



CARE International is a global NGO working to end poverty and achieve social-justice. We rebuild and improve the lives of the most vulnerable groups, especially women and girls who are often the most marginalised individuals in their communities and face unequal access to social and economic rights. In 2019, CARE worked in 100 countries around the world, implementing 1,036 poverty-fighting development and humanitarian aid projects, and reached more than 68 million people directly and 401 million people indirectly.

ADVERTISEMENT

Monitoring, Evaluation, Accountability and Learning (MILKA) Coordinator 1 position based in Vientiane Capital

Job Summary:

The MILKA Coordinator is responsible for supporting the development and implementation of key quality approaches and tools contributing to implementation and impact measurement of Long-term Programs EMWG along with the MILKA Advisor.

The MILKA Coordinator works closely with the MILKA Advisor, programs teams at national and provincial levels and the Program technical advisor/managers to 1) promote and use of the MILKA frameworks to ensure better use of information and data in program implementation and design, 2) build staff capacity on applying the MILKA framework and 3) promote a learning culture to generate and share knowledge leading towards improved program design, implementation and reporting.

JOB RESPONSIBILITIES

CARE STRATEGIES and PROGRAM DEVELOPMENT:

- Support the implementation of the CARE International Program Strategy by contributing CARE Laos's perspective and learning to CARE International knowledge and information management.
- Actively contribute to CARE Laos strategic and organizational development;
- Provide the technical support to program staff on project design, implementation and Monitoring, Impact, Learning, Knowledge Sharing, consistent with CARE International's approaches to program quality, CARE Program Quality Framework (PQF) and specific Donor requirements.
- Support with organising and facilitating meetings, workshops and trainings in relation to reflective learning (e.g. Program Coordination Meetings), for sharing information, feedback on findings and making recommendations for program improvement.
- Demonstrate a passion and commitment to CARE's approach and values including gender equality, ethnic diversity and cultural sensitivity and inspire leadership on these issues through the CARE Laos team.

MONITORING, IMPACT, LEARNING, KNOWLEDGE SHARING, AND ACCOUNTABILITY:

- Implement the MILKA Framework in collaboration with CARE Program team and ensure that projects are adhering to CARE's Women's Empowerment Framework and aligned with CARE International's Program Strategy and program quality standards.
- Support with the collection, dissemination and use of CARE's program performance information (e.g. PIIRS);
- Work with the MILKA Advisor and relevant team members to ensure that the Community Feedback Accountability Mechanism (FAM) is strengthened in the MILKA



framework as well as work closely with relevant team members to ensure Community Feedback Mechanism is well supported in the fields.

- Collaborate with the MILKA Advisor and relevant team members in facilitating/exchanging learning that reflecting relevant accountability and learning within the organisation and beyond.
- Assist in developing approaches and mechanisms to improve information and knowledge management and learning in CARE Laos around impact measurement, approaches and advocacy implications.
- Ensure the compilation and filing of key program documents, evaluation studies, guidelines and tools created or developed by the programs;
- Support the Communication Team to document and share information and learnings;
- Produce at least one case study/year contributing to the program learning;
- Undertake regular field monitoring visits, analyse information and make appropriate recommendations to CARE project teams;
- Support with the revision, coach on and enforce the project monitoring and tracking system (Activity Tracking System);
- Ensure that monitoring tools are simple, standardised, and capture activities, outputs and outcomes related information, as required;
- Ensure that cross-cutting issues of child protection, gender, equity and diversity are addressed in monitoring and evaluation plans;
- Work closely with the MILKA Advisor to ensure the CARE Lao projects have the MILKA plans.
- Build capacity of staff and key partners on MILKA concepts and tools including how to incorporate areas of Gender, Safeguarding/Child Protection and Disability Inclusion.
- Support HR in designing and conducting relevant training for national staff (Particularly in relation to MILKA)
- Ensure donor reporting data are up to date and trackable;
- Write up internal baseline, mid-term review and end of project evaluation when required.
- Act as the focal point for PIIRS reporting for the project collaboration and information management.

EXPERIENCE AND QUALIFICATIONS:

- Minimum bachelor's degree in relevant development field, statistics and/ or a minimum 5 year relevant work experience, preferably in advisory and/ or management role for an International Non-Government Organisation (INGO);
- Proven strong technical skills in Monitoring, Evaluation, Accountability and Learning (MEAL) or Monitoring and Evaluation (M&E) with the INGO sectors and relevant field experience in Project Cycle Management (PCM).
- Strong knowledge of M&E tools as well as strong written communication skills in both Lao and English.
- Demonstrated experience in capacity building of staff and proven ability to coach and facilitate the training sessions;
- Demonstrated ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;
- Demonstrated understanding of gender equality and women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity;



- Demonstrated ability to respond effectively to challenges as well as a capacity for initiative with **care** competent analytical and problem-solving skills;
- Ability to work independently and as a team player in a cross functional, diverse and busy team environment;
- Good communication skills including liaison as well as the ability to engage in networks and relationships.
- Proven understanding of working with an International Non-Government Organisation (INGO) and a willingness to learn about CARE, gender equality and women's empowerment approaches;
- Demonstrated problem solving, planning, analytical and influencing skills;
- Demonstrated characteristics in honesty, reliability, trustworthiness with the ability to maintain confidentiality;
- Fluent oral and written communication skills in both Lao and English; and
- Fully conversant in Microsoft Office with knowledge in Microsoft Word, Power Point and Excel, plus other related software such as SPSS, STATA, Power BI, and Kobo would be an advantage.
- Sound in data collection, validation, analysis, and visualization as well as presentation.

APPLICATION SUBMISSION:

Qualified candidates should submit a CV and a letter of application. Please indicate the name of position that you are applying for and email to LAO.Jobs@care.org. Deadline on the 5th July 2024. **The detailed Job Description can be provided upon request.**

•*CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.*

•*CARE Laos has zero tolerance approach towards sexual harassment, exploitation and abuse, and child abuse towards any person including our staff, representatives, partners, programme participants and members of the community where we work. We expect all staff, partners and related personnel to share this commitment by understanding, abiding by and working within the CARE International Safeguarding Policy and related framework at all times whilst representing CARE. and imbed child protection in all we do;*

•*CARE Laos participates in the Inter-agency Misconduct Disclosure Scheme (MDS). CARE Laos reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse. The applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer. By submitting the application, the job applicant confirms that s/he has no objection to CARE Laos requesting the information specified above; and*

•*As well as pre-employment checks, CARE Laos will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. This publication was produced with the financial support of the European Union. Its contents are the sole responsibility of CARE International in Lao PDR and do not necessarily reflect the views of the European Union.*

(Only shortlisted candidates will be contacted for an interview. CVs and other documents submitted to CARE will not be returned).