

JOB OPPORTUNITY

Monitoring, Evaluation and Learning Coordinator

Position Description

Summary

The Monitoring, Evaluation and Learning (MEL) Coordinator for SLV/USAID is responsible of planning and implementing monitoring and evaluation activities to capture valid, reliable, and timely data on the project outputs and results in accordance with USAID requirements and in line with the project-level monitoring and evaluation plans. She or he will be accountable for developing appropriate monitoring reports on project indicators and will assist in supporting the project management and stakeholders to learn from and make decisions based on MEL data. The MEL Coordinator will ensure that lessons learned are integrated into program implementation to continuously improve quality of interventions and outcomes. This position will assist in documenting and disseminating program achievements and successes stories.

For almost three decades, Conservation International has worked in the Southeast region of Mexico to implement conservation solutions within priority landscapes. Through cutting-edge science, innovative policy, and global reach, we empower people to protect the nature that we rely on for food, fresh water, and livelihoods.

Conservation International Mexico has a strong commitment to inclusion, diversity, and equal opportunity employment of minorities, females, and individuals with disabilities. People of all backgrounds are welcome to participate.

Responsibilities

Monitoring, Evaluation and Learning (90%)

Responsible in establishing performance measures, collecting, and analyzing performance information, planning, and managing evaluations and assisting the SLV Activity management in using the performance information for decision-making and resource allocation.

- Coordinate the implementation and follow-up of the evaluation, monitoring and learning tools, systems, and activities.
- Provide guidance and assistance to the SLV team to identify and implement solutions to any barriers to successful implementation against established goals and indicators according to the work plan and review key technical products to ensure that they meet the objectives of the work plan and project's scope of work.
- Designing and planning special studies and assessments.
- Update Environmental Management Plan forms for each of the field projects for submission and approval by USAID.

- Assist in the Quarterly Reporting process, including the narrative report, Performance Management Plan (PMP), and annexes. This includes very close accounting of project results, backed up by evidence organized in a database.
- Assist in the Annual Reporting process, including the narrative report, Performance Management Plan (PMP), and annexes and in coordination with the Administration and Finance Officer will maintain an organized archive of all final products produced by the SLV Program.
- Lead with the Activity Lead the learning activities including *the Annual collaborating, learning, and adapting (CLA) management meetings and partners meetings (USAID and SLV) & pause-and-reflect sessions.*
- Coordinate the creation, management and performance of the knowledge societies and social business networks.
- Coordinate and management the geographical information system.
- Assist the Activity's staff to select data collection methods for adequate monitoring and evaluation of implementing partners' performance (e.g., CBEs and BFE) and of the program (these methods may include field visits, quarterly reports, specialized surveys, and other sources of information). Assist the Activity's staff in reviewing these methods and making improvements to their monitoring and evaluation.
- Coordinate the regular review of progress towards achieving the learning and evaluation goals.
- Train the staff and CBE's personnel in evaluation, monitoring and learning activities.
- Seek ways to streamline the process and increase efficiency in gathering and using performance information.
- Coordinate the process for updating policy and procedure documents in the areas of evaluation, monitoring, and learning to align with the most current USAID and CI requirements. Seek ways to increase transparency of SLV Activity's system of reviewing results and use of performance information.
- Work as a Point of Contact for Evaluation for the USAID and provide guidance to technical teams on issues related to monitoring, evaluation, and learning.
- Manage evaluation consultancies.

The Monitoring, Evaluation and Learning Coordinator will be under the supervision of the CIMX Monitoring and Evaluation Manager and SLV Activity Lead.

Other Duties as Assigned by Monitoring and Evaluation Manager and the SLV Activity Lead (10%)

Requirements

- Bachelor's degree field in social science, economics, engineering, or relevant discipline.
- A minimum of 2 years of experience progressively responsible professional experience in a performance monitoring and/or evaluation role.
- Basic knowledge of geographical information systems.
- Intermediate knowledge of Access and Microsoft office software.
- Demonstrated ability in data analysis, project design, monitoring, generating reports and evaluation of development activities. Experience developing results frameworks, logical

frameworks, or similar tools for project design is required. Experience developing and/or using performance management plans or similar tools is required. Demonstrated knowledge of and experience in monitoring and evaluating programs—including indicator development, study design, and data analysis. Experience using knowledge management software or database is highly desired. Experience coordinating Annual Work Plans is also highly desired.

- Level IV English.

Skills & Abilities

- Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner.
- Excellent research and data collection methodology skills.
- Ability to create organizational work plans.
- Skills in supporting staff with a variety of levels of knowledge and capabilities.
- Strong organizational skills to balance competing priorities.
- Ability to work independently to efficiently meet deadlines.
- Strong interpersonal skills.
- Oral and written communication skills to deal effectively with mid and high-level partner contacts, the host government, and the local communities.
- Ability to apply Agency regulations and procedures to daily work requirements.
- Excellent computer skills, including word processing, spreadsheet programs and data base management.

Working Conditions

- This position is based in Mexico City office.
- Regular office environment.
- Readiness to travel throughout Mexico.

Application Process

Candidates who meet the requirements, please send your CV with relevant experience to:

Email: dvallejo@conservation.org

Subject: “Monitoring, Evaluation and Learning Coordinator”

Deadline to apply: March 30th, 2021