

Monitoring, Evaluation and Learning Coordinator

Long Term / Short Term	Long Term	Classification	14
Duration	2 years with possibility of extension to July 2030	Reports To	MEL Director
Location	Hanoi or Can Tho - Vietnam	Child protection risk assessment	Incidental or minimal contact

Aus4Adaptation

Palladium is a global development and consulting firm, part of the GSI Consulting Group, working alongside some of the world's leading project management and engineering organisations. We partner with governments, businesses, investors and communities to design and deliver complex programs that create lasting impact. With a presence across more than 90 countries, Palladium offers the opportunity to work on meaningful challenges, alongside talented colleagues, in environments where your work can truly make a difference.

Aus4Adaptation (the program) is a partnership between the governments of Australia and Vietnam to work together in responding to the challenges of climate change facing the Mekong Delta. It complements other investments that Australia has already made in climate change adaptation.

Purpose of Position

The MEL Coordinator is responsible for supporting the effective implementation of Aus4Adaptation's Monitoring, Evaluation and Learning (MEL) Plan and MEL framework. The role coordinates data collection, quality assurance, reporting, analysis, learning, and MEL systems management to ensure high-quality evidence is available to support adaptive management, accountability, learning, and reporting to DFAT and program stakeholders.

Primary Responsibilities

Key responsibilities include:

Annual MEL Planning and Adaptive Management

- Coordinate implementation of the annual MEL Plan, including data collection activities, monitoring and impact case studies
- Monitor progress against MEL activities and identify delivery risks, delays, or gaps for follow-up.
- Support program reflection and learning processes, including reviews, pause-and-reflect sessions, learning workshops and program reporting.

Evidence Generation, Data Quality and Analysis

- Coordinate data collection and quality assurance processes to ensure program datasets are accurate, complete and reliable.
- Maintain MEL databases and records, including participant data, Partner Learning and Outcome Survey (PLOS), outcome tracking databases, impact case studies and evaluation datasets.
- Liaise with pillar teams to maintain Indicator Tracking Tables and ensure consistency of indicator reporting across program documents.
- Analyse quantitative and qualitative data and prepare summaries, trends and findings to inform reporting, learning and decision-making.

Reporting, Learning and Stakeholder Engagement

- Support preparation of program reports, learning briefs, presentations and other evidence products.
- Support stakeholder consultations, partner reflection processes and learning events.
- Support the development of dashboards and visual products that communicate program progress, outcomes and lessons learned.
- Support plans and activities to build the capacity of local partners in MEL and reporting to Aus4Adaptation.

MEL Systems and Digital Tools

- Support development and maintenance of MEL databases, reporting systems and digital tools to ensure data quality and accessibility.
- Work with MEL team to improve functionality, interoperability and reporting efficiency of MEL systems.
- Support development and maintenance of Power BI dashboards and other data visualisation products.

Cross-Cutting Themes and Safeguards Integration

- Support integration of DFAT cross-cutting priorities into MEL processes and reporting, including GEDSI, climate adaptation, disability inclusion, child protection, PSEAH, environmental and social safeguarding, modern slavery and fraud control.
- Provide MEL support and guidance to Pillar Managers and Officers, contribute to the preparation of MEL and other reports and communication materials.

Other Responsibilities

- Provide MEL support to program teams and partners as required.
- Travel within Vietnam as required.
- Undertake other duties consistent with the level of the position as directed by the MEL Director.
- Contribute to a positive, collaborative and learning-oriented program culture.

Due to the evolving nature of the program, the incumbent may be required to undertake additional duties outside the original scope of this Terms of Reference where appropriate and aligned with their skills and experience.

Reporting Requirements

This role reports to the MEL Director. Reporting requirements may include, but are not limited to:

- Attendance at team meetings and relevant stakeholder meetings.
- Regular coordination meetings with program partners and program teams

- Contribution to bi-annual and annual program reporting.

Minimum Education and Experience Required

Qualifications

- Tertiary qualifications in an appropriate field of study such as monitoring and evaluation, management, education, gender studies, social sciences, or other development-related fields

Experience

- Relevant early-to mid-career level professional experience in monitoring, evaluation and learning (MEL), research, statistics, data management, or related fields, preferably within bilateral or multilateral development programs.
- Demonstrated experience supporting the implementation of MEL systems and activities, including data collection, data quality assurance, data management, analysis, and reporting.
- Experience working with both quantitative and qualitative data collection and analysis methods.
- Experience contributing to donor reporting, program reviews, evaluations, learning processes, and evidence generation.
- Experience working effectively with a range of stakeholders, including government agencies, development partners, civil society organisations, private sector partners, and community stakeholders.
- Experience in climate change, resilience, natural resource management, education, human resource development, or other relevant development sectors is desirable.

Knowledge and Skills

- Strong analytical and problem-solving skills, with the ability to interpret quantitative and qualitative data and present findings clearly for different audiences.
- Demonstrated strong computer skills, including proficiency in database management and analysis tools such as advanced Excel techniques and Power BI, coupled with analytical skills.
- Experience maintaining relationships with stakeholders at all levels (government, international and local NGOs, local enterprises and at community level)
- Strong written and verbal communication skills, including experience preparing reports, presentations, and data visualisations.
- Understanding of MEL principles, results-based management, and adaptive management approaches in development programs.
- Working knowledge of DFAT's cross-cutting priorities (or similar), including GEDSI, disability inclusion, safeguarding, and climate change adaptation, is desirable.
- Knowledge of Australia's and Vietnam's climate change adaptation and development priorities would be an advantage.
- Professional fluency in English and Vietnamese, both written and spoken.

Personal Attributes

- Strong interpersonal skills and the ability to build and maintain effective working relationships with diverse stakeholders.
- Well-developed organisational skills, with the ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Proactive, resourceful, and able to work independently while contributing effectively within a team.

- High level of attention to detail and commitment to data quality and accuracy.
- Demonstrated commitment to continuous learning, collaboration, and professional integrity.

Equal opportunity employer

Palladium is an equal opportunity employer, committed to diversity and inclusion. Should you require any reasonable adjustments to a selection process due to disability or any other circumstance, please email our team at accessibility@thepalladiumgroup.com and we will endeavour to make any reasonable adjustments to our process.