



Job Description – Programme Officer, Monitoring, Evaluation, Accountability, and Learning (MEAL)

Location: Kuala Lumpur / Remote (Flexible, with periodic international travel)

Organisation: IWRAW Asia Pacific (IWRAW AP)

Reports To: Manager, Institutional Resilience & Strengthening (IRS)

About IWRAW AP

IWRAW Asia Pacific is a feminist, women’s human rights organisation working to advance equality, justice, and the full realisation of human rights for all.

For over three decades, we have worked in partnership with movements, organisations, and communities to challenge systems that perpetuate discrimination and inequality. Our work bridges local realities and global human rights mechanisms, strengthening the ability of women and gender-diverse people to claim, exercise, and expand their rights.

We are guided by feminist principles and a deep commitment to inclusion, equity, integrity, and respect for diverse lived experiences. We strive to build a working environment where people feel valued, supported, and able to contribute meaningfully.

Our Approach to MEAL

At IWRAW AP, Monitoring, Evaluation, Accountability, and Learning (MEAL) is more than a technical function; it is a feminist practice of reflection, adaptation, and collective learning.

Our MEAL framework supports how we understand and strengthen feminist influence in complex and changing political environments. It is grounded in IWRAW AP’s Strategic Plan 2025–2030, *[‘Cultivating Rights, Rooting Resilience’](#)*.



Rather than focusing only on activities or outputs, our approach centres on how change happens over time, recognising that change often happens in non-linear and interconnected ways. We pay attention to shifts in power, norms, relationships, and movements, alongside policy and institutional change.

The framework focuses on three interconnected dimensions of change:

- **Normative power** – shifts in standards, accountability systems, and global norms
- **Movement power** – the strength, solidarity, and influence of feminist actors and networks
- **Institutional power** – IWRAP AP’s internal systems, culture, and capacity to enable impact

Learning is embedded throughout our work. Regular reflection cycles help translate insights into action—supporting adaptive strategies, stronger collaboration, and organisational resilience.

This approach strengthens our ability to remain accountable to feminist movements and partners while deepening how we understand and communicate impact.

Position Summary

The Programme Officer, MEAL plays a key role in strengthening IWRAP AP’s Monitoring, Evaluation, Accountability, and Learning systems and knowledge practices.

This role supports the consistent collection, organisation, and analysis of data and helps translate insights into learning that informs programmes, communications, financial sustainability, and organisational decision-making.

As part of the Institutional Strengthening & Resilience (IRS) team, this role works closely with colleagues across IWRAP AP to strengthen organisational coherence, learning, and long-term impact.

Key Responsibilities

Monitoring, Evaluation & Learning

- Support implementation of IWRAP AP’s MEAL strategy and systems
- Track and maintain programme and organisational indicators, including effectiveness, relevance, equity, and sustainability



- Collaborate with teams to identify risks, opportunities, and learning that strengthen programme and organisational impact
- Contribute to strengthening MEAL tools, processes, and frameworks over time

Accountability & Organisational Learning

- Support implementation of IWRAW AP's learning framework across teams
- Help integrate feedback and insights into programme and organisational improvements
- Contribute to internal learning sessions and reflection spaces
- Support monitoring of institutional resilience and strengthening initiatives
- Work with colleagues to document and share stories of change and learning across audiences
- Contribute to MEAL reporting cycles (mid-year, annual, and donor reporting)

Data Management & Analysis

- Maintain and improve MEAL indicators database and related systems
- Support data analysis and research, including work related to CEDAW monitoring and normative tracking
- Contribute to the interpretation of quantitative and qualitative data to inform decision-making

Knowledge Management

- Support systems for organising and maintaining IWRAW AP's knowledge products and institutional data
- Maintain and improve digital repositories and collaboration platforms (e.g., Google Workspace, intranet, etc.)
- Support development of clear structures for tagging, storing, and retrieving organisational knowledge
- Contribute to making knowledge systems more accessible, consistent, and user-friendly across teams

Key Outcomes / Indicators of Success

- MEAL systems are consistently used to inform decision-making and organisational learning



- High-quality, timely analytical outputs (reports, insights, and learning products)
- Strong alignment between data, programming, communications, and organisational strategy
- Learning is actively embedded in planning, reflection, and adaptation cycles

Core Competencies

- Analytical thinking and curiosity
- Ability to translate strategy into practical systems and processes
- Clear and collaborative communication
- Strong interpersonal and stakeholder engagement skills
- Reflective practice and commitment to continuous learning

Technical Competencies

- Experience with MEAL systems, evaluation approaches, and organisational learning frameworks
- Ability to design, implement, and improve data and knowledge systems
- Strong analytical skills (quantitative and qualitative)
- Familiarity with data visualisation and knowledge management tools
- Strong written and verbal communication skills in English

Education & Experience

- Bachelor's degree in a relevant field (e.g., development studies, gender studies, human rights, social sciences, communications, organisational development), or equivalent experience
- 3–5 years of experience in MEAL, research, evaluation, or related areas
- Experience working in non-profit, feminist, human rights, or development contexts is valued
- Experience in data collection, analysis, reporting, and digital tools
- Experience working collaboratively across teams and functions

Inclusion, Diversity, Equity & Access (IDEA) Commitment

IWRAW Asia Pacific is committed to building an inclusive, diverse, and equitable workplace.



We welcome applications from women, gender-diverse individuals, persons with disabilities, and individuals from the Global South and historically underrepresented communities.

We recognise that skills and experience are gained in many ways, including through formal roles, community work, lived experience, and non-traditional career paths. If you do not meet every listed requirement but feel you can meaningfully contribute to this role, we encourage you to apply.

We are committed to creating a safe, respectful, and supportive working environment where everyone can participate fully and thrive.

Work Arrangement & Contract

- Full-time, fixed-term role (renewable based on performance and funding)
- Flexible/remote working arrangement with periodic international travel
- Collaborative work across time zones in a dynamic, learning-oriented environment
- Salary range: USD 1,500 – 2,000

Application Process

- Application Link: <https://forms.gle/uXs61JU4b5K96fWK8>
 - If you are unable to access the application form, reach out to us at recruitment@iwrap-ap.org
- Application deadline: 6 August 2026

Only shortlisted candidates will be contacted. Due to the high volume of applications, IWRAP Asia Pacific is unable to provide individual feedback. If you have any questions, please contact us at recruitment@iwrap-ap.org