

MONITORING AND EVALUATION COORDINATOR

Working to support disadvantaged young people or trekking the Inca Trail? Why not do both?!

Get the best of both worlds for a volunteering opportunity where you give your skills and experience, rather than your money.

Are you looking for a break from the 9 – 5? Or with the end of your studies finally in sight you may be wondering what exactly is it that you are supposed to do now? Or are you looking to do a year abroad as a part of your studies, or even before you start your studies, in an exciting and challenging environment? **Instead of choosing between travel and working – why not do both?**

When volunteering with LAFF your skills will be put to good use and you will have the opportunity to work directly with beneficiaries, gain valuable field experience and increased awareness of International Development issues. Based in beautiful Peru, on the doorstep of Machu Picchu, this is also a great chance to practice and improve your Spanish language fluency. After being supported into your new role through our pre-departure and in-country induction, you will work in Cusco as a valued member of our small team of enthusiastic and skilled professionals from around the globe, under the guidance and supervision of our Programme Manager. What better way to gain valuable work experience in the field than taking on this challenging and CV-boosting professional role!

About LAFF:

The Latin American Foundation for the Future (LAFF) is a UK-registered charity supporting marginalised children and young people in Peru. We work through local partner organisations in Cusco and support activities and projects in the areas of formal education; vocational skills and personal development; and sustainability, including income generation, cost reduction and capacity building. We strive to empower our beneficiaries, enabling them to become independent and sustainable.

LAFF seeks a skilled individual for a full time volunteering position.

Position Title: Monitoring and Evaluation Coordinator

Location: Cusco, Peru.

Employment Type: Unpaid volunteering position/ full time

Leave: 2 days per month

Application Deadline: ongoing (we frequently require replacement volunteers, so apply now!)

Duration: 3-6 months

Summary

LAFF's M & E strategy aims to monitor and evaluate the progress, effectiveness and impact of our programmes and interventions through a participatory and culturally sensitive approach. The Monitoring and Evaluation Coordinator will lead all M&E activities for LAFF, measure indicators, work closely with our local partners and beneficiaries in Peru, and produce internal and external reports.

Responsibilities

Under the supervision of the Programme Manager, the Monitoring and Evaluation Coordinator will be expected to carry out the following tasks:

- Coordinate all M&E activities for the organisation.
- Implement log frame.
- Carry out evaluations, impact assessments, and prepare case studies on interventions.
- Lead development of results chains for each intervention before implementation and ensure that a measurement plan is in place.
- Synthesize/analyze data and write summary reports for internal and external purposes.
- Design strategies for strengthening data collection, interpretation and reporting.
- Assess the existing M&E systems, indicators and tools used by our partners; as well as the possibility of changing, improving and/or unifying these systems.
- Review reporting from our partners and LAFF and provide technical support on the design of research projects.
- Manage, organize and facilitate surveys when necessary.
- Provide training and build M&E capacity of our staff, volunteers and partners.
- Perform regular internal performance evaluations.
- Collaborate with the Programme Manager to ensure that the LAFF strategic plan is updated and relevant at all times.

Requirements

- Undergraduate Degree in Statistics, Social Science, Public Policy, Economics with a strong research methods component (or related field), or equivalent experience in M&E.
- 1-year volunteer or work experience in an M&E role highly desirable but not essential.
- Knowledge and/or experience in strategic planning and performance measurement, indicator selection, quantitative and qualitative data collection and analysis methodologies, impact evaluation and research methodologies.
- Knowledge of Results-Based M&E, logic models, and log frameworks.
- Proficiency in written and spoken Spanish and English required.
- Excellent interpersonal and written communication skills.
- Highly organized, flexible, independent, culturally sensitive and detail oriented with the ability to multitask.
- Solid report-writing skills.

Personal Qualities

We are looking for motivated self-starters who are able to work independently as well as being good team players. A non-judgmental approach and commitment to learning is essential, as well as a positive outlook and preparedness for the realities of volunteering in a Latin American country.

In order to apply for this fantastic opportunity, please download an application form from our website (www.laffcharity.org.uk) and submit it, together with your CV, to: info@laffcharity.org.uk. Please include the title of the position you are applying for in the subject line of your message.

Note: Volunteers are expected to cover all their own costs – including flights, visas, insurance and living expenses. Applications not compliant with the instructions above will not be accepted. All successful volunteer applicants must undergo a police check prior to acceptance. LAFF will hold interviews with suitable applicants. Due to the high volume of applications, we are only able to contact successful applicants.

WWW.LAFFCHARITY.ORG.UK INFO@LAFFCHARITY.ORG.UK

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