



## Vacancy Announcement

### Monitoring and Evaluation Officer (Senior Program Officer)

RECOFTC – The Center for People and Forests holds a unique and important place in the world of forestry. It is the only international not-for-profit organization that specializes in capacity building for community forestry and devolved forest management. With over 20 years of international experience and a dynamic approach to capacity building – involving research and analysis, demonstration sites, and training products – RECOFTC delivers innovative solutions for people and forests.

The Program Coordination, Monitoring and Evaluation (PROCOME) unit coordinates the activities of all RECOFTC units to ensure synergy towards achieving the organizational objective: *“To strengthen the capacities of forest-dependent communities, their representatives, nongovernment organizations and civil society, and other key stakeholders to more effectively address the challenges presented by poverty, rights, governance, climate change, and conflict.”*

PROCOME coordinates annual work plans, program and project design, and focal country programs. It also coordinates monitoring and evaluation and promotes a culture of results-based management.

RECOFTC is currently developing a new Management Information System (MIS) and reviewing its logical framework of results at the outcome and output levels and the indicators which measure the results. New baseline data needs to be collected and collated and a monitoring plan developed and implemented so that the results of RECOFTC’s program can be demonstrated. Additionally, RECOFTC wishes to track overall progress of community forestry in its focal countries and across the region. To support this, strategic partnerships with other organizations are being explored.

RECOFTC is looking for an experienced Monitoring and Evaluation (M&E) Officer to lead the following:

- Design and implementation of organizational performance assessments, and overall program monitoring and evaluation,
- Quality assurance and M&E capacity building for country programs, thematic programs and projects.
- Other M&E activities

The position will be based at RECOFTC's Bangkok headquarters.

Close of applications: **7 March 2010**

## **Responsibilities and Duties**

1. Leading the design and implementation of organizational performance assessments and overall program monitoring & evaluation:
  - Development of efficient and effective management systems for overall program monitoring, and integrate the monitoring and evaluation system with the new MIS, ensuring that M&E content is up-to-date, relevant and shared.
  - Development of systems that collect, analyze, and present information that demonstrates the extent to which RECOFTC programs are cost effective and efficient.
  - Necessary baseline and progress data for indicators related to organizational performance assessments and overall program monitoring are collected, compiled, and integrated into the overall system.
  - Content for overall program reporting and evaluations that focuses on demonstrating results at both the output and outcome levels.
  - Organize, facilitate, and document quarterly program reviews and periodic evaluations, including periodic reviews of RECOFTC's logical framework.
2. Leading quality assurance and M&E capacity building for country programs, thematic programs and projects:
  - Development of efficient and effective management systems for monitoring country and thematic programs and projects, and support capacity building linked with and integrated into the MIS, so that M&E content is up-to-date, relevant and shared throughout RECOFTC.
  - Ensure that thematic programs and projects at regional and multi-country levels adequately integrate M&E considerations and directly contribute to achieving RECOFTC's objectives.

- Provide support to country programs to ensure M&E considerations are adequately integrated throughout all programming and directly contribute to achieving RECOFTC's objectives.
  - Undertake training, coaching, and mentoring of colleagues and collaborators in M&E principles, skills, and practices.
3. Other M&E activities: promote linkages, lessons learned and related duties
- Collaborate with colleagues to develop and implement a system for tracking community forestry developments (socioeconomic and ecological) across the region, and particularly in RECOFTC's focal countries.
  - Assist in documenting case studies and lessons learned and sharing these widely.
  - Organize, facilitate, and document quarterly program reviews and periodic evaluations, including periodic reviews of RECOFTC's logical framework.
  - Support the organization, facilitation and documentation of program committee meetings.
  - Perform other tasks as required by the Program Coordinator.

## **Qualifications and Experience**

The Monitoring and Evaluation Officer will have the following minimum qualifications and experience:

### ***Essential***

- Bachelor degree in natural resource management, anthropology, international development or related field. Masters degree or higher desirable.
- Formal M&E training including familiarization with Results Based Management, Outcome Mapping, Performance Measurement Frameworks and Logical Framework Analysis and other models of interest and use by international donors.
- At least seven years international professional experience working in organizational, program, and project monitoring and evaluation.
- Demonstrated ability and skills to set up and operationalize an effective M&E system for an organization.
- Excellent communication skills in both written and spoken forms.

- Experience in training others in M&E principles and skills is desirable.
- Working knowledge of management information systems, databases, and Information, Technology, and Communications in general; GIS experience is highly desirable.
- Excellent interpersonal skills and ability to interact with people at all levels in a multicultural and multidisciplinary environment.
- Values the sharing of information and continuous improvement in a cooperative atmosphere of constructive evaluation and learning, and is committed to staff development.

### *Desirable*

- Experience in at least one of RECOFTC's focal countries is highly desirable.
- Fluency in English is essential, regional local language knowledge is desirable.
- Willingness to travel.

### *General*

In addition to job specific skills and experience, the applicant should possess the following characteristics (including attitudes and skills):

- Interpersonal communication skills, individually and in-groups, with an ability to work as an active member of teams. This implies flexibility and open-mindedness.
- Initiative and ability to make informed independent judgments (that is not inconsistent with an overall team approach).
- Ability to work in a variety of cultural and institutional contexts.

Please send applications to [HR@recoftc.org](mailto:HR@recoftc.org), and include a cover letter, curriculum vitae, and current contact details of three referees. Please quote the position title in the subject line of the email. Only short-listed candidates will be notified. A remuneration package in line with qualifications and experiences will be negotiated with the selected candidate.

To learn more about RECOFTC, please visit our website [www.recoftc.org](http://www.recoftc.org)

**RECOFTC is an equal opportunity employer and the successful candidate will be selected based on merit.**