



## **Monitoring and Evaluation Manager**

### **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 regular contacts with project teams as well as close cooperation with WeForest's Sciences Department and Communications & 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 accountability towards sponsors and donors
- Develop and disseminate M&E processes, templates and tools that improve the quality and efficiency of data collection in the field as well as data analysis

##### **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 training
- Assist project teams in developing or reviewing their M&E framework (project's logframe, monitoring protocol/plan, workplan)
- Check data and contribute to improve data quality and data analysis by project teams

##### **Implement the monitoring, evaluation and reporting framework**

- Establish, maintain and administer the M&E database and ensure that project teams fill the database on a regular basis
- Aggregate the data into organization's dashboards

## 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 impact assessment is an advantage
- Substantial proven field-based project experience, with responsibilities for monitoring, evaluation and learning, 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
- A proven track-record of having developed M&E frameworks, tools and protocols at project and/or organizational level
- Good technical skills and knowledge of tools for data collection and data analysis (e.g. Kobo Collect, Google Earth Engine, JavaScript, QGIS, R)
- Good moderation, facilitation and training skills
- Good organizational skills and analytical skills
- Ability to work in a team in diversified environments.
- Excellent knowledge of French and English

## 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](mailto:recruitment@weforest.org) with your CV, a motivation letter and the contact of 2 recent references by September, 26<sup>th</sup>, 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.