

# seed madagascar

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## Monitoring, Evaluation and Learning (MEL) Lead Madagascar

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

### Position Overview

Based in the coastal town of Fort Dauphin, this post will lead on the provision of Monitoring, Evaluation and Learning (MEL) support to Project Miatrika which provides emergency food assistance, strengthens local health system management and works directly with rural health centre staff to enhance regional maternal and child health outcomes. The successful candidate will work within a combined National and International staff team to refine, develop and lead MEL processes across the project. Predominantly office-based in Fort-Dauphin, the MEL Lead will travel occasionally to visit project sites.

This exciting post would suit an early-career MEL Officer with two to four years of experience in an in-country post developing and managing MEL systems.

It is essential that the post holder has this MEL experience and can work in English and French to a high standard – at least C1 as part of the interview will be held in French. Candidates who do not meet these criteria will not be considered.

**Location:** Fort Dauphin, Anosy Region, Madagascar

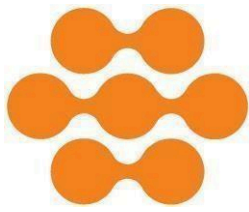
**Contract duration:** 9 months

**Probationary period:** 3 months

**Contract:** Local stipend covering reasonable living expenses; £1,200 contribution to flight; £650 contribution to insurance; unaccompanied post

### Primary Responsibilities

Coordination and oversight of MEL procedures and strategies to ensure progress toward project outcomes; completion of reports, papers and other documents analysing data and summarising findings and support on project reporting; capacity-building for SEED staff and local partners to ensure high-quality MEL that aligns with international standards and best practice.



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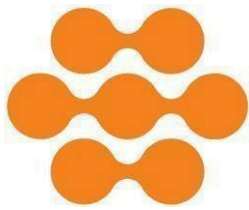
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## Duties and Responsibilities

1. Lead the design and implementation of rigorous MEL procedures and strategies for the project that incorporates stakeholder feedback, adapt to local needs, and support high-quality implementation in line with ongoing and emerging initiatives.
2. Develop, adapt and support the usage of MEL tools, such as knowledge, attitude, and practice surveys, and focus group discussion guides to maximise effective data collection.
3. Lead the adaptation of technical information/evidence/MEL findings into audience appropriate formats, for internal and external dissemination which informs future programming and project development.
4. Oversee data collection, cleansing, management and analysis of data from a range of sources to determine progress towards results for the project.
5. Coordinate the implementation of MEL tools, particularly using the Kobo toolkit, supporting on building capacity across SEED.
6. Support the Head of Programme to formulate future research strategy, ensuring project MEL captures data adhering to international development indicators.
7. Identify technical needs and the resources required for successful MEL and make appropriate recommendations given locational and budgetary limitations.
8. Support on MEL-related capacity-building for SEED staff and local partners, including providing tailored advice to the Programmes/Implementation team to support MEL procedures, from the development of MEL tools, to analysis and dissemination of findings to support use.
9. Ensuring quality of project data while promoting a sustainable MEL approach across the organisation, including providing advice and support on strategic direction of MEL at SEED.
10. 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.
11. Other tasks within the broad outline of the role to support the development of MEL capacity across SEED, agreed in partnership with the Heads of Programmes and Senior MEL Officer.

## Person specification

- Undergraduate degree in International Development, Research Methods, Statistics, or related field (master's degree desirable).
- 2-3 years of experience in Monitoring, Evaluation and Learning, with demonstrated project management skills and adaptability.
- Experience in the design, refinement, development and implementation of MEL frameworks for international development and/or community health sectors.
- Experience leading Results-Based Management approaches, including logframe development and refinement (essential). Experience with participatory approaches to MEL is desirable.



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- Experience leading MEL-related capacity-building and cross-learning initiatives.
- Clear, demonstrable understanding of research ethics.
- Demonstrable experience of coordinating and undertaking data collection and analysis, for both qualitative and quantitative data, including proficiency in Excel. Experience using STATA, SPSS or R is desirable.
- Experience managing, designing and uploading forms on data collection platforms, such as Kobo, Open Data Kit, or SurveyCTO.
- Strong ability and desire to work independently and within teams from different economic and cultural backgrounds and across multiple language barriers, and to build capacity across cultures.
- Strong ability to provide leadership and mentorship to direct reports, and others within the organisation.
- Demonstrate an understanding of and commitment to SEED's ethos and approach and be a good ambassador for SEED at all times.
- Demonstrate the ability, social skills and confidence to give clear guidance and support to other members of the team in respect of the philosophy and procedures of SEED in order to protect both their safety and the reputation of the NGO.
- Be able to work to and advocate for all of SEED's policies and procedures, safeguarding those that SEED works with and reporting any concerns appropriately.
- Be punctual and be able to work to tight deadlines in an organised manner and to a high standard.
- A flexible and patient attitude, with excellent problem-solving skills.
- Excellent communication skills, including a sound ability to adapt material for different audiences.
- Excellent interpersonal skills and ability to build and maintain stakeholder relationships.
- Fluency in English is required.
- C1 level in French is required.

## Application procedure

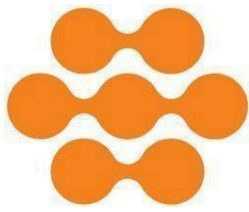
Interested applicants should send a CV and covering letter in English outlining why they wish to take up this position and how their skills and experience match the requirements in the job description criteria to SEED Madagascar Director of Programmes and Operations, Lisa Bass by email on [lisa@seedmadagascar.org](mailto:lisa@seedmadagascar.org).

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

We value concise and focused applications. To help us review all submissions efficiently, please limit your **CV to a maximum of four pages**. Unfortunately, longer CVs cannot be considered.

**Application Deadline: Monday 5th January 2026 at 23:59 GMT.** Applications will be reviewed on an ongoing basis throughout this period.

Candidates will complete an exercise, long-listed applicants will have an initial informal interview with Madagascar based staff and short-listed applicants will then be offered an interview with the London team.



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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.