

Position Description

MEL Specialist



Position Title	MEL Specialist
Work Area	Basic Education Quality Access in Lao PDR (BEQUAL), Phase 2
Supervisor	Monitoring, Evaluation and Learning (MEL) Manager
Incumbent	Click or tap here to enter text.

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.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

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 BEQUAL Program

BEQUAL supports the education priorities of the Government of Laos (GoL) described in the Ministry of Education and Sports (MoES) Education, Science and Sports Sector Development Plan 2026-30 and is aligned with the strategic directions set out in Australia's International Development Policy, Gender Equality Strategy, and Disability Equity and Rights Strategy, as well as the Australia – Laos Development Partnership Plan 2024-2029.

BEQUAL partners with MoES to improve teaching quality and student engagement and learning outcomes, with a particular focus on teaching and learning resources development, teacher professional development and management, and ensuring mainstreamed and targeted GEDSI interventions contribute towards safer and more inclusive education for all students, especially the most marginalised learners. BEQUAL Phase 2 builds on the seven years of investment and significant achievements of Phase 1.

Purpose and Objectives

The MEL Specialist supports the effective implementation of BEQUAL's MEL system by developing and managing KoBo data collection tools, cleaning and analysing data in Excel, maintaining MEL databases and libraries, and supporting research, reporting, learning, and decision-making processes. The role works closely with the MEL Manager, BEQUAL technical teams, and MoES counterparts to ensure MEL activities are implemented consistently, data are accurate and timely, and evidence is available to inform program reporting, reflection, and improvement. The MEL Specialist also supports research coordination, learning and pause-and-reflect processes, and the integration of GEDSI considerations into MEL tools, analysis, and reporting

Key Responsibilities

Key responsibilities include

- Develop, test, and maintain KoBo forms and related digital data collection tools for regional MEL activities, including surveys, monitoring templates, attendance tools, and other field instruments.
 - Support the design and revision of data collection tools in consultation with the MEL Manager, technical teams, and MoES counterparts to ensure tools are fit for purpose and aligned with program information needs.
 - Maintain a detailed and up-to-date MEL work plan for BEQUAL activities in consultation with the MEL Manager, regional MEL team, technical teams, and MoES counterparts.
 - Manage the collection, cleaning, validation, and formatting of MEL datasets in Excel to ensure data are accurate, complete, consistent, and ready for analysis and reporting.
 - Support basic to intermediate data analysis in Excel, including data summarisation, cross-tabulation, data checks, and preparation of tables and charts for reporting.
 - Support the development and maintenance of Power BI dashboards and data visualisations, including preparing clean datasets, updating source files, and supporting reporting outputs for managers and technical teams.
 - Maintain and quality assure core datasets in KoBo, Excel, and related databases, including downloading, archiving, and organising completed activity data and maintaining time-series datasets where relevant.
 - Maintain the MEL library on Egnyte, including datasets, tools, templates, reports, and other MEL materials, ensuring records are organised, up to date, and accessible in Lao and English where required.
 - Support the preparation of MEL inputs for program reports, presentations, dashboards, briefing notes, and other evidence products requested by the MEL Manager.
 - Assist with the coordination of research and learning activities, including field preparation, logistics, data collection support, documentation, and follow-up on findings and recommendations.
 - Support the organisation and facilitation of learning events, reflection sessions, and pause-and-reflect discussions, and help document key actions and lessons.
 - Support the integration of GEDSI, including gender equality and inclusive education considerations, into data collection tools, data analysis, learning products, and reporting.
 - Provide basic user support and training on KoBo, Excel, and related MEL tools to BEQUAL, MoES, PESS, DESB, and TTC colleagues as required.
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Key Responsibilities

- Work closely with the Regional Implementation Team, including MEL Regional Coordinators and technical staff, to coordinate monitoring activities, validate data, and ensure that MEL evidence is used appropriately.
- Respond to periodic and ad hoc requests from the MEL Manager, BEQUAL management, MoES, and DFAT for data, summaries, analysis, and supporting information.
- Support the planning and delivery of regional MEL fieldwork activities, as required, in coordination with the MEL Manager and relevant BEQUAL teams.
- Translate data collection tools, analysis, repots, learning briefs and concept notes as required.
- Undertake other MEL-related duties as required by the MEL Manager.

Selection Criteria

Qualifications

- A relevant undergraduate degree in monitoring and evaluation, statistics, social science, education, development studies, information systems, or another field requiring both qualitative and quantitative inquiry.
- Strong written and spoken English skills, at a level suitable for developing tools, analysing data, and preparing clear reports and summaries.

Experience

- Experience developing, testing, and maintaining KoBo forms or other digital data collection tools for surveys, monitoring, attendance, or related purposes.
- Experience collecting, cleaning, validating, managing, and analysing MEL data using Excel, including sorting, filtering, cross-tabulation, summarising, and quality checking datasets.
- Experience preparing tables, charts, summaries, and data outputs for managers and decision makers.
- Experience in monitoring and evaluation, research support, or learning activities within an international development or education program.
- Experience coordinating or supporting field data collection, workshop/training registration processes, or other routine MEL activities.
- Experience working with databases, online reporting systems, and large datasets.
- Experience working with government counterparts and diverse stakeholders to support reliable data collection, verification, and use.
- Experience supporting Power BI dashboards or other data visualisation/reporting tools, is highly desirable.

Knowledge and Skills

- Sound knowledge of monitoring, evaluation, and learning principles, including data quality assurance and evidence use.
- Knowledge of KoBo toolbox, data collection processes, and survey/tool design.
- Knowledge of Excel-based analysis and reporting processes.
- Knowledge of gender equality, disability, and social inclusion principles, and how these can be integrated into data collection, analysis, and reporting.
- Understanding of research coordination, learning processes, and reflection mechanisms in development programs.
- Excellent language skills (oral and written) in both Lao and English.

Selection Criteria

Personal Attributes

- Detail-oriented, organised, and able to manage multiple tasks and deadlines.
 - Strong analytical and problem-solving skills.
 - Excellent communication and interpersonal skills, with the ability to work collaboratively in a diverse team.
 - Able to work independently with minimal supervision while following agreed processes and standards.
 - Willingness to undertake field travel to districts and schools as required.
 - Commitment to partnership, quality, confidentiality, and continuous improvement
 - Commitment to the principles of gender equality and inclusion, child protection and safeguarding, and doing no harm to the communities with which we work.
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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

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

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.