Vacancy announcement

Position: Monitoring Evaluation and Learning (MEL) Officer
Location: Vientiane, RECOFTC Lao PDR
Duration: 11 months
Application Deadline: 10 December 2026

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 to supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality.

We have almost 40 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honor 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.

We operate in the Asia-Pacific region, with country offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC Lao PDR has been supporting the Government of Lao PDR in advancing the forestry sector and implementing various forestry programmes for over a decade. The focus has been on village forestry and associated programmes, empowering women, local communities, ethnic groups, and other stakeholders to manage their forests sustainably and build resilience to climate change, fostering environmental conservation, livelihood improvement, private sector engagement and social equity. We provide technical assistance, capacity-building and facilitate multi-stakeholder dialogues to support inclusive and participatory forest governance in Lao PDR.

Project background

RECOFTC is implementing the ‘Enhancing access to benefits while lowering carbon emissions’ (EnABLE) project in Lao PDR, funded by a multi-donor trust fund administered by the World Bank. The project aims to enhance the inclusion of target populations, particularly women and ethnic groups living in selected remote villages, in receiving carbon and non-carbon benefits from the Lao PDR Emissions Reduction Programme and its Benefit Sharing Plan (BSP). The project will support and complement the ongoing World Bank-funded Governance, Forest Landscape and Livelihoods (GFLL) project, which is being implemented by the Department of Forestry (DoF), Ministry of Agriculture and Environment (MAF). The project will run until December 2027.

RECOFTC Lao PDR invites applications for the position of Monitoring, Evaluation and Learning Officer based in Vientiane. The contract is issued on an annual basis, with the possibility of extension, subject to a three-month probationary period – beginning at the start of the contract – and annual performance assessments. The appointment is expected to begin in December 2026.

The Monitoring, Evaluation and Learning (MEL) Officer is responsible for providing support and maintaining EnABLE’s monitoring, evaluation, and learning plan and activities. The officer works under the direct supervision of the Deputy Country Director and the Project

Coordinator and collaborates closely with the Capacity Building Officer and other project staff. The officer also liaises regularly with the MEL Unit at the regional support office in Bangkok, Thailand.

Specific tasks and duties

- Operationalize the EnABLE project MEL plan, including appropriate data collection tools, formats and reporting templates
- Maintain and regularly update the project's MEL database and data management systems, ensuring data quality, integrity and accessibility for internal and external reporting purposes
- Disaggregate data by sex, ethnicity and other relevant GESI dimensions to monitor inclusion outcomes and ensure marginalized groups are adequately captured in project reporting
- Support the development and periodic review of data collection tools to collect both qualitative and quantitative data, including surveys, interview guides and observation checklists, in coordination with the RECOFTC regional MEL team
- Document and disseminate lessons learned, good practices, success stories and case studies emerging from project implementation to inform adaptive management and institutional learning
- Assist in the preparation, coordination and implementation of external reviews, mid-term evaluations and final evaluations by compiling relevant data, evidence and documentation as required
- Collect, verify and analyze quantitative and qualitative data in accordance with the project's results framework, theory of change (ToC) and relevant qualitative indicators
- Analyze project information and evidence to assess progress and emerging impacts against the project's ToC and results framework and prepare analytical inputs and draft reports as required
- Provide technical support for output reporting, outcome harvesting and most significant change processes, ensuring the accuracy, quality and timely submission of reports to RECOFTC's regional support office MEL team
- Provide inputs into project progress reports required by the World Bank and RECOFTC, including semi-annual, annual and final reports
- Coordinate with project teams to strengthen the collection, analysis and use of MEL data for tracking progress, informing decision-making and promoting organizational learning
- Work closely with the country programme team and RECOFTC's regional support office MEL team to integrate robust monitoring and evaluation approaches into project and programme proposal development
- Coordinate with the Project Coordinator, Deputy Country Director, RECOFTC's regional support office MEL team and relevant internal stakeholders to identify and collect evidence for MEL review outcome indicators
- Maintain and strengthen the knowledge management system of RECOFTC Lao PDR, ensuring that project information, reports, tools and learning products are properly documented, organized and accessible.

- Support the organization and facilitation of workshops, meetings, training sessions, learning events, dialogues and knowledge-sharing exchanges
- Perform other relevant duties as assigned by the Project Coordinator and Deputy Country Director

Qualifications and experience

The MEL Officer should have the following essential qualifications and experience:

Essential:

- Bachelor's degree in monitoring and evaluation, development studies, natural resource management, forestry, agriculture, statistics, social sciences or other relevant fields
- At least five years of relevant professional experience in monitoring, evaluation and learning, preferably in environmental, forestry, natural resource management and/or social development programmes in Lao PDR
- Proven ability to design, develop and implement MEL plans and systems, with experience in using participatory monitoring and evaluation tools and qualitative data , theory of change (ToC), logical frameworks and results frameworks
- Practical experience in conducting baseline assessments, monitoring and evaluation surveys, data collection, data management, analysis and reporting, and using findings to inform programme management, decision-making and adaptive management
- Understanding of gender equality and social inclusion (GESI) principles and demonstrated ability to integrate GESI considerations into MEL activities, data collection, analysis and reporting
- Proven ability to coordinate with government agencies, implementation partners, civil society organizations and donors to facilitate effective data collection, information sharing and the use of MEL findings
- Strong analytical, documentation and report-writing skills, with the ability to prepare high-quality reports, analytical briefs, case studies and learning products in both Lao and English
- Proficiency in Microsoft Office applications, KoboToolbox and other relevant data management, analysis and web-based applications
- Strong coordination, facilitation and communication skills, with the ability to work effectively with multidisciplinary teams and stakeholders at national, provincial, district and community levels

Desirable

- Experience in communication and visibility requirements for different kinds of donor-funded projects
- Experience working with national or local media and public relations
- Effective training and facilitation skills, especially in fostering participatory processes with adult learners and community groups
- Commitment to knowledge sharing and continuous learning in a collaborative environment

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, social inclusion, and gender equity
- Prioritize well-being

Commitment to RECOFTC policies and procedures

- At RECOFTC, we uphold the highest standards of integrity, transparency and responsibility in all our operations. Our policies and guidelines are designed to ensure a safe, inclusive, sustainable and ethical environment for our staff, partners, consultants and the communities we serve.
- All consultants, staff and contractors engaged by RECOFTC are required to comply with RECOFTC's policies and procedures while performing their roles with RECOFTC.

How to apply

Interested candidates are invited to submit a CV and a cover letter. The cover letter should explain why the candidate is suitable for the position, include salary expectations, and provide the current contact details of three referees, including recent supervisors. Please submit your application 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 applicants with disabilities 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 and individuals from Indigenous and ethnic minority groups to apply.