



The Asia Foundation

Improving Lives, Expanding Opportunities

POSITION INFORMATION

Position	: Monitoring, Evaluation, Learning and Reporting (MELR) Officer
Unit Name	: Environmental and Governance Unit
Location	: Jakarta
Job Type	: Full-time staff
Closing Date	: July 9, 2026
Special Clause	: TAF will review on a rolling basis and may initiate recruitment as soon as suitable candidates are identified. Early applications are strongly encouraged.

PROGRAM BACKGROUND

The Asia Foundation (TAF) Indonesia is currently implementing several programs on land and forest governance. These programs aim to reduce deforestation and land degradation, promote sustainable forest and land governance, protect biodiversity, rehabilitate selected forest and land areas, strengthen the rights of Indigenous Peoples and Local Communities (IPLCs), enhance women's participation and leadership in forest and land governance, and improve IPLC livelihoods.

To achieve these objectives, TAF Indonesia combines supply-side interventions, which strengthen government processes and performance, with demand-side interventions, which enhance stakeholder participation, oversight, and access to justice in the forest and land sectors.

The programs provide grants to Civil Society Organizations (CSOs) at the national and subnational levels to implement program activities. The programs cover across 21 provinces in Indonesia.

SUMMARY OF JOB RESPONSIBILITIES

The Monitoring, Evaluation, Learning, and Reporting (MELR) Officer will lead the day-to-day implementation and coordination of MELR activities across TAF Indonesia's Environmental Governance programs. Responsibilities include developing data collection tools, coordinating routine data collection, tracking program progress and results, maintaining results frameworks and databases, conducting data quality assessments, supporting evaluations and learning processes, and preparing donor reports. Working closely with program teams and implementing partners, the Officer will ensure that timely and reliable evidence is used for donor compliance, decision-making, and adaptive program management.

JOB FUNCTIONS

MONITORING

- Develop and manage program monitoring system and data collection tools in line with the Theory of Change, log frame, indicators, targets, workplan, and donor requirements.
- Coordinate the collection, consolidation, and management of quantitative and qualitative data from the program team and implementing partners.

- Monitor and analyze progress against planned activities, outputs, outcomes, milestones, and targets, including through field monitoring visits as required to identify performance gaps and required follow-up actions.
- Ensure that program data are accurate, complete, consistent, timely, appropriately disaggregated for GEDSI monitoring, and supported by verifiable evidence.
- Maintain key monitoring tools and records, including indicator tracking tables, dashboards, and program databases, and provide technical guidance to the program team and implementing partners.

EVALUATION

- Develop and coordinate evaluation plans, questions, methodologies, sampling approaches, data collection tools, and analysis plans, including for baseline, midline, endline, and thematic evaluations.
- Coordinate data collection and analysis to assess the program relevance, effectiveness, efficiency, sustainability, and contribution to intended results.
- Support external evaluations through data provision, coordination of the evaluation process, and review of evaluation reports.
- Ensure that evaluations are conducted objectively, ethically, and in a participatory manner, are responsive to GEDSI considerations, and produce actionable recommendations.

LEARNING

- Document and develop learning products on good practices, innovations, challenges, less effective approaches, and changes emerging during program implementation.
- Facilitate regular reflection sessions with the program team, implementing partners, program participants, and relevant stakeholders to review achievements, challenges, assumptions, and implementation strategies.
- Ensure that evidence and learning are used to inform decision-making, adaptive management, and adjustments to program activities, approaches, target groups, indicators, or strategies.

REPORTING

- Manage the program reporting process and ensure that all reports are prepared and submitted in accordance with donor requirements and deadlines.
- Collect and consolidate reporting inputs from the program team, finance team, implementing partners, and other relevant contributors.
- Analyze and present program progress, results, deviations, challenges, risks, lessons learned, and follow-up actions.
- Verify that all data and narratives are accurate, consistent, evidence-based, and aligned with the log frame, workplan, financial reports, and supporting documentation.
- Maintain complete reporting records and supporting evidence and respond to donor comments and requests for clarification.

GENERAL RESPONSIBILITIES

- As a key member of the program team, actively participate in team meetings and contribute to program planning, problem-solving, adaptive management, and knowledge sharing.

- Contribute to the communication and dissemination of program activities, results, and learning products.
- Respond to periodic requests from TAF's country office and headquarters for program updates, results data, learning, and evidence of program results and impact.
- Perform other relevant tasks as required.

EXTERNAL RELATIONS

- Develop and maintain effective working relationships with relevant government agencies, implementing partners, CSOs, research institutions, donors, and other stakeholders to support MELR activities.
- Coordinate the communication and dissemination of relevant program data, results, evidence, and learning with external stakeholders.
- Represent TAF at relevant conferences, workshops, learning, and donor coordination meetings as required.

REQUIREMENTS

EDUCATION

A minimum bachelor's degree in development studies, social sciences, forestry, geography, statistics, economics, public policy, or another relevant field. A master's degree is preferred.

EXPERIENCE:

- A Minimum of seven years of relevant experience in monitoring, evaluation, learning, and reporting for development projects, including performance measurement and result-based management.
- Demonstrate experience in designing and implementing MEL systems, indicators, data collection tools, baseline studies, data management systems, and evaluation processes.
- Experience working with Indonesian CSOs, particularly at the provincial and district levels
- Experience providing technical assistance and capacity building on MELR.
- Experience in environmental governance and GEDSI is an advantage. Knowledge of environmental governance issues in Indonesia is highly desirable.

OTHER:

- Interest in the political-economy dimensions of environmental governance in Indonesia
- Excellent verbal and written communication skills in both English and Bahasa Indonesia
- Proficiency in standard word processing, spreadsheet, presentations, and data management applications
- Excellent interpersonal and stakeholder engagement skills, including the ability to maintain good relations with CSOs, government, donors, partners, and colleagues
- Ability to work independently and collaboratively, adapt to changing circumstances, and perform effectively in challenging environments.
- Willingness to travel to remote areas as required.

HOW TO APPLY

Applicants should submit their application and CV through the electronic form provided at [The Asia Foundation Recruitment Form - MELR Officer of the EnGov Unit – Fill out form](#), at the latest by **July 9, 2026, at 5:00 PM Jakarta time**. Please ensure that all required fields are completed accurately.

Important: The Asia Foundation does not require any payment or request sensitive personal information during the recruitment process. Please ensure that the form you complete is accessed from a credible source, such as The Asia Foundation's official website or Devjobsindo.org. Beware of fraudulent job offers claiming to be from The Asia Foundation. If you encounter any issues or have questions, please contact us at id.hr@asiafoundation.org.

THE ASIA FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER. NO PHONE CALLS, PLEASE.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT.