ Identification of areas of priorities for monitoring through effective coordination with relevant programs, projects, and other parties such as grantees, beneficiaries, vendors, government institution etc.

2. Ensures **effective implementation of MEL**, focusing on the achievement of the following results:

   ❑ Monitor the project progress against its workplan and budget and identify the problems encountered by the projects, provide analysis, and device inputs to solve such problems;
   ❑ Assist in the implementation of base-line and follow-up studies as outlined in the project

document;
- ❑ Presentation and prepare briefs to management, program, project and or other relevant parties on the project progress and status;
- ❑ Identification of potential and current problematic projects, and provision of analysis and inputs on remedial actions.
- ❑ Contribute to prepare terms of reference for evaluation by external evaluator and assisting as well as oversee the works of the external evaluator;
- ❑ Provide other technical support relevant to MEL to the program and project team, other staff, auditors, evaluation team and donor missions to monitor and evaluate the implementation of both ongoing and closed programs/projects.

3. Ensures **provision of project reportings and technical support to resource mobilization,** focusing on the achievement of the following results:

- ❑ Conduct technical review and provide substantive feedback on any activity proposal and reports in accordance with the SOP PM1 03;
- ❑ Conduct technical review and provide substantive feedback on project progress and final reports prior to submission to donor/funder;
- ❑ Prepare and disseminate regular alert activity and project reports to the internal organization;
- ❑ Provide support to the organization's resource mobilization effort, including but not limited to provision of data and information required for proposal development.

IV. Impact of Results

The key results have an impact on the quality assurance and timely delivery of project results and availability of lessons leant and best practice for future reference. Project implementation in line with the objectives of the project and organizational procedures are critical to ensure achievement towards KEMITRAAN's outcomes. Success stories and lessons learned are fully documented and widely disseminated.

V. Competencies

Corporate Responsibility & teamwork:
- ❑ Serves and promotes the vision, mission, values, and strategic goals of the Partnership
- ❑ Plans, prioritizes, and delivers tasks on time
- ❑ Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others

People Skills:
- ❑ Sets clear performance goals and standards; executes responsibilities accordingly

Partnering & Networking:
- ❑ Seeks and applies knowledge, information, and best practices from within and outside the Partnership

Results-Orientation:
- ❑ Plans and produces quality results to meet established goals

Innovation & Judgment
- ❑ Contributes creative, practical ideas and approaches to deal with challenging situations
- ❑ Strives for quality client-centered services (internal/external)

Communication:
- ❑ Demonstrates effective written and oral communication skills
- ❑ Demonstrates good negotiations skills

Job Knowledge & Expertise
- ❑ Executes day-to-day tasks systematically & efficiently
- ❑ Uses Information Technology effectively as a tool and resource
- ❑ Is motivated & demonstrates a capacity to pursue personal development & learn

VI. Recruitment Qualifications	
Education and Skill:	Bachelors (S1) Degree, preferable Master Degree; having good knowledge on governance reform programs, understanding on current socio-political conditions; clear commitment to governance reform; humble in character and patient in listening to stakeholders is a must; willing to develop a good teamwork with the KEMITRAAN staff ; having a good skill in report writing, and good skill on the use of ICT.
Experience:	Min. 5 years of relevant experience in program planning, monitoring and reporting; experience and skills in dealing with multi-stakeholders forum such as key government agencies, civil society organizations, social-political figures, private companies and grassroots communities, etc.;
Language Requirements:	Fluency in English and Bahasa Indonesia