

## **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, rather than your money.*

Are you looking for a break from 9-5? Or are you looking to do a year abroad as part of your studies, or even before you start your studies, in an exciting and challenging environment? When volunteering with LAFF your skills 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 improve your Spanish fluency.

**Location:** Cusco

**Employment Type:** Full-time Unpaid Volunteering Position

**Leave:** 2 days per month

**Duration:** 3-6 months

**Application Deadline:** Ongoing

Monitoring and Evaluation (M&E) is an essential part of LAFF's work: it allows us to identify areas of success and areas which need improvement, as well as to make sure that all of LAFF's activities work to support our long term goals and mission. Under the supervision of the Programme Manager, the M&E Coordinator will develop LAFF's M&E Strategy, aiming to monitor and evaluate the progress, effectiveness and impact of our programs and interventions through a participatory and culturally sensitive approach.

You 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. LAFF's relationship with partners is very close and you will have independence to propose frameworks for data collection, summarising and storing, as well as compiling reports to present data and draw conclusions.

The M&E Coordinator will have a logical approach to collecting data, recognising the specific context in which we work and how that affects both quantitative and qualitative data. Awareness of LAFF's context will also be essential for assessing risks and assumptions when developing project logframes.

### **Objectives of this Role**

Under the supervision of the Program Manager, the M&E Coordinator will be expected to carry out the following tasks:

- Coordinate all M&E activities for the organization
- Implementation of log frames
- Carry out evaluations, impact assessments, and prepare case studies on intervention.
- Lead development of result 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 system, indicators and tools used by our partners, as well as the possibility of changing, improving and/or unifying these systems.

[WWW.LAFFCHARITY.ORG.UK](http://WWW.LAFFCHARITY.ORG.UK)

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- 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 Program Manager to ensure that the LAFF strategic plan is updated and relevant at all times

### **Skills and Qualifications**

- Undergraduate degree in a related field (M&E, Sociology, Data science) or experience working in M&E
- 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.
- Good knowledge of MS Office
- Intermediate Excel/Google sheets
- 1-year of volunteer work experience in an M&E role highly desirable
- Familiarity with CRM systems (ex. Salesforce) and strong data analysis training desirable

### **Personal Qualities**

LAFF is looking for an individual who is both insightful and analytic, with the ability to identify underlying connections in data. Furthermore, the right candidate will be able to communicate their findings of patterns and indicators in a way that is accessible to a non-expert audience, so that they can interpret results easily. Organisation and time management skills are crucial, as M&E will form a part of project development, however there will often be multiple team members involved in the overall project. The M&E Coordinator needs to be able to calculate the time that each task will take and meet their deadlines. Finally, the Coordinator will believe in the potential of individuals and organisations to grow, and will be constantly looking for improvement opportunities.

### **About Latin American Foundation for the Future**

The Latin American foundation for the Future (LAFF) is a UK-based 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; sustainability, including income generation, cost reduction and capacity building. We strive to empower our beneficiaries enabling them to become independent and sustainable.

### **To apply:**

Complete and submit a response to our [volunteer application form](#) and highlight 'Monitoring and Evaluation' as your area under the 'Coordinator Positions' section.

Please note this position is unpaid. Successful applicants will be contacted to arrange an online interview.