Partnership for Governance Reform in Indonesia

I. Position Information

Post Title:	Monitoring, Evaluation, Learning (MEL) Officer – EnABLE
Duration of contract:	until 30 June 2027
Location:	Samarinda, East Kalimantan
Supervisor:	MEL Specialist – EnABLE

II. Project Context

The Enhancing Access to Benefit while Lowering Carbon Emission (EnABLE) Program Phase II is a World Bank-supported initiative designed to ensure that the benefits from the East Kalimantan Jurisdictional Emissions Reduction Program (EK-JERP) are distributed equitably and inclusively, particularly to women, Indigenous Peoples, and other historically marginalized groups.

Implemented until mid-2027, the project supports East Kalimantan's efforts to reduce deforestation and forest degradation under the Forest Carbon Partnership Facility (FCPF) framework. While EK-JERP generates results-based payments from verified emissions reductions, EnABLE helps communities and local governments access and benefit from those payments.

The project focuses on three main components as follows:

- Component 1: Strengthening local capacity by training government officials, village facilitators, and community stakeholders to engage communities effectively, with particular attention to the participation of women and marginalized groups.
- Component 2: Supporting inclusive and sustainable livelihoods by helping communities develop low-carbon income-generating activities, such as non-timber forest products, honey production, swallow farming, and other nature-based enterprises, with a special focus on gender inclusion and recognition of the role of local and traditional knowledge in promoting livelihoods.. The project also assists communities and villages in preparing proposals eligible for FCPF benefit-sharing funds.
- Component 3: Project management, monitoring, evaluation, and knowledge sharing to ensure effective implementation and dissemination of lessons learned.

The Project prioritizes village-level facilitation in ERP-participating villages across East Kalimantan and aims to create scalable models that can be replicated across the province, ensuring that climate-related benefits are accessible to all community members and inclusively while supporting sustainable forest management and rural livelihoods.

The Project is currently working in four (4) respective districts across 71+ villages, i.e. *Kabupaten Paser, Kabupaten Kutai Kartanegara, Kabupaten Kutai Barat* and *Kabupaten Mahakam Ulu*. Twelve Local NGOs have been recruited to support the implementation of EnABLE.

KEMITRAAN is responsible to manage and implement the Project throughout the project cycle and liaise with the key stakeholders within this project. In ensuring the effective implementation of the Project, KEMITRAAN established a Project Management Unit that will manage the day-to-day implementation and monitoring-evaluation of the Project.

To effectively track progress against project targets and comprehensively document the implementation process, outcomes, and lessons learned under the EnABLE Program (the Project), KEMITRAAN intends to recruit a Monitoring, Evaluation, & Learning (MEL) Officer. The MEL Officer will be responsible for ensuring that progress tracking documentation and all required data and information are systematically collected, verified, and compiled through the available database and dashboard systems. The position will also support monitoring and reporting on the implementation of environmental and social safeguards, including the documentation and tracking of safeguard-

related activities, issues, mitigation measures, and compliance requirements. In addition, the MEL Officer will support the MEL Specialist in coordinating, managing, documenting, and monitoring the Feedback, Grievance, and Redress Mechanism (FGRM), ensuring that feedback, grievances, and complaints are properly recorded, tracked, resolved, and reported in accordance with project procedures and safeguard commitments.

Under the overall guidance of the Project Team Leader and the day-to-day supervision of the MEL Specialist, the MEL Officer will be responsible for ensuring that all project-related documentation, data, and evidence are systematically collected, verified, organized, and maintained. This includes documentation and data received from the recruited local CSOs, Project Officers, Field Supervisors, Junior Knowledge and Data Officer, and other relevant project personnel. The MEL Officer will support the monitoring and reporting of project progress, results, lessons learned, and the implementation of environmental and social safeguards, including maintaining records of safeguard-related activities, issues, incidents, mitigation actions, and follow-up measures. The MEL Officer will be supported by the Junior Knowledge & Data Officer in maintaining project databases, documentation systems, dashboards, and knowledge management platforms. Based at the EnABLE PMU Office in Samarinda, East Kalimantan, the MEL Officer will undertake travel to project locations as required and will work closely with Project Officers, Field Supervisors, Technical Specialists, the Finance Manager, Finance & Administration Assistants, recruited local CSOs, and other relevant stakeholders, including KEMITRAAN's Home Office directorates and units, to ensure effective monitoring, accountability, learning, and reporting across the project.

III. Key Functions

The **Monitoring, Evaluation,and Learning (MEL) Officer** will support the effective implementation of the EnABLE Program by ensuring robust monitoring, documentation, reporting, learning, environmental and social safeguards oversight, and management of the Feedback, Grievance, and Redress Mechanism (FGRM). Key functions include:

1. **Monitoring, Evaluation, and Reporting**
    - Collect, verify, consolidate, and maintain project data and supporting documentation from CSO partners, Field Supervisors, Technical Specialists, Project Officers, and other relevant project personnel.
    - Support the MEL Specialist in monitoring progress against project targets, indicators, work plans, and reporting requirements.
    - Generate periodic data and information compilation reports, dashboards, and performance updates to support evidence-based decision-making.
2. **Knowledge Management and Learning**
    - Ensure documentations of project progresses, achievements, challenges, best practices, lessons learned, and implementation experiences.
    - In collaboration with Junior Knowledge & Data Officer to maintain project databases, documentation systems and dashboards.
    - Support the development and dissemination of learning products and knowledge-sharing materials.
3. **Environmental and Social Safeguards Monitoring**
    - Support the monitoring and reporting of the implementation of environmental and social safeguards across project activities.
    - Collect, maintain, and report data related to safeguard activities, risks, issues, incidents, mitigation measures, corrective actions, and compliance requirements.
    - Ensure safeguard-related information is properly documented and readily available for internal and donor reporting purposes.

4. **Feedback, Grievance, and Redress Mechanism (FGRM)**
    - Support the MEL Specialist in coordinating and administering the project's FGRM.
    - Ensure all feedback, grievances, complaints, and resolution actions are systematically recorded, tracked, monitored, and reported.
    - Maintain accurate FGRM records and support timely follow-up and resolution in accordance with project procedures and safeguard commitments.

5. **Coordination and Field Support**
    - Work closely with project teams, CSO partners, KEMITRAAN Home Office units, and other stakeholders to ensure timely submission and quality of project data and documentation.
    - Provide monitoring and documentation support during field visits and project implementation activities.
    - Contribute to strengthening project accountability, transparency, adaptive management, and continuous learning.
    - Conduct additional tasks requested by Team Leader EnABLE to support project implementation

IV. Impact of Results

The MEL Officer contributes to the successful implementation of the EnABLE Program by ensuring the availability of accurate, timely, and reliable project data, documentation, and evidence to support informed decision -making, accountability, adaptive management, and donor reporting. Through effective monitoring, knowledge management, safeguards tracking, and FGRM documentation, the position strengthens project transparency, compliance, learning, and stakeholder responsiveness.

V. Competencies

Core Competencies

1. **Results Orientation**
    - Demonstrates commitment to achieving project targets and reporting deadlines.
    - Ensures accuracy, completeness, and quality of monitoring data and documentation.
    - Takes initiative to resolve data gaps and reporting issues.
2. **Attention to Detail**
    - Maintains high standards of data quality, record-keeping, and documentation.
    - Identifies inconsistencies and verification issues in project data and reports.
    - Ensures compliance with project procedures and documentation requirements.
3. **Communication and Coordination**
    - Communicates effectively with project teams, CSO partners, government counterparts, and stakeholders.
    - Facilitates timely submission of data and reports from multiple sources.
    - Presents monitoring findings and information clearly and concisely.

4. **Collaboration and Teamwork**
    - Works effectively with MEL staff, technical specialists, field teams, and partners.
    - Supports cross-functional collaboration to improve project performance and learning.

- Demonstrates respect for diverse stakeholders and perspectives.

5. **Problem Solving and Analytical Thinking**
   - Analyzes monitoring data to identify trends, challenges, and areas requiring corrective action.
   - Proposes practical solutions to improve data quality and project performance.
   - Supports evidence-based decision-making.

Technical Competencies

1. **Monitoring, Evaluation and Learning (MEL)**
   - Knowledge of results-based management, logical frameworks, indicators, and performance monitoring systems.
   - Experience in data collection, verification, analysis, and reporting.
   - Familiarity with donor reporting requirements and monitoring frameworks.
2. **Data Management and Information Systems**
   - Proficiency in managing databases, dashboards, and digital data collection systems.
   - Strong skills in Microsoft Excel, including data validation, pivot tables, and basic data analysis.
   - Ability to organize, maintain, and retrieve large volumes of project information and documentation.
3. **Knowledge Management and Learning**
   - Sufficient understanding in capturing lessons learned, best practices, case studies, and project success stories.
   - Strong documentation and report-writing skills.
4. **Environmental and Social Safeguards & FGRM**
   - Some understanding and knowledge on environmental and social risk management principles.
   - Familiarity with World Bank Environmental and Social Framework (ESF), IFC Performance Standards, or similar safeguard systems is desirable.
   - Ability to monitor, document, and report safeguard-related risks, incidents, mitigation measures, and compliance actions.
   - Some knowledge on FGRM principles, complaint-handling processes, and accountability mechanisms is desirable.
   - Ability to maintain grievance databased and tracking resolution processes.
   - Ability to handle sensitive information with confidentiality and professionalism.

VI. Recruitment Qualifications

Education:

- Minimum Bachelor degree in social sciences or other relevant field required. Preferable master degree.
- 3-5 years of relevant experiences in program monitoring, evaluation, reporting, and learning management.
- Experience with World Bank funded projects, MEL structures and Environment Social Safeguard is a significant advantage.

Language Requirements:

Fluency in written and spoken English and Bahasa Indonesia

VII. Signatures- Job Description Certification

Incumbent (if applicable)

Name
Signature
Date
Supervisor
Name
Signature
Date
Chief Division/Section
Name
Signature
Date