



JOB DESCRIPTION

Job Title	MEL Coordinator
Department	Program
Employment status	Full time
Number of positions	1
Location	Chiang Mai, Thailand
Travel	Up to 50% of work time
Reports to	Senior MEL Coordinator
Reporting to this position	NA

Inspire Asia (IA) is a community-based non-government organization established to empower local communities for their sustainable development. INSPIRE ASIA works together with local organizations to increase their capacity to deliver essential health, education, development, social and humanitarian assistance services in Myanmar and Thailand. For over a decade, INSPIRE ASIA has honed its expertise in equipping local partners and organizations with the skills and resources needed to provide primary healthcare, education, livelihood opportunities, and community development programs in both suburban and remote areas.

Inspire Asia is currently looking for a qualified candidate for the position of **Monitoring, Evaluation and Learning (MEL) Coordinator**. This position will support the Senior MEL Coordinator to monitor and evaluate the overall progress of the project implementation, compliance, conduct data and service quality assurance, and contribute to evaluation and reporting on the progress of planned activities.

Primary Responsibilities

- Design and implementation of M&E plans and reports to capture the project's performance and achievements
- Review the data collection, entry, and storage systems and the data security policies of the partner to enhance the quality, timeliness, and safety of project data
- Conduct Routine Data Quality Assessments for the partners
- Conduct data analysis and synthesize findings according to the M&E plan



- Work closely with the program staff to coordinate data collection activities, data verification processes, and feedback to partner organizations
- Conduct regular field visits to monitor project implementation and data systems at the field level, and support remote monitoring as needed
- Prepare and present routine monitoring data for quarterly performance review sessions
- Support the project's Collaborating, Learning, and Adapting activities

Regular Responsibilities

- Develop and update the project's M&E training curricula, standard operating procedures, and other M&E resources
- Conduct tailored training for local partners to strengthen their M&E knowledge and practical skills
- Maintain documentation of M&E activities
- Provide initial review and clearance of M&E reports submitted by the project consortium member organizations, and provide feedback to partners focusing on data quality and M&E performance
- Ensure that accurate and timely information is available to senior management and team members for real-time decision-making
- Conduct other duties as assigned by the Senior MEL Coordinator

Evaluations, assessments, and learning

- Support the Senior MEL Coordinator with the program evaluations and assessments, and the sharing of findings through review meetings, technical working groups, and the publication of reports
- Provide inputs for evaluation, assessments, and research design, implementation approaches, and data collection instruments
- Facilitate data collection and analysis for the project's learning agenda

Partner support

- Assess the M&E capacity of the partner organizations and share the assessment results, and co-develop plans for M&E capacity strengthening activities
- Support partners to establish secure electronic databases for M&E data as needed



Operations and Administration

- Maintain regular contact with M&E focal persons from donor agencies, partner organizations and relevant stakeholders
- Develop the M&E work plan and monthly cost projections

Essential Skills

- Bachelor's degree in Medicine, Public Health, Community Health, statistics or relevant field
- Master's degree in Statistics, Research, Public Health or Epidemiology preferred
- At least five years professional experience in designing and implementing M&E and Health Information System strengthening activities
- Experience working in humanitarian and emergency response programs preferred
- Sound understanding of quantitative and qualitative research methodologies preferred
- Proficiency in statistics, statistical software (Stata, SPSS, Atlas.ti, NVivo) and online data collection tools
- Experience utilizing and managing database and information management software
- Experience coordinating with local CSOs, ethnic service providers, and local communities for the design and implementation of data collection
- Fluency in both spoken and written English and Myanmar languages
- Proven analytic and report writing skills, and the ability to present M&E data and survey findings clearly
- Self-motivated and able to work independently as well as being part of a team
- Highly organized and able to work to deadlines
- Confident and cooperative, even under pressure
- Ability to quickly develop a strong understanding of the local cultural and political context and be able to motivate others and work successfully within these contexts.



APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to **Email:** learn@inspire-asia.org

- The closing date for application is **21st June 2024**.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.
- INSPIRE ASIA is an Equal Opportunity Employer and considers all applicants based on merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.
- Candidates are required to declare in advance should there be any relative or family member currently employed in INSPIRE ASIA. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position are contingent upon the successful award of the project and final approval by the donor at all levels.

***ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED FOR PERSONAL INTERVIEW.**