



## ASIA INDIGENOUS PEOPLES PACT FOUNDATION

112 Moo 1 Tamboon Sanpranate Amphur Sansai, Chiang Mai 50210, Thailand

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Email: [aippmail@aipnet.org](mailto:aippmail@aipnet.org) Website: [www.aippnet.org](http://www.aippnet.org)

### Job Description for the position of Monitoring, Evaluation, and Learning (MEL) Coordinator

<b>Position</b>	<b>Monitoring, Evaluation, and Learning (MEL) Coordinator</b>
<b>Level</b>	<b>Level 4</b>
<b>Duration of the Contract</b>	1 year with possibility of renewal of the contract based on satisfactory performance and subject to availability of funds
<b>Probation period</b>	3 months
<b>Reports to</b>	Secretary General and Deputy Secretary General
<b>Station</b>	AIPP Regional Secretariat, Chiang Mai, Thailand
<b>Application call announcement date</b>	13 February 2024
<b>Application deadline</b>	12 March 2024
<b>Application Open to</b>	Internal and External

#### 1) Background:

AIPP is a regional secretariat of Indigenous Peoples' Organizations (IPOs) in Asia founded in 1992 by Indigenous Peoples' (IPs) movements envisioning the fully exercising and securing IP rights, their distinct cultures, and identities to live in an environment of peace, dignity, justice and equality. AIPP also strives for strengthening the solidarity, cooperation, and capacities of Indigenous Peoples in Asia to promote and protect their rights and recognitions, and their sustainable resource management systems through long-term management of their lands, territories, and resources and for their own future and self-determination and autonomy

At present, AIPP has 46 members from 14 countries in Asia with 12 Indigenous Peoples' national alliances/networks (national formations), 34 local and sub-national organizations. AIPP with its members, partners and allies join forces with people who share same belief, to empower Indigenous Peoples and their communities for themselves through broadest solidarity and cooperation to amplify Indigenous movements and other social movements towards achieving equality, peace, democracy and justice. These movements also focus on promotion and protection of the integrity of the environment and enhance the sustainable resource management systems of Indigenous Peoples. AIPP's works are grounded and at the boarder level (national to international levels) with the decision-makers, governments, UN agencies and corporations, and speak out on the big issues.

The General Assembly (GA) is the main decision-making body/mechanism, which is held every four years. The GA adopts the strategic 4-year program, approves policies, guidelines and resolutions and elects a 12-member Executive Council (EC), including Indigenous youth and women representatives, the Chairperson and the Secretary General. The Secretary General is directly accountable to the EC and the members and leads the Secretariat, based in Chiang Mai, Thailand for effective implementation of programme activities. The Programme Committees, EC, member organizations and partner organizations are actively involved in programme implementation. AIPP has 6 thematic programmes namely, Communication Programme, Environment Programme, Human Rights Campaign Policy Advocacy (HRCPA) Programme, Indigenous Women (IW) Programme,



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Organizational Strengthening and Movement Building (OSMB) Programme, and Regional Capacity Building (RCB) Programme.

This position of **Monitoring, Evaluation, and Learning (MEL) Coordinator** will work as main focal point in systematization of Result Based Management System (RBM), and expected to lead on MEL System implementation including monitoring, accountability initiatives, support evaluations, compile lessons learnt, MEL budgeting, mentoring and capacity building. In addition, the position will also ensure the monitoring and evaluation of the overall organizational implementation of AIPP Strategic Plan (2021-2024) to fulfil AIPP's Strategic Goals;

- I. Increase AIPP's Impacts
- II. Expand AIPP's outreach
- III. Enhance Rights holders' and stakeholders' effective engagements
- IV. Strengthen AIPP's ability to adapt

### 2) Purposes of the Job:

The main purposes of this position at AIPP are:

- To take lead in the organizational monitoring, evaluation, and learning by providing, developing and implementing the M&E framework with specific guidance to the programmes and finance for systematizing M&E system.

### 3) Specific Duties and Responsibilities:

#### A) Monitoring, Evaluation, Learning (MEL) responsibilities

- i) Lead in developing and implementation of the overall organizational Monitoring & Evaluation and Result Based Management (RBM) System.
- ii) Lead in formulating the results-based framework based on AIPP Strategic Plan and monitoring of the results and impacts jointly with DSG and concerned programmes as appropriate
- iii) Set up simple systems to manage information generated by MEL activities, such as feedback, evaluation, and survey, etc.,
- iv) Conduct data analysis and present and disseminate information to inform programmes, finance, and management.
- v) Support coordination of needs assessments, ensuring assessment findings are documented and include an analysis of the needs.
- vi) Lead development of programme and organizational baseline survey as required.
- vii) Conduct meeting with programme teams on Monitoring and Evaluation (M&E) progress, challenges, and way forward, including backstopping in the preparation of monitoring and learning review visits by staff
- viii) Lead in the preparation and verification of ToRs and in the conduct of baseline, mid-term reviews and evaluations of AIPP and its program/projects by external consultants in close collaboration with the Management team
- ix) Prepare and consolidate data and information for the preparation of AIPP's Annual Report in close collaboration with the DSG and all units
- x) Assist the DSG in looking at travel mission reports by consolidating actions points in the reports and preparing a schedule to follow up.
- xi) Consolidate action points from country missions given by SG and DSG.
- xii) Any other tasks assigned by the DSG and SG



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### B) Other tasks and responsibilities

- i) Ensures the clarity and accuracy of verbal and written communications regarding assigned tasks and responsibilities
- ii) Participate in a monthly staff meeting, Unit Head meeting, and relevant programme meetings
- iii) Provide necessary support to Management Team in the conduct of mid-term and annual assessment and planning meetings and other meetings such as Executive Council & Board meetings

4) **Relations and Secretary Cooperation: Monitoring, Evaluation and Learning (MEL) Coordinator** is directly oversighted under General Secretary, and Deputy Secretary General. He/She is a member of the Unit Heads and has close relations to the Programme/Project Coordinators.

### 5) Knowledge and Qualification:

- A) At least bachelor's degree or equivalent in Development studies, Sociology, Political/Social Sciences, Business Administration and Management. A Master's Degree in related studies will be an added advantage.
- B) Comprehensive knowledge and understanding of Indigenous Peoples rights, issues and concerns especially of Indigenous Peoples and Indigenous women in Asia.
- C) Good understanding of the global trend of donor's community
- D) Good knowledge on the use of Theory of Change and Logframe for measuring organizational impacts
- E) Knowledge and experience in qualitative and quantitative data management techniques including proficient and skillful use of statistical software.
- F) Having experience working with regional based non-profit organizations.

### 6) Experiences:

- A) Minimum of 3-5 years of experience working as Fundraising officer or Donor relation officer and Monitoring, Evaluation, and Learning manager
- B) Minimum of 5 years of experience working with national and international Indigenous Peoples' organisations, government agencies, civil society organisations etc on the issues of Human Rights, Indigenous Peoples rights, and or Climate Change and Gender.
- C) Experience in working and coordination with different key institutional donors such as SIDA, EU, NORAD, IWGIA, OXFAM, and etc.

### 7) Skills and Abilities:

- A) Good command in written and spoken English
- B) Self-motivated, dynamic, creative and energetic.
- C) Excellent interpersonal, verbal and effective communication skills combined with problem solving skills.
- D) Proven ability to multi-task, set priorities, take initiative and to work under pressure with demanding deadlines
- E) Ability to work independently, collaboratively or effectively as part of a team



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- F) Skilled in planning and implementing activities: identifying and systematizing tasks, coordination, arranging logistics and technical support, etc.
- G) Superior planning, organization and follow-up skills
- H) Superior IT skills, including experience of Word, Excel, PowerPoint, (other relevant software)
- I) Positive attitude to working in a multi-ethnic/social environment.
- J) Willing to travel throughout Asia and beyond, when needed.

### Remuneration and benefits include:

- Competitive salary and benefits including 13th month pay
- Housing and personal communication allowance.
- Health Insurance including annual executive medical check-up
- Travel fare for annual home visit for foreign staff
- 17 days annual Paid holidays
- Provident Fund
- Related cost for work permit and visa

**Interested Indigenous persons from Asia** can submit application (indicating ethnicity) together with updated CV with **at least two contacts of the references** with complete contact details (including email address and, phone number) by the **12<sup>th</sup> March 2024, 5:00 PM Bangkok Time** to following email addresses: [hr-aipp@aippnet.org](mailto:hr-aipp@aippnet.org)

*Priority will be given to the competent Indigenous women candidates and candidate from AIPP members and partners*

*For more information on AIPP, please visit our websites: <https://aippnet.org/>*