



## JOB DESCRIPTION

<b>Position title:</b>	Monitoring and Evaluation (M&E) Coordinator
<b>Reports to:</b>	Country Director,
<b>Technical Supervisor</b>	Regional M&E Coordinator
<b>Supervises:</b>	N/A
<b>Grade (IPE scores):</b>	Grade B1, IPE-49
<b>Location:</b>	Vientiane Capital, Lao PDR with frequent travel to landscapes and possible international travel
<b>Date:</b>	March 2017

### I. Background

WWF has been a strong, credible and recognized global force in the world of conservation for the past half-century as we have strived to deliver on our mission of building a world where people thrive in harmony with nature.

In Laos, WWF has been working since the late 1980s in cooperation with the Ministry of Agriculture and Forestry and recently the Ministry of Natural Resources and Environment. Our country programme office was first established in Vientiane, in 2001. Since then, our small team has grown to over 40 Lao, international and volunteer staff working on over 10 projects countrywide with offices in Vientiane, Champassak and Salavan provinces. WWF-Laos is part of WWF-Greater Mekong which operates in 5 countries: Vietnam, Thailand, Myanmar, Cambodia and Laos. Find out more at [www.panda.org/laos](http://www.panda.org/laos)

### II. Major Functions:

The M&E Coordinator reports to the Country Director and is responsible for the effective development and management of WWF-Laos' M&E system in accordance with the FY16-20 Country Strategic Plan. The M&E Coordinator ensures the effective delivery of all relevant M&E products, from project to programme levels, eventually producing a complete progress and impact analysis of the country programme vis-à-vis its strategic plan and commitments to project and programme donors.

### III. Major Duties and Responsibilities:

- Support the creation of a project monitoring tool to feed into the country M&E system
- Support the design and creation of landscape/programme conservation impact trackers
- Support project managers to organize project data and feeding back into country M&E system
- Understand and disseminate the country strategic plan to WWF Laos staff
- Support the country team in gathering data to complete the Annual Planning and Monitoring System (APMS)
- Support the maintenance of the WWF GM C2G database system, a central

#### WWF-Laos

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President: Yolanda Kakabadse  
Director General: Marco Lambertini  
President Emeritus:  
HRH The Duke of Edinburgh  
Founder President:  
HRH Prince Bernard  
of the Netherlands

Registered as:  
WWF-World Wildlife Fund for Nature  
WWF-Fondo Mondiale per la Natura  
WWF-Fondo Mundial para la Naturaleza  
WWF-Fonds Mondial pour la Nature  
WWF-Welt Natur-Fonds  
Also known as World Wildlife Fund

information database for country, and maintain the relevant information of country on the Network Insight system

- Produce annual reporting outputs for public communication and internal use (dashboards, story maps)
- Assist the Country Director and Conservation Programme Coordinator in other tasks that contribute to the development of the conservation programme of WWF Laos

#### **IV. Profile:**

##### **Required qualifications and experience**

- Bachelor's degree in development studies, conservation, information systems or in relevant fields
- Experience with the monitoring and evaluation of conservation project and programmes (including logical frameworks and related M&E tools)
- Good knowledge of systems and database logics

##### **Required skills and competencies**

- Systemic thinking
- Good organizational skills and self-motivation
- Good coordination and work in virtual teams
- Excellent written and spoken English
- Adhere to WWF's values: knowledgeable, optimistic, determined and engaging
- Relevant position competencies: WWF focus; external orientation; delivering quality outcomes; building working relationships; communicate effectively

#### **V. Working Relationships:**

##### **Internal**

- **WWF-GM:** Interacts closely with CMT members. Interacts regularly with the Regional Communications Director. Engages with and support WWF-Laos staff.
- **WWF Network:** Interacts with WWF network and network donors.
- **External** - Interacts with national governmental institutions, non-governmental organizations, academic institutions, the media, donors, partners, specialists/consultants, and other stakeholders.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.