

Vacancy announcement

Position: Monitoring, Evaluation and Learning Officer, RECOFTC Main Office

Deadline for application: 25 April 2024

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach in supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. We have more than 37 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honest broker, we occupy a distinct position as an international organization that supports, informs and brings together governments, communities, businesses, academia and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals. RECOFTC operates in the Asia-Pacific region, with country program offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC is seeking a Monitoring, Evaluation and Learning Officer for its Executive Office at the Main Office in Bangkok, Thailand. This position is open to external candidates who are Thai nationals. The selected candidate will be offered a 24-month contract, with the possibility of extension, contingent on funding availability and satisfactory performance.

Tasks and duties

The Monitoring, Evaluation and Learning Officer is a member of RECOFTC's Executive Office and reports directly to the Senior Program Officer for Monitoring, Evaluation and Learning. This role supports RECOFTC's participatory approach to results-based monitoring and evaluation at three distinct, yet interconnected levels: projects (including at the community level), program and organization.

Specific tasks and duties:

- Support project and program teams, in consultation and collaboration with partners, to develop gender and inclusion-sensitive monitoring, evaluation and learning (MEL) frameworks, tools and plans
- Ensure the continuous relevance and use of project and program MEL frameworks by supporting their implementation and periodic revision
- Enhance the capacity of project and program staff at the Main Office and in seven country offices to effectively implement their MEL plans
- Collaborate closely with MEL focal points in seven country offices and regional project/program staff to collect, consolidate, analyse and report output and outcome data from every project and program of RECOFTC twice a year
- Ensure the quality of data from all projects and country programs meets RECOFTC's standards
- Facilitate project and program learning and reflection

- Assist in the implementation of Participatory Monitoring, Evaluation and Learning
- Support baseline, midterm and end-line evaluations based on project/program objectives
- Prepare Terms of Reference for monitoring and evaluation technical consultants, oversee their recruitment and ensure proper monitoring of their work regarding qualitative and quantitative data-collection, methodology/design and other relevant activities
- Ensure integration of program-level MEL indicators into project logframes
- Update the project mapping and evaluation timeline twice a year in accordance with the common approach to MEL
- Comply with/support the MEL system requirements of donor agencies with results-based monitoring, and work with MEL current and future partners to achieve its Strategic Plan targets
- Support other MEL activities such as outcome harvesting and monitoring and work closely with RECOFTC's Knowledge Management, IT and Strategic Communication team on impact reporting and other effective communication and information management means and tools
- Support the organization in conducting Cost-Benefit Analysis and other related surveys to assess the impact of the RECOFTC Strategic Plan
- Perform other tasks as assigned by the Senior Program Officer for MEL

Qualifications and experience

The Monitoring, Evaluation and Learning Officer should have the following essential qualifications and experience:

Essential

- A bachelor's degree in natural resource management, development studies, agriculture, statistics or related fields
- A minimum of five years of work experience related to monitoring, evaluation and learning
- Knowledge of project development and management
- Experience in developing project logframes, monitoring, evaluation and learning plans and tools
- Experience in conducting research or surveys
- Experience in data management including collection, processing and analysis
- Strong oral and written communication skills in both English and Thai
- Proficient in data analysis or interpreting data
- Must be a Thai national

Desirable

- Ability to solve problems quickly and effectively
- Hands-on experience and the ability to work independently with minimal supervision

RECOFTC's core values

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, gender equality and social inclusion
- Prioritize well-being

How to apply

Interested candidates are invited to submit their CV and a cover letter. The cover letter should explain why the candidate believes they are suitable for the position, include salary expectations and provide current contact information for three referees, including recent supervisors. Please apply by [clicking here](#).

Only shortlisted candidates will be contacted. RECOFTC offers a competitive compensation package.

For more information about RECOFTC, please visit our website at <https://www.recoftc.org/>

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, colour, marital status, medical condition, or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women to apply.