



The Asia Foundation

JOB DESCRIPTION

TITLE: Monitoring, Evaluation, Research and Learning (MERL)
Consultant (part-time)

UNIT: Thailand

REPORTS TO: Regional Team Leader, AMPLIFY

SUPERVISES: N/A

1. SUMMARY OF RESPONSIBILITIES

In partnership with the New Zealand Ministry of Foreign Affairs and Trade (MFAT), The Asia Foundation is implementing a NZ\$15,000,000 regional Activity titled AMPLIFY: Amplifying Women's Peace Actions in ASEAN. The goal of AMPLIFY is to mitigate the disproportionate impacts of conflict and insecurity on women in ASEAN, and to strengthen peace actions through women's participation and receipt of benefits. AMPLIFY's team supports regional interventions in ASEAN, with country-level program components in Cambodia, Laos and Myanmar.

The MERL Specialist will provide guidance and technical support to the management teams and help establish practices and processes that ensure coherence and impact of program activities under AMPLIFY. Please note that this is a regionally implemented program which requires managing and coordinating reporting requirements across different countries and contexts. S/he will work closely with the Regional Team Leader and other team members spread across the country offices listed above. This position is **up to 10 days** a month (**may vary based on team needs**), with strong preference for Thailand-based applicants.

Applicants for this role may be considered for other upcoming regional program activities in the Asia Foundation Thai Office.

2. RELATIONSHIPS

Internal

Daily contact with all staff within the Foundation's offices (across the ASEAN region)

External

Page 1 of 4

ມູນນິທິເອເຊຍ | ຫ້ອງການປະຈຳ ສປປ ລາວ: ເຮືອນເລກທີ 69, ຫນ້ອຍ 4, ຖະໜົນ 23 ສິງຫາ. | ບ້ານໂພນໄຊ, ເມືອງໄຊເສດຖາ, ນະຄອນຫຼວງວຽງຈັນ, ສປປ ລາວ

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Senior and mid-level government officials; heads and deputy-heads of civil society organizations, academic and research institutions; TAF/SF, field offices, and other development partners.

3. REQUIREMENTS

Education

Master's degree in development studies, law, public policy, public administration, political science, economics, international development, social sciences, or any other relevant field is preferred. Bachelor's degree is the minimum requirement.

Experience

5 years of experience in the fields of monitoring, evaluation, learning and research, with a focus on adaptive programs, and programs that support GEDSI, women's empowerment, peace and security issues. Experience leading and/or implementing high quality quantitative research also preferred. Experience working on regional programs is strongly preferred.

Other

Excellent communication and interpersonal skills in English and at least one other local language preferred, and ability to harmoniously interact with people from a variety of cultural and professional backgrounds. Experience with utilization-focused MEL approaches to apply evidence and improve program management. Understanding of tech-based solutions that support regional team management, data collection, aggregation and analysis. Advanced computer skills (Microsoft Windows, Word, Excel, PowerPoint, Outlook, internet)

4. JOB DUTIES AND RESPONSIBILITIES

Refine and Operationalize MERL System

- Review existing MERL framework, including targets and baseline data, and assess its utility and functionality all relevant staff and donor counterparts.
- Lead overall implementation of MERL activities under AMPLIFY with support from country office MEL staff, and serve as the main POC for all MEL-related activities.
- Facilitate stock-taking, and collaborative revisions to AMPLIFY's strategy, approach and activities on an annual basis.
- Provide technical support on MERL and institutionalize use of MERL tools and plans to

Page 2 of 4

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enable TAF staff and implementing partners to effectively deliver program activities and ensure efficient use of funds.

- Provide quality assurance to the results framework including the selection of indicators, baseline and targets, means of verification, and evaluability of the program.
- Promote evidence-based programming through identifying data and knowledge gaps and provide relevant information and recommendations to the team.
- Coordinate regional learning events in years 3 and 5 of AMPLIFY
- Contribute to data collection and storage mechanisms and ensure availability of data for decision making as well as the external reporting requirements.
- Monitor and update regional data repository for aggregating and reporting indicator data to the donor.
- Update dashboard, including creating data visualizations for reporting.
- Organize quarterly MERL review meetings and reflection sessions with the regional team and implementing partners to review progress, identify bottlenecks and gaps, and provide feedback to the team.
- Undertake regular field visits to review and observe the program activities.
- Support the teams and partners in documenting case studies, extracting lessons learned, and good practices which demonstrate qualitative and quantitative changes from program intervention.
- Coordinate collection and use of Stories of Significant Change (most significant change methodology)
- Support other country office MEL staff to integrate MEL activities, indicators, data collection and reporting into their country-based activities.
- Assist in supporting the design and implementation of formative and summative evaluations as well as tracking the implementation and follow up of evaluation recommendations.

Research Oversight

- Coordinate scoping studies and Flagship Research activities
- Provide technical support to research partners, subgrantees and consultants in the design, development, review, publication and dissemination of studies and other research outputs.

Capacity Building

- Support the capacity building of the program team and partners through coaching and training on monitoring and evaluation.
- Contribute to updating the monitoring and reporting tools and formats for proper management of information systems.
- Work closely with the Regional Team and Country Teams to streamline and continuously improve systems and cross-country workflow.

Reporting

- Ensure all reporting requirements are met in a timely manner, both internal and external, by the concerned program staff through tracking completion of quarterly, mid-year, and annual reports, as required.
- Provide technical support to ensure that the reports are high quality and evidence-based.

Others

- Perform other tasks as required consistent with these responsibilities and as assigned by the AMPLIFY Regional Program Manager.

HOW TO APPLY

Please send CV with brief cover letter to AMPLIFYinfo@asiafoundation.org. Please include “AMPLIFY - MERL consultant” in the subject line by 20 March 2026.

The Asia Foundation is an equal opportunity employer, with personal and professional development opportunities provided to all staff. The Foundation adheres to a strict code of ethics and has zero tolerance for sexual harassment and exploitation.