

## JOB DESCRIPTION

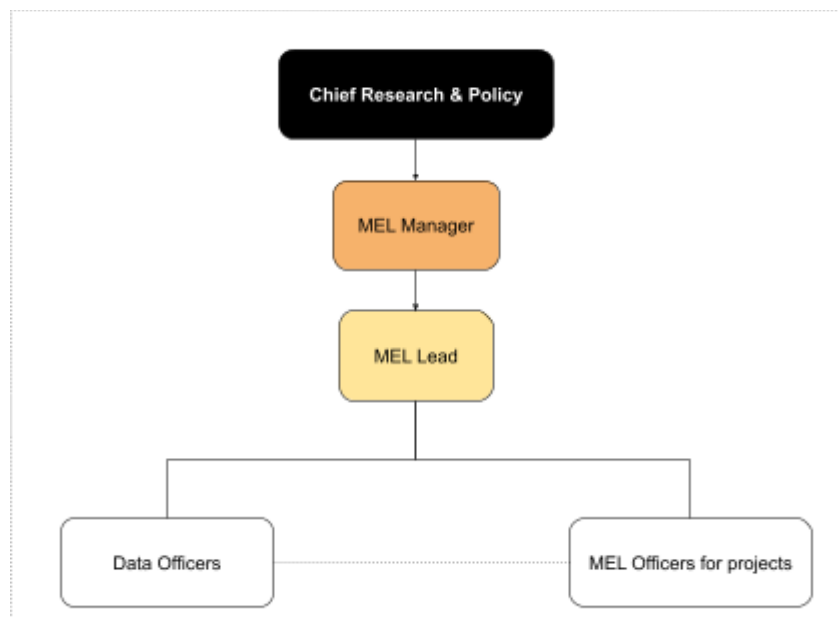
**TITLE : MONITORING, EVALUATION, AND LEARNING (MEL) LEAD DEPARTMENT,**  
**DIVISION : RESEARCH AND DEVELOPMENT, RESEARCH AND POLICY**  
**EMPLOYMENT TYPE: CONTRACTED (12 MONTHS), FULL-TIME**

### I. SUMMARY OF ROLE

The MEL Lead is a key coordination and technical role within the Research & Policy Division, reporting to the MEL Manager. This position oversees the implementation of MEL systems and activities across projects, supervises MEL and Data Officers, and ensures the quality and usability of evidence for learning and decision-making.

The MEL Lead collaborates with project leads and cross-division teams to ensure MEL is integrated from project initiation to completion. The role also supports the establishment of new MEL components, strengthens internal systems, and contributes to the development of an inclusive and learning-oriented MEL culture within the organization.

### II. ORGANIZATION CHART



### III. JOB DESCRIPTION

Responsibilities	Activities	Output
<b>1. Lead MEL implementation and monitoring across projects</b>	<ul style="list-style-type: none"> <li>Lead the development and execution of MEL plans, tools, and systems for intervention projects.</li> <li><b>Lead the overall monitoring process</b> across projects, including indicator tracking, data flow, and field support.</li> <li>Supervise MEL Officers and Data Officers to ensure timely, quality MEL outputs.</li> <li>Coordinate with project leads to ensure MEL strategies are embedded in program design and implementation.</li> <li>Coordinate with relevant teams (e.g., IT, Program, Communications, Policy) for data needs, reporting, and learning.</li> <li>Lead evaluation processes including planning, field activities, analysis, and reporting for routine monitoring, midline, and endline.</li> <li>Oversee data management (collection, validation, storage, analysis, visualization).</li> <li>Ensure MEL reports (e.g., quarterly, interim, final) are delivered with high quality and aligned with donor/internal standards.</li> <li>Ensure MEL activities support adaptive management and decision-making.</li> </ul>	<ul style="list-style-type: none"> <li>Complete and utilize MEL Plan projects</li> <li>MEL project work plans implemented on time and efficiently.</li> <li>Monitoring processes are functional and timely.</li> <li>High-quality reports and data products inform decision-making.</li> <li>Regular updates shared with stakeholders.</li> </ul>
<b>2. Coordinate MEL progress across projects and divisions</b>	<ul style="list-style-type: none"> <li><b>Coordinate and communicate MEL progress</b> with project leads and across divisions to ensure alignment with organizational goals.</li> <li>Facilitate cross-project learning and integration of MEL into strategic initiatives.</li> <li><b>Report progress, risks, and key findings to the MEL Manager.</b></li> <li>Maintain a system for MEL documentation, progress tracking, and follow-ups.</li> </ul>	<ul style="list-style-type: none"> <li>Progress updates reported to MEL Manager.</li> <li>MEL-related activities are aligned across divisions.</li> <li>Cross-team coordination improves MEL utility.</li> </ul>

<b>3. Coordinate with RnD team for evaluation-related collaboration</b>	<ul style="list-style-type: none"> <li>• Coordinate with the RnD team to align evaluation needs and ensure synergy with MEL processes.</li> <li>• Share MEL data and findings that inform research planning or dissemination.</li> <li>• Collaborate with external researchers/consultants if MEL activities intersect with formal research needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation activities aligned between MEL and RnD.</li> <li>• MEL insights contribute to research/evaluation deliverables.</li> </ul>
<b>4. Team leadership and MEL department development</b>	<ul style="list-style-type: none"> <li>• Supervise, coach, and build capacity of MEL Officers and Data Officers.</li> <li>• Monitor team performance and provide technical/operational mentoring.</li> <li>• Lead internal MEL team routines and knowledge sharing.</li> <li>• <b>Lead the establishment and strengthening of MEL systems and standards</b> within the organization.</li> <li>• Assist the MEL Manager in shaping internal MEL strategy, standard operating procedures, and documentation systems.</li> </ul>	<ul style="list-style-type: none"> <li>• MEL systems and internal processes are developed and functioning.</li> <li>• MEL team members are supported and demonstrate growth.</li> <li>• Internal knowledge is well-documented and shared.</li> </ul>
<b>5. Support establishment of new MEL components for projects</b>	<ul style="list-style-type: none"> <li>• <b>Lead the establishment of MEL components for new projects</b>, including logframe development, indicator definition, tool design, and system set-up.</li> <li>• Work with program leads to ensure MEL planning is integrated from project inception.</li> <li>• Ensure MEL team readiness for project onboarding.</li> </ul>	<ul style="list-style-type: none"> <li>• New project MEL components established.</li> <li>• MEL integration from early stages of the project lifecycle ensured.</li> <li>• MEL team onboarded and aligned.</li> </ul>

#### IV. WORK RELATIONS

ROLES/TITLES	NATURE OF WORK RELATIONSHIP
<b>MEL Manager</b>	Direct reporting line; regular coordination for planning, progress updates, risk mitigation, and strategic alignment of MEL activities across projects.
<b>MEL Officers &amp; Data Officers</b>	Daily technical and operational supervision; task delegation, mentoring, quality assurance, and team performance management.
<b>Project Leads / Program Team</b>	Coordination to align MEL plans with program objectives, ensure integration of indicators, data use for adaptive management, and support reporting requirements.
<b>Other Divisions (e.g., Communications, Policy, IT)</b>	Collaboration to support cross-cutting MEL needs such as data visualization, policy brief production, digital tools, advocacy messaging, or system development.
<b>R&amp;D Team</b>	Coordination for evaluation activities that intersect with formal research; alignment on evaluation timelines, data sharing, and co-dissemination where applicable.
<b>Finance &amp; Administration (F&amp;A)</b>	Coordination for MEL-related budget management, procurement, and financial reporting requirements.
<b>Human Resources (HR)</b>	Coordination for recruitment, contracts, and onboarding of MEL-related consultants, field staff, or enumerators.
<b>Knowledge Management (KM)</b>	Collaboration on documentation, internal knowledge products, learning dissemination, and organizational memory building.
<b>External Consultants &amp; Enumerators</b>	Coordination and supervision for MEL-related data collection, research activities, and reporting, particularly for evaluations and studies.
<b>Donors / Strategic Partners (if needed)</b>	Support MEL Manager in presenting evaluation findings, MEL approaches, and reporting progress when required.

## V. QUALIFICATIONS

### A. Minimum Qualifications

- Master's degree in public health, epidemiology, statistics, development studies, or other related fields.
- Minimum **5 years of progressive experience** in Monitoring, Evaluation, and Learning (MEL), with increasing leadership responsibilities.
- Proven experience in **developing MEL frameworks**, plans, and tools, especially in multi-stakeholder and multi-project settings.
- Demonstrated experience in **designing, managing, or overseeing impact evaluations**, including collaboration with external researchers or consultants.
- Strong background in both **quantitative and qualitative research**, including data collection, analysis, and reporting.
- Familiarity with **health system strengthening and public health programs in Indonesia** is highly desirable.
- Advanced writing skills in both **English and Bahasa Indonesia**, including experience writing evaluation reports, briefs, and technical documents.
- Proficiency in statistical and data visualization software (e.g., **Stata, R, SPSS, Power BI, Excel**); familiarity with qualitative tools (e.g., **NVivo, ATLAS.ti**) is a plus.
- Demonstrated experience in **team supervision, performance management, and internal capacity building**.
- Experience in **establishing MEL systems or departments** is highly preferred.
- Demonstrated understanding of and commitment to **Gender Equality, Disability, and Social Inclusion (GEDSI)** principles, with experience integrating GEDSI considerations into MEL frameworks, tools, or reporting.

### B. Competencies

- Strong analytical and strategic thinking skills.
- High attention to detail and excellent organizational ability.
- Ability to lead and mentor teams, fostering a collaborative working environment.
- Strong communication skills to work effectively with internal teams and external stakeholders across disciplines.
- Proactive, adaptable, and solution-oriented, especially in dynamic or high-pressure environments.
- Commitment to ethical data practices, learning culture, and evidence-based decision-making.
- Awareness of **equity and inclusion** in program evaluation, and the ability to reflect these values in team management, communication, and MEL practice.