

Job Description

Title:	Monitoring, Evaluation, and Learning (MEL) Coordinator
Responsible to:	MEL Manager at the Global Programmes Team (GPT)
Location	Remote, ideally located in WAGGGS Asia-Pacific Region
Responsible for	People: N.A. Budget: N.A
Key Working Relationships:	Working closely with the MEL Team, STEM Changemakers Programme team, other Global Programmes, and the Deputy-Head of the GPT.

Job Purpose:

The MEL Coordinator will play a key role in the success of WAGGGS and our ability to deliver value for our Member Organisations in 153 countries. Together our Member Organisations represent over 10 million girls and young women around the world.

Becoming a team member at the **Global Programmes Team (GPT)** that oversees multiple programmes delivered in partnership with our Member Organisations across several countries, the MEL Coordinator will share the responsibility of ensuring high-quality Monitoring, Evaluation, and Learning (MEL) processes are integrated into all programmatic efforts.

We are seeking a detail-oriented and analytical MEL Coordinator to join our team. This person will be responsible for designing and implementing monitoring and evaluation activities across our programmes, especially those focusing on STEM (Science, Technology, Engineering, and Mathematics), ensuring high quality and timely data collection, analysis, and reporting. This role requires collaboration with programme staff to integrate MEL activities into project planning and implementation, and to use findings for continuous learning and improvement.

Key Responsibilities:

Department- level (GPT wide support)

1. Results-Based Management (RBM) tools implementation: Support in rolling out and adapting MEL tools and systems across all programmes.
2. Capacity building: Support in designing and delivering MEL-related training to Global Programmes Team staff.
3. Data management & quality assurance: Ensure accurate data collection and high quality of information management.

Programme-Specific MEL

4. Monitoring: Implement regular monitoring and review of relevant RBM tools.
5. Data collection: Keep track of the regular updates of respective M&E databases including following up on grants reports schedule and submissions.

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6. Evaluation: Ensure the implementation of adequate evaluation tools to assess the effectiveness and impact of the programme.
7. Reporting: Contribute to regular reporting to the donors and other key stakeholders.
8. Learning: Capture and integrate lessons learned from programme team and stakeholders into programme development.
9. Stakeholder Engagement: Facilitate feedback sessions with stakeholders (including Member Organisations, girls, leaders, and community members) to incorporate their perspectives about the programme, as relevant.

Other Key responsibilities

10. To act as an ambassador on behalf of WAGGGS, creating opportunities to enhance WAGGGS's external profile and reputation amongst key audiences and pursue strategic alliances when appropriate.
11. To be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your manager.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.

Person Specification

Area:	Essential:	Desirable:
Qualifications:	<ul style="list-style-type: none"> • Bachelor’s degree in social sciences, economics, international development, statistics, or related field 	<ul style="list-style-type: none"> • Advanced degree (Master’s) or certification in M&E, international development, social research, economics, statistics, or related field.
Experience:	<ul style="list-style-type: none"> • Experience in developing practical MEL frameworks (incl. indicators interpretation, defining data collection tools and means of verification, etc.) • Experience in quantitative data collection and qualitative data collection and analysis • Understanding of inclusive MEL practices, including data disaggregation (eg. gender, age, region) 	<ul style="list-style-type: none"> • Experience in non-formal education/youth work/Guiding/Scouting • Experience in STEM education • Experience in evaluation research • Experience in local/international development projects
Skills and Knowledge:	<ul style="list-style-type: none"> • Proficiency in managing, streamlining, and analyzing large datasets • Excellent writing, data visualization, and reporting skills for diverse audiences • Advanced computer literacy (including MS Office – especially Excel) and digital MEL tools like online surveys • Strong organizational skills and ability to manage MEL processes across multiple countries and partners • Demonstrate an understanding of gender, education, youth and social development issues 	<ul style="list-style-type: none"> • Data Management • Data Analysis online AI Tools
Personal Qualities:	<ul style="list-style-type: none"> • Demonstrate commitment to work with and support diverse teams • Demonstrate ability to work independently and as a member of a team to coordinate and/or lead the efforts to effectively meet M&E needs • Flexibility to changing situations and priorities • Highly creative; able to generate innovative approaches that deliver results 	<ul style="list-style-type: none"> • Interest in leadership development and gender equality

Person Specification

Area:	Essential:	Desirable:
	<ul style="list-style-type: none"> • Able to cultivate effective relationships with a wide range of people, based on trust and mutual respect 	
Other Requirements:	<ul style="list-style-type: none"> • Fluent in spoken and written English. • Occasional work outside regular office hours 	<ul style="list-style-type: none"> • Fluent in spoken and written Chinese • Able to travel within the Asia-Pacific Region or internationally
Working for WAGGGS:	<ul style="list-style-type: none"> • Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional. • A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage with girls and young women, either through a professional or personal background. 	

Special Notes:

None