<table>
<thead>
<tr>
<th><strong>TITLE:</strong></th>
<th>Monitoring and Evaluation Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PARTNER(S):</strong></td>
<td>WUSC Sri Lanka</td>
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<tr>
<td><strong>COUNTRY AND PLACE OF ASSIGNMENT:</strong></td>
<td>Sri Lanka, Colombo</td>
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<tr>
<td><strong>CONTRACT DURATION:</strong></td>
<td>12 weeks</td>
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**DESCRIPTION:**

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

Under the direction of the Uniterra Country Coordinator, and with the support of the Uniterra Monitoring and Evaluation Specialist, the Monitoring and Evaluation Officer will undertake baseline partner capacity assessments to understand our local partner’s needs and capacity gaps in order to build shared understanding of how this partnership will/can contribute to the achievement of Uniterra’s program.

**RESPONSIBILITIES:**

- Conduct the necessary data analysis from organizational capacity assessments and workshops to inform local needs and produce useful results;
- Co-design, administer, or supervise data collection activities as needed;
- Work with the the Uniterra Country Coordinator to support Uniterra partner organizations to review and assess progress towards the capacity development plans including measures of performance i.e. key performance indicators;
- Build local capacity in performance measurement and reporting on results;
- Participate in online exchange with capacity assessment advisors, Uniterra staff and
partners in other countries and regions to share tools and best practices;
- Contribute, as required, to the development of a global U3 partner capacity baseline report;
- Document and share tools and good practices;
- Facilitate monitoring and evaluation training and learning opportunities for local partner organizations and for Uniterra local offices;
- Ensure the participation of women and youth, as well as their representation, in all activities of and all program benefits;
- Write reports required by the Uniterra program.

**QUALIFICATIONS:**

- Recent graduate or pursuing degree in International Development or related programs;
- M&E training or course experience an asset
- Quantitative and qualitative research skills.
- Proficient in Excel
- Comfortable working in Google Drive
- Experience in group-based facilitation and learning an asset.
- Excellent team working skills
- Experience working in an international setting an asset
- Excellent oral and written skills
- Adaptable and friendly