Monitoring and Evaluation Officer
Brussels, Belgium

CONTEXT

WeForest is an international non-profit association, headquartered in Belgium which develops high quality reforestation projects in the tropics to combat global warming and extreme poverty.

Our activities are expanding at a fast pace and we are now looking for an HQ-based Monitoring and Evaluation Manager.

JOB PURPOSE

This position will improve the design, coordination and implementation of the monitoring, evaluation and reporting framework across all projects.

The position is based in Brussel, reports to the Global Programs Director and implies close cooperation with WeForest’s Sciences Department as well as the Communications and Marketing Department.

MAIN RESPONSIBILITIES

Improve the design of the Monitoring, Evaluation and Reporting Framework

- Review the quality of existing data in the projects, the methods of data collection and the degree to which it supports adaptive result-based management, projects’ verification and certification processes, scientific researches and accountability towards sponsors and donors
- Improve the design of M&E processes and tools (logframes, monitoring protocols/plans, reporting formats)
- Coach and develop capacities of the projects’ teams on monitoring, evaluation and reporting
  - Identify areas where technical support to project teams is required and organize refresher training
  - Assist project teams through the development and dissemination of clear M&E processes
  - Collect data from the different project teams on a regular basis and assist them in their methodology to collect and analyse data as well as in the update of their logframes and workplans
  - Support the mapping of the different project sites by project teams or partners using GIS
  - Check and contribute to improve data quality with project teams

Implement the monitoring, evaluation and reporting framework

- Aggregate the data and produce reports on M&E findings and KPIs both at project and organizational levels
- Maintain and administer the M&E database
- Oversee project mapping by partners and project teams
- Support learning processes within projects and at organizational level, ensuring that the data collected informs decision making
• Provide specific M&E support in the frame of projects’ certification processes (VCS/CCB monitoring reports), projects’ evaluation, scientific researches and reports to sponsors

SKILLS & QUALIFICATIONS:

• Graduated professional (Masters minimum) preferably in one of the substantive issues handled by the projects such as forest conservation and restoration, agroforestry and livelihoods
• Excellent knowledge of project management, monitoring and evaluation techniques; familiarity with research and impact assessment is an advantage
• Substantial field-based project experience, with responsibilities for mapping, monitoring & evaluation, preferably for projects working on relevant themes such as forest conservation and restoration, agroforestry and livelihoods
• Excellent understanding of local and global issues related to Climate Change, Forest and Landscape Restoration and Livelihoods in developing countries including cross-cutting issues, such as gender and inclusion
• A proven track-record of having developed M&E frameworks, tools and protocols at project and/or organizational level
• Good computer applications skills and knowledge in geomapping (use of GIS)
• Good moderation, facilitation and training skills including on participatory approaches
• Good organizational skills and analytical skills
• Ability to work in a team and good interpersonal skills
• Ability to work in diversified environments.

TERMS & CONDITIONS
Position: Full time employee (contract for undetermined period)
Start date: As soon as possible
Package: Competitive package for a small NGO, with salary based on experience, hospitalization insurance, meal vouchers, and pension plan.

INTERESTED?
Please send applications in English to recruitment@weforest.org with your CV, a motivation letter and the contact of 2 recent references by April, 10th, 2020. Make sure to mention the job title in the subject of the email, and to indicate where you saw the job post. Due to the anticipated high number of applicants, only shortlisted candidates will be contacted for interview. We thank you in advance for your interest.