Title: Monitoring, Evaluation & Learning Coordinator
Division: Program   **Schedule**: Regular, full-time
Working Group: International Program   **FLSA:** Exempt
Reports To: Monitoring & Evaluation Director

Ministry Function:
The Monitoring, Evaluation & Learning (MEL) Coordinator will support the Monitoring & Evaluation (M&E) Director in reporting and establishing program reporting tools and ensuring program/field assessment data is analyzed and disseminated in a timely manner. In addition, the MEL Coordinator will ensure that the program gathers evidence and use learning to adapt and improve program effectiveness. S/he will provide technical field support to the program centers. The MEL Coordinator will work closely with program teams to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data under the supervision of the MEL Director. S/he may be assigned to focus on supporting one or more specific grants or projects within a program as assigned by the MEL Director.

Essential Duties and Responsibilities:
1. Support the M&E Director in creating a framework and procedures for the monitoring and evaluation of project activities (e.g. logical framework, project performance tracking, indicators, data flow chart, and M&E manuals).
2. Implement continuous log frame training and improvement.
3. Develop methods for tracking log frame project achievements and outcomes and take the lead to implement them.
4. Disseminate feedback reports to RLs, National Directors (NDs), and necessary staff.
5. Coordinate the design and implementation of special studies and baselines surveys as required by the M&E Director and participate as a team member in program center evaluations.
6. Contribute to program enhancement through sharing findings from continuous assessment that support in appropriate planning.
7. Synthesize/analyze data from program center evaluations and write summary reports for internal and external purposes.
8. Carry out evaluations, impact assessments, and prepare case studies on interventions.
9. Assess the existing M&E systems, indicators and tools used by our program specialists and partners as well as the possibility of changing, improving and/or unifying these systems.
10. Support and participate in program training, assessments and project evaluations and provide feedback/strategic assistance moving forward with Regional Leaders and National Directors.
11. Undertake any other functions or responsibilities which may be assigned by the M&E Director.

Required Knowledge, Skills, and Abilities:
1. Bachelor of arts/science in international development, international relations, public health, managerial or related field is preferred; high school diploma or equivalent is required.
2. 2+ years' experience developing and implementing operations and administrative management activities for an organization.

3. Overseas cross-cultural experience is a plus.
4. Ability and willingness to travel to various project sites around the region.
5. Strong organizational skills, ability to be detail oriented, train and to follow through.
6. High level of proficiency in Windows Excel and quantitative analysis.
7. Ability to design M&E tools, surveys, surveillance systems, and evaluations.
8. Demonstrated ability to train and build capacity of others.
9. Strong interpersonal communication skills.
10. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
11. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities: None at this time.

Created: 06/15/20
Revised: 07/30/20