

Position Description

Monitoring, Evaluation, Research and Learning (MERL) Officer



Position Title	Monitoring, Evaluation, Research and Learning (MERL) Officer
Work Area	Australia Cambodia Partnership for Climate Resilience (ACP4Climate)
Supervisor	MERL Specialist
Location	Phnom Penh, with regular travel to program sites and locations across Cambodia.

Tetra Tech International Development

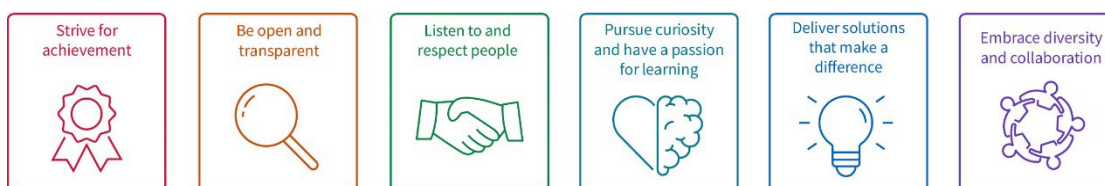
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

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 strongly encourage applicants from women, people with disability, ethnic minorities, Indigenous Peoples, LGBTQI+ individuals and other underrepresented groups to apply.

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, people

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

Purpose and Objectives

The Monitoring, Evaluation, Research and Learning (MERL) Officer provides operational support for ACP4Climate's monitoring, reporting, data management and Management Information System (MIS) functions. Reporting to MERL Specialist, the role ensures that program data, supporting evidence, reporting processes and monitoring logistics are managed efficiently and accurately to support high-quality program performance reporting and learning.

The MERL Officer plays a central role in maintaining data quality, coordinating reporting processes, administering MERL systems, supporting field monitoring activities, and ensuring evidence is complete and accessible. The position enables technical MERL staff to focus on analysis, evaluation, learning and adaptive management while ensuring program information is timely, reliable and compliant with DFAT requirements.

Key Responsibilities

Key Responsibilities Include:

Program Monitoring, Reporting and Evidence Management

- Support implementation of the program MERL framework, MERL plan and reporting processes.
- Coordinate routine collection, consolidation and tracking of monitoring data team program teams, implementing partners and grantees.
- Maintain organised records and supporting evidence for program outputs, outcomes and performance indicators.
- Support preparation of routine monitoring reports and reporting inputs.
- Track reporting schedules and follow-up with program teams and partners to ensure timely submission of required information.
- Assist with data verification and quality assurance prior to report submission.

Field Monitoring and Operational Support

- Coordinate logistical arrangements for monitoring visits, field verification activities and MERL missions.
- Participate in field monitoring visits to verify implementation progress, outputs and supporting evidence.
- Assist with beneficiary interviews, stakeholder consultations and collection of field observations.
- Document monitoring findings, lesson learned and implementation issues.
- Support monitoring of grant-funded activities and maintain monitoring records for partner performance.
- Assist with organising data quality assessments, evaluations and learning activities.

Management Information Systems (MIS) and Data Management

- Administer the program MIS and maintain accurate program records.
 - Enter, update and validate monitoring, grants and performance data within the MIS.
 - Maintain electronic filing systems, indicator databases, and evidence repositories.
 - Conduct routine data cleaning and identify inconsistencies for resolution.
 - Analyse program MIS data and produce routine dashboards, data visualizations, analytical summaries and performance tracking reports to support monitoring, reporting and decision making.
 - Support users to access and utilise the MIS effectively and troubleshoot routine system issues.
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Key Responsibilities

Reporting Coordination and Administrative Support

- Coordinate collection and consolidation of reporting inputs across program portfolios.
- Maintain reporting templates, indicator registers and document version control.
- Track implementation of reporting actions and recommendations arising from reviews, audits and monitoring missions.
- Maintain an inventory of and assist with training on MERL tools, templates and reporting resources.
- Support preparation of documentation for evaluations, audits, DFAT reviews and partners reporting requirements.
- Assist in maintaining compliance with DFAT Development Monitoring, Evaluation and Learning (DMEL) Standards on reporting requirements and internal quality assurance procedures.

Learning and Knowledge Management Support

- Support organization of learning events, workshops, reflection sessions and partners meetings.
- Assist in documenting lessons learned, innovations and good practices.
- Support production of knowledge products, learning briefs and evidence summaries.
- Coordinate filing and retrieval of MERL documentation for program learning and organisational knowledge management.
- Support communications and knowledge management through provision of verified data, evidence, success stories and case studies from the field.

GEDSI and Safeguarding

- Promote integration of GEDSI principles across monitoring, evaluation and learning activities.
- Support collection and use of disaggregated data and inclusive participation of women, people with disability, Indigenous Peoples and other marginalised groups.
- Identify and raise GEDSI-related gaps and support documentation of outcomes, lessons and good practices.
- Apply safeguarding requirements in field monitoring, consultations, data collection and management.
- Promptly report safeguarding concerns through established program procedures and maintain appropriate confidentiality.
- Support partner compliance with relevant GEDSI and safeguarding requirements.
- Monitor GEDSI outcomes and indicators and contribute to reporting on GEDSI outcome.
- Document and promote good practices, lessons learned and success stories related to GEDSI.

Selection Criteria

Qualifications

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

Experience

- Minimum 3 years' experience supporting monitoring, reporting, data management or project administration.
- Experience maintaining databases or Management Information Systems.
- Experience supporting donor-funded development program is desirable.
- Experience coordinating field monitoring and data collection activities.

Selection Criteria

- Experience collecting, analysing and reporting disaggregated data and applying gender equality and inclusive approaches in programming
- Experience working with government, NGOs, CSOs or development partners is desirable.

Knowledge and Skills

- Understanding of monitoring, evaluation and results-based management principles.
- Experience using digital data collection platforms such as KoboToolbox, SurveyCTO, ODK, Airtable or similar systems.
- Strong organisational and administrative skills with excellent attention to detail.
- Good data management and record keeping skills.
- Ability to coordinate multiple reporting deadlines simultaneously.
- Good analytical and problem-solving skills.
- Good interpersonal and communication skills.
- Strong written and spoken Khmer and good working proficiency in English.
- Willingness and ability to undertake regular travel to program implementation areas.

Personal Attributes

- Highly organised and detail oriented.
- Proactive and dependable with strong time management skills.
- Collaborative and service-oriented with the ability to work effectively across multidisciplinary teams.
- Committed to continuous learning, quality improvement and ethical development practice.

Desirable

- Experience supporting grants management, climate change, water governance, development information systems or donor reporting.
- Experience using Power BI, Excel dashboards, Airtable or similar data visualisation tools.

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.

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.