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sustainable environment, education & development

Monitoring, Evaluation and Learning (MEL) Coordinator Madagascar

Based in the coastal town of Fort Dauphin in southeast Madagascar, this position offers an exciting opportunity for an early-career professional to step into a leadership role in Monitoring, Evaluation and Learning (MEL). Working with SEED Madagascar, the MEL Coordinator will support a diverse portfolio of programmes spanning rural livelihoods, education, WASH, community health, and conservation.

As MEL Coordinator, you will lead a small team of up to three MEL Officers and provide strategic MEL guidance across the organisation. You will develop and refine data collection tools and systems, collaborate closely with Programme Managers to embed data-driven decision-making, and support continuous quality improvement. While primarily office-based in Fort Dauphin, the role includes regular field visits to engage directly with project implementation.

This position is ideal for a MEL professional with 2–4 years of experience who is eager to take on a management role while continuing to contribute to hands-on MEL design and technical support in a dynamic international development environment.

SEED Madagascar is a British charity working in partnership with communities in southeast Madagascar. We integrate high quality community health, sustainable livelihoods, education infrastructure, water, sanitation, and hygiene (WASH), and conservation programmes to support long-term, sustainable change and contribute to international best practice through research and publication across all our programmatic areas.

Location: Fort Dauphin, Madagascar

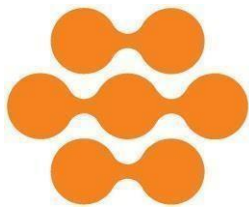
Contract duration: 2 years

Probationary period: 3 months

Contract: Local stipend towards living expenses; £1,200 contribution to flight; £650 insurance contribution

Responsibilities

- Lead the design and refinement of MEL procedures across programmes including livelihoods, education, WASH, community health and conservation in collaboration with project teams
- Work with Programme Managers in ensuring alignment of MEL across projects and provide oversight to SEED organisational tracking
- Ensure MEL approaches are inclusive, ethical, and aligned with international standards and SEED's policies, including safeguarding and anti-corruption
- Line manage a team of up to three MEL Officers, conducting regular supervision, reviewing outputs, editing and overseeing report writing, setting objectives, and supporting their development
- Support MEL Officers in refining evaluation designs, ensuring alignment with project objectives and practical implementation capacity.
- Provide technical oversight and quality assurance for MEL plans, log frames and data gathering tools (surveys, observation checklists, interview questions and needs assessments)



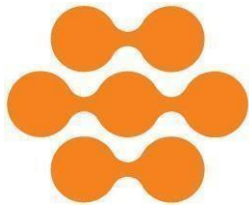
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- Directly lead on the development and analysis of data gathering tools for projects without dedicated MEL staff
- Collaborate with Programme Managers to action MEL findings, identify improvement areas and shape adaptive project changes
- Deliver tailored MEL training and capacity building to international and national staff, including new staff onboarding
- Identify and support cross-team learning between departments, including leading cross-programmatic MEL processes
- Contribute to internal and donor reporting through periodic analysis and tailored recommendations
- Provide core support to the Director of Programmes and Operations ensuring the support and security of all international staff, including acting as an intermediary of organisational priorities to the wider team
- Ensure all of SEED's policies and procedures are evident throughout the work of the department, including those for safeguarding, whistleblowing and anti-corruption, and undertake continual training to ensure these are promoted at all times
- Undertake other tasks within the broad scope of MEL support as agreed with the Director of Programmes and Operations.

Person specification

- Master's degree in International Development, Research Methods, Statistics, Public Health, or a related field
- 2–4 years of professional experience in Monitoring, Evaluation and Learning, with evidence of increasing responsibility
- Experience in designing and implementing MEL plans, log frames and data gathering tools, with experience adapting tools to be accessible and/or culturally sensitive
- Demonstrated ability to work strategically while also managing operational MEL tasks such as survey design and data analysis
- Experience in managing, capacity building or mentoring staff, especially in intercultural teams.
- Strong analytical and written communication skills, with experience producing log frames, evaluations, and MEL reports
- Proven commitment to evidence-based decision making
- Strong organisational and problem-solving skills, with excellent attention to detail
- Fluency in English, with the ability to write high-quality, external-facing reports
- Knowledge of French to at least B1 level is highly desirable
- Excellent communication skills, with the ability to adapt material for different audiences
- Ability to work independently and collaboratively with colleagues from diverse cultural and economic backgrounds, and across language barriers
- Experience in providing leadership, mentorship, and clear guidance to team members
- Flexible, patient, and adaptable to living and working in a remote environment with limited resources
- Highly organised, punctual, and able to meet tight deadlines to a high standard
- Demonstrated understanding of and commitment to SEED's mission, values, ethos, and approach
- Culturally sensitive and a strong ambassador for SEED in all interactions
- Committed to upholding and promoting SEED's policies and procedures, including safeguarding, with the ability to report concerns appropriately.



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Application procedure

Interested applicants should send a CV and covering letter in English outlining how their skills and experience match the requirements in the job description criteria to SEED Madagascar Director of Programmes and Operations, Lisa Bass by email on lisa@seedmadagascar.org.

There will be an initial exercise, after which short-listed applicants will have an initial informal online interview with Madagascar based staff followed by a formal interview.

Please note: AI generated cover letters and recruitment exercises will not be processed.

Application Deadline: Monday 26th May 2025 at 23:59 GMT. Applications will be reviewed on an ongoing basis throughout this period.

SEED Madagascar actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.