

Position Description

Monitoring, Evaluation and Learning Manager



Position Title	Monitoring, Evaluation and Learning Manager
Work Area	Australia Awards Philippines (AAP)
Supervisor	Program and Partnerships Director
Incumbent	Vacant

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.

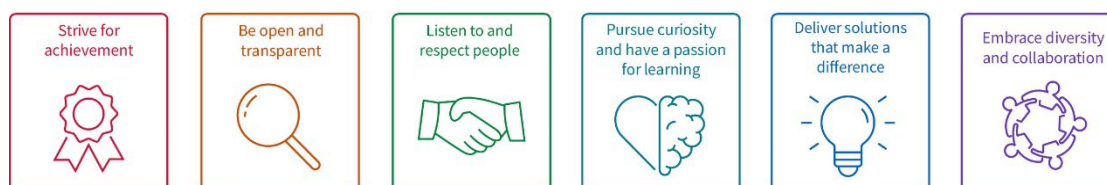
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 AAP

The Australia Awards Philippines (AAP) supports the selection, mobilisation and re-integration of Filipino Australia Award recipients. The investment will also support short courses, fellowships and learning visits, and

facilitate ongoing engagement between Australia and Australian-educated Filipino alumni. AAP will strengthen bilateral cooperation by fostering people-to-people and institutional links between Australia and the Philippines.

Position Summary

The Monitoring, Evaluation and Learning (MEL) Manager is responsible for leading the planning, implementation, quality assurance and continuous improvement of the Australia Awards Philippines Program (AAP) monitoring, evaluation and learning system, in line with the Program's MEL Plan, Annual Plans, Australia Awards Global Monitoring and Evaluation Framework, DFAT Design, Monitoring, Evaluation and Learning Standards, and other relevant DFAT requirements.

The role ensures that high-quality evidence is generated, analysed and used to support program performance, learning, adaptive management, accountability and reporting to DFAT and other key stakeholders. The MEL Manager maintains and updates all data collection tools, results architecture and evidence base, and tracks the integration of cross-cutting priorities such as GEDSI, climate change, localisation, Australian First Nations engagement, communication and public diplomacy into the Program's monitoring and reporting systems.

The position provides technical leadership, manages MEL-related consultants and service providers, and contributes to the Program's ability to deliver strong, relevant and accountable results for DFAT and the Philippines.

Key Responsibilities

MEL Plan, Framework & Program Logic

- Lead the ongoing refinement and implementation of the MEL Plan and Framework, ensuring alignment with DFAT's Design and MEL Standards, and Government of Philippines' priorities.
- Maintain and update the program logic and results architecture to reflect evolving objectives, context and evidence.
- Ensure MEL tools, indicators, methodologies and data systems remain fit-for-purpose, robust and practical throughout implementation.

Annual MEL Planning & Adaptive Management

- Develop and oversee the AAP annual written progress report, including monitoring activities, studies, learning reviews, reflection sessions and evaluations.
- Monitor progress against MEL deliverables and support timely action to address gaps, delays and risks.
- In collaboration with the Program and Partnerships Director, facilitate structured learning and reflection processes that inform adaptive management and continuous improvement.

Evidence Generation, Data Quality and Analysis

- In collaboration with the IT & Data Analytics Officer, identify program data needs and ensure the collection, validation, analysis and reporting of high-quality, ethical, reliable and disaggregated data.
- Oversee the use of mixed methods approaches, including quantitative, qualitative and participatory tools, to assess performance and outcomes across the Program.
- Produce concise learning briefs, dashboards and evidence summaries that inform DFAT decision-making, program adaptation and partner engagement.

Cross-Cutting Themes and Safeguards

- Integrate DFAT cross-cutting requirements into MEL systems and reporting, including GEDSI, climate change integration, disability and social inclusion, child protection, protection from sexual exploitation, abuse and harassment (PSEAH) and environmental/social safeguards, modern slavery and fraud control.
- Oversee relevant indicators, data disaggregation and analysis to demonstrate progress in these areas.

MEL Systems & Digital Tools

Position Summary

- Work with the IT & Data Analytics Officer to ensure the AAP database and MEL/MIS systems are accurate, interoperable and responsive to Program reporting requirements.
- Oversee the use of dashboards and data visualisation tools, including Power BI, to support real-time analysis and reporting.
- Promote secure, efficient and consistent data management practices across the Program.

Reporting, Quality Assurance & Stakeholder Engagement

- Provide high-quality MEL analysis and evidence for six-monthly, annual and ad-hoc reporting to DFAT and other relevant stakeholders.
- Ensure MEL products meet DFAT reporting quality expectations and data requirements, including clarity of contribution, triangulation, learning, risk reflection and practical recommendations.
- Coordinate MEL inputs for Program workshops, meetings, reviews and performance assessments as required.

Evaluation Management & Recommendation Tracking

- Manage or support the commissioning of evaluations, surveys, impact studies and thematic studies related to AAP.
- Track the implementation of evaluation recommendations and support the Program team in responding adaptively to findings.
- Support studies and analysis related to scholarship outcomes, alumni influence, institutional partnerships and other program results.

Consultant & Service Provider Management

- Manage consultants and service providers engaged for MEL-related work, including ADIS, impact studies and other specialised assignments.
- Ensure deliverables are timely, relevant and of high technical quality.
- Review consultant outputs and provide technical guidance and quality assurance where required.

Capacity Development & Knowledge Management

- Build MEL capability across the Program team, implementing partners and relevant counterparts through mentoring, coaching, training and on-the-job support.
- Facilitate learning reviews, reflection sessions and knowledge exchange across the Program for continuous improvements.
- Document and disseminate lessons learned, case studies, impact stories and learning products for internal and external audiences.
- Translate evidence into actionable recommendations that support program adaptation, policy dialogue and strategic communications.

Operations Management

- Supervise the IT & Data Analytics Officer including supporting their annual performance management plan and ongoing professional development.
- Contribute to annual MEL budgeting, cost tracking and management of MEL-related consultants and activities.
- Identify and manage MEL-related risks in line with DFAT standards and the Program risk register.
- Contribute as a member of the Program Leadership Team and support collaboration, decision-making and operational effectiveness across AAP.

Selection Criteria

Qualifications

- Tertiary qualifications, preferably postgraduate, in a relevant field such as monitoring and evaluation, social sciences, development studies, statistics, education, public policy or a related discipline.

Experience, Knowledge and Skills

- Relevant management experience delivering MEL for multilateral or bilateral development projects, preferably with at least 5 years in a leadership role; experience in human resource development or education management is highly desirable.
- Strong experience in mixed-methods MEL, including outcome-focused analysis, interpretation of evidence and translation of findings into practical recommendations for adaptive management and strategic planning.
- Demonstrated ability to design, manage and improve MEL frameworks, program logic, indicators, reporting systems and learning processes.
- Strong analytical and report-writing skills, with experience producing concise, high-quality reports, briefs and dashboards for senior stakeholders.
- Advanced proficiency in data management and analysis tools, including advanced Excel and Power BI; experience with databases and data visualisation is highly desirable.
- Strong knowledge of DFAT or comparable donor compliance requirements, including performance reporting, risk management, value for money and adaptive management.
- Demonstrated understanding of cross-cutting themes such as GEDSI, climate, localisation, Australian First Nations engagement, communication and public diplomacy, child protection, PSEAH, environmental and social safeguards, modern slavery and fraud control, and how to integrate these into MEL systems.
- Knowledge of political economy analysis, the Australia–Philippines Strategic Partnership, Australia's International Development Policy, and education/development priorities in the Philippines is highly desirable.
- Experience in scholarship programs, alumni engagement, institutional partnerships, higher education or human resource development is an advantage.

Personal Attributes

- Strong collaborative mindset with the ability to foster a positive, supportive team culture, effectively guide consultants and build MEL capacity with local partners.
- Strong problem solving and time management skills, ability to manage multiple priorities under pressure.
- Culturally sensitive and ability to engage effectively with diverse partners and stakeholders.
- Strong attention to detail with a commitment to quality outcomes.
- Adaptable with capacity to respond to changing priorities and adjust plans based on emerging evidence

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.

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.