

Position Description

MERL Specialist



Position Title	Monitoring, Evaluation, Research and Learning (MERL) Specialist
Work Area	Australia Cambodia Partnership for Climate Resilience (ACP4Climate)
Supervisor	MERL & Communications Lead
Incumbent	N/A

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people’s lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of Program

The Australia Cambodia Partnership for Climate Resilience (ACP4Climate) is the flagship climate investment of the Australian Government in Cambodia. Supported by the Australian Department of Foreign Affairs and Trade (DFAT), ACP4Climate helps Cambodia adapt to and reduce vulnerability to climate change through improved integrated water resource management and strengthened community-based resilience.

Tetra Tech International Development implements ACP4Climate in partnership with the Royal Government of Cambodia. ACP4Climate works with government, private sector, and civil society partners to strengthen national and subnational water planning, guide climate-resilient water investments, and scale inclusive and innovative solutions for climate-resilient water management. ACP4Climate works closely with women, persons

with disabilities, Indigenous Peoples, and marginalised groups to ensure that they shape and benefit from improved water governance.

Purpose and Objectives

The MERL Specialist supports the implementation of ACP4Climate's Monitoring, Evaluation, Research and Learning (MERL) framework and systems to generate quality evidence, support adaptive management, and demonstrate progress toward program outcomes. Reporting to the MERL & Communications Lead, the role contributes to monitoring, research, learning, reporting, data quality assurance, grants monitoring, partner capacity strengthening, and management information system (MIS) implementation across the program.

Working closely with program teams, partners, grantees and government counterparts, the MERL Specialist helps ensure timely and accurate data collection, analysis and use of performance information to support evidence-based decision-making, learning and climate resilience outcomes. The role includes regular travel to program implementation areas to support monitoring of activities, demonstration initiatives and grant-funded interventions.

Key Responsibilities

Key Responsibilities Include:

1. Monitoring, Evaluation and Reporting

- Support implementation of the program MERL Framework, MEL Plan, Results Framework and Theory of Change.
- Ensure MERL systems, processes and reporting are implemented in accordance with DFAT's Development Monitoring, Evaluation and Learning (DMEL) standards and program contractual requirements.
- Collect, verify and analyse quantitative and qualitative data to monitor program performance and results.
- Monitor progress against program indicators and support timely, accurate reporting.
- Review partner and grantee reports and maintain supporting evidence for reported results.
- Conduct data quality checks and verification activities to ensure data integrity and compliance.
- Facilitate periodic reviews and updates of the Program Logic, MERL Framework, MEL Plan and indicators with the program team, implementing partners and DFAT, ensuring they remain fit for purpose and responsive to changes in program implementation and operating context.

2. Field Monitoring and Grants Monitoring

- Conduct monitoring visits, site assessments and verification activities across program implementation areas.
- Monitor grant-funded and partner-delivered activities against approved plans and results frameworks.
- Verify reported outputs, outcomes and beneficiary information through field observation and stakeholder engagement.
- Document lessons learned, challenges, innovations and stories of change.
- Collect beneficiary and stakeholder feedback to support learning and adaptive management.

3. Management Information Systems (MIS) and Data Management

- Support implementation and maintenance of the program Management Information System (MIS).
 - Maintain accurate and complete program data, records and supporting documentation.
 - Conduct routine data quality reviews and resolve data inconsistencies.
 - Support development of dashboards, performance tracking tools and reporting products.
 - Assist partners and grantees to effectively utilise MIS and reporting systems.
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Key Responsibilities

4. Research, Learning and Adaptive Management

- Support implementation of research, assessments, surveys, evaluations and learning activities.
- Collect and analyse qualitative and quantitative evidence to support program learning and decision-making.
- Facilitate learning events, reflection sessions and adaptive management processes.
- Contribute to learning products, evidence summaries, case studies and knowledge products.
- Collaborate with technical teams to identify and document lessons, innovations and emerging evidence.

5. Capacity Strengthening and Technical Support

- Provide training, mentoring and technical support to partners and grantees on MERL systems, tools and reporting requirements.
- Support strengthening of partner monitoring, reporting and learning systems and practices.
- Assist with organisational and technical capacity assessments and follow-up capacity development activities.
- Act as a MERL focal point for assigned technical teams, partners or program portfolios.
- Provide technical inputs and analytical support for DFAT monitoring missions, program reviews, evaluations, audits and other performance management processes, under the direction of the MERL & Communications Lead.

6. Cross-Cutting Responsibilities

- Promote integration of GEDSI principles across monitoring, evaluation and learning activities.
- Support communications and knowledge management through provision of evidence, case studies and program results.
- Undertake regular travel to program implementation areas, partner locations and grant sites.
- Perform other duties as assigned by the MERL & Communications Lead.

Selection Criteria

Qualifications

- Bachelor's degree in Monitoring and Evaluation, Development Studies, Statistics, Economics, Public Administration, Environmental Management, Social Sciences, or a related field.

Experience

- Minimum 5 years' experience in monitoring, evaluation, research, data management or related roles.
- Experience supporting monitoring and reporting for donor-funded development programs.
- Experience conducting field monitoring, data collection and verification activities.
- Experience using digital data collection and information management systems.
- Experience working with government, NGOs, CSOs, community-based organisations or development partners is desirable.

Knowledge and Skills

- Understanding of monitoring, evaluation, learning and results-based management approaches.
- Experience using digital data collection and management platforms such as KoboToolbox, SurveyCTO, ODK, Airtable or similar systems.
- Strong analytical, organisational and problem-solving skills.

Selection Criteria

- Strong interpersonal, facilitation and stakeholder engagement skills.
- Ability to communicate technical information clearly and effectively.
- Strong written and spoken Khmer and good working proficiency in English.
- Willingness and ability to undertake regular travel to program implementation areas.

Personal Attributes

- Detail-oriented and committed to data quality and evidence-based decision-making.
- Proactive, adaptable and solutions-focused.
- Collaborative team player with strong relationship-building skills.
- Commitment to continuous learning, inclusion and ethical development practice.

Desirable

- Experience in one or more of the following areas: climate change adaptation, water governance, grants management, research and learning, data systems, or GEDSI programming.

This position is reserved for Cambodian nationals.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment, Modern Slavery and Safeguarding

Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

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Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.