



SOUTHEAST ASIAN FISHERIES DEVELOPMENT CENTER

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JOB ANNOUNCEMENT

Monitoring, Evaluation and Learning (MEL) Specialist United States Agency for International Development (USAID) Southeast Asia Fisheries Partnership

Position: Monitoring, Evaluation and Learning (MEL) Specialist for the USAID
Southeast Asia Fisheries Partnership

Department/Office: SEAFDEC Training Department, Phrasamutchedi, Samut Prakan, Thailand

Workplace: The Project Coordinating Unit (PCU) Officer, SEAFDEC Training Department

Contract type: Project-based Fixed-term employee

Duration: 5 Years, subject to the availability of funds

Salary: US\$ 3,000.00 (per month, all inclusive)

BACKGROUND

The Southeast Asian Fisheries Development Center (SEAFDEC) is an autonomous inter-governmental body established in 1967. SEAFDEC comprises of 11 Member Countries; Brunei Darussalam, Cambodia, Indonesia, Japan, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Viet Nam. The mission of SEAFDEC is "To promote and facilitate concerted actions among the Member Countries to ensure the sustainability of fisheries and aquaculture in Southeast Asia."

SEAFDEC receives a Public International Organization (PIO) grant from the United States Agency for International Development (USAID) to implement USAID Southeast Asia Fisheries Partnership, hereafter called as "Activity," which commenced in 2023 and will be implemented until 2028. This Activity has the overarching goal for "fisheries and aquaculture practices and productions improved and managed sustainably" with three objectives, namely: 1) Fishery policies, programs, and plans supported by SEAFDEC are adopted and implemented by national fisheries agencies; 2) Commercial and small-scale fishers have appropriate financial and human resources, capacity, and good governance to adopt sustainable fishing and aquaculture practices, and 3) Increase operational and technical capacity among national fisheries agencies and fisheries institutions. USAID Southeast Asia Fisheries Partnership is a component of the USAID Sustainable Fish Asia project funded by USAID Regional Development Mission for Asia (USAID/RDMA.)

The Activity will be managed and coordinated by the Project Coordinating Unit (PCU) at the SEAFDEC Training Department (TD) (located in Samut Prakan Province, Thailand) where three staff including the Project Manager (PM) and Monitoring, Evaluation, and Learning (MEL) Specialist, and Communication Specialist will be full-time recruited and stationed at SEAFDEC/TD and will work closely with other staff from the SEAFDEC Secretariat and TD.

THE MONITORING, EVALUATION, AND LEARNING SPECIALIST

The Monitoring, Evaluation, and Learning (MEL) Specialist is under the supervision of the Project Manager and focuses on MEL activities and product development. The MEL Specialist's responsibilities include designing and implementing M&E activities, contributing to the MEL plan, developing M&E frameworks and evaluation designs, conducting data collection and analysis, and creating data



visualizations. Additionally, he/she will support the Project Manager in preparing reports on the Activity progress and monitoring activity implementation.

This position is a full-time position based at the Project Coordinating Unit (PCU), the SEAFDEC/TD in Samut Prakan Province, Thailand. ***The initial contract is for two years extendable up to 2028, which covers the entire project, subject to the availability of funds from USAID.***

To be considered for this position candidates must meet the following responsibilities and qualifications:

1. Job Knowledge/Skills:

- A comprehensive understanding of USAID MEL plan, developing M&E frameworks and evaluation designs, conducting data collection and analysis, and creating data visualizations.
- Excellent organizational and communication skills and ability to work in a multicultural context as a flexible and respectful team player.
- Ability to integrate gender and social inclusion contexts into MEL plan and activities is a strong plus.
- Working knowledge of data management and communication applications including using MS office, Google Drive, and relevant software/programs for data analysis and visualization.

2. Responsibilities:

- In coordination with SEAFDEC and USAID/RDMA to design, develop and implement a results-based MEL system including data collection tools and techniques for monitoring and evaluation in collaboration with the SEAFDEC Departmental Coordinators of USAID Southeast Fisheries Partnership and ensure that the system and procedures are well-harmonized with USAID's systems and procedures.
- Ensure that data from all activities are input into an established Activity record in a timely, effective and efficient process, and are accurate, correct and reliable.
- Conduct comprehensive analyses includes data cleansing, structuring it in a user-friendly manner, and using various analytical methods to identify patterns, trends, and insights.
- Conduct monitoring of program activities collecting both qualitative and quantitative data to ensure data have been accurately collected from beneficiaries and client-directed data quality assessments for high-quality MEL.
- Assist in the generation of reports, data tables, graphics, maps, and other visual tools/aids that support activities and results for required deliverables as well as for special meetings where data is required for decision making.

- Provide training to staff, subcontractors, partners, and other relevant stakeholders on the Activity's M&E systems, policies, procedures, data collection techniques (*i.e.*, templates, forms) and performance monitoring plan.
- Assist the Activity in providing concise, summarized reporting against indicators for quarterly and annual progress reports.
- Assist the Activity with documentation and presentation on the MEL data and information as needed.
- Participate in USAID trainings on MEL topics, as required.



3. Education

- Bachelor's degree in Social Science, International Affairs, Statistics, or related field is required.

4. Prior Work Experience:

- 5+ years of experience with MEL systems on donor-funded programs, including hands-on experience with data collection, analysis, and reporting as well as Theory of Change (TOC) and logical model development.
- Working knowledge of data management and communication applications including using Microsoft Office, Google Drive, and relevant software/programs for data analysis and visualization.
- A sound technical understanding of fisheries sector, and experience of designing and managing of evidence-based program required.

5. Language Proficiency/Communication Skills

- Excellent verbal and written English language skill.

"SEAFDEC is an equal opportunity employer, considering all applicants based on qualifications, regardless of race, national origin, religion, gender identity, age, disability, or marital status."

To Apply: Please visit our website to download the application form at www.seafdec.or.th and submit it in English with the following required documents by **31 July 2024**. Applications will be reviewed on a rolling basis when received.

- A curriculum vitae (CV)
- Cover letter
- Copy of education qualification or transcript
- Copy of identification card
- Copy of house registration
- A Photograph of the applicant (1 or 2 inches with straight face, no hat and no glasses)
- English test certificate (if available, for special consideration) *e.g.* TOEIC, IELTS

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Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
2 July 2024