



## Hello from Friends-International We're looking for a Monitoring and Evaluation Coordinator

Are you experienced in data collection and reporting to donors? Would you like to join our teams and partners in building a strong network of child protection organizations in Cambodia?

If you answered 'yes' to any of the above, then you may just be the person we need.

### **WE ARE**

Friends-International (FI), an award-winning NGO founded in Phnom Penh in 1994. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfil their potential as productive, functional citizens of their countries. Our multiple dynamic teams in Cambodia, Thailand, Laos, Indonesia, Myanmar and Europe, together with our partners, deliver innovative services for children, youth, their families and their communities. This is done through our Saving Lives, Building Futures and ChildSafe programs which cover a great variety of carefully integrated projects including child protection, migration, harm reduction, education, alternative care, vocational training, social businesses, employment, NGO networks and more!

### **THE ROLE**

As a Monitoring and Evaluation Coordinator, based in our HQ in Phnom Penh, you be part of the team that is driving Partnerships Program for Protection of Children (3PC). You will be ensuring accurate data is being collected, collated and reported for 3PC partners and donors to feed into program improvements to better serve vulnerable children, youth and their families. You will be implementing the right tools and procedures to ensure we have the information that is needed, and its accuracy and consistency across the different locations. We would like you to work closely with teams on the field and provide training and support so that they can use system properly. You'll be involved in topics related to child protection, drugs/HIV, education, alternative care, employment and many others together with more than 400 #EverydayHeroes in Cambodia, Thailand, Laos, Indonesia and Myanmar!

### **Does this describe you?**

- You are a dynamic team player who is passionate about working for the protection and education of marginalized children, youth and their families
- You have several years of experience in collecting data and writing reports to internal donor



- You are excellent at communicating and coordinating with people from various backgrounds
- You are skilled in using Excel for compiling large data samples and preparing them for analysis
- You are familiar with topics such as social work, child protection and HIV/Drugs
- You are fluent in English in addition to your native Khmer

**These would be examples of some of your responsibilities. Would you enjoy them?**

- Facilitate and coordinate with partners for data collection and ensure quality and consistency across the network
- Compile reports from all partners and submit them to meet donors requirements and deadlines
- Together with Zone Managers, monitor partners' progress to project objectives and ensure their activities are in line with the project plan
- Raise any flags to the Program Director and Zone Managers when partners are not meeting targets to ensure 3PC team can support partners holistically and amend if necessary
- Internal data control for the program and provide assistance with data extraction and presentation when needed
- Support partners to improve their data collection and reporting systems including capacity building, data collection tools, procedure of data collection, and data reports
- Support with the assessments, survives and evaluations that focus on outcome or impact
- Share overall achievement to target to the Program Director and team quarterly
- Attend trainings, meetings, and workshops when assigned by Program Director
- Etc.

Sounds good!? Great! Please email your CV with your Cover Letter and salary expectations now to [hr@friends-international.org](mailto:hr@friends-international.org) and let's talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.

*Friends team*