



# Co-operative Development Foundation of Canada

SINCE 1947

## Overseas Volunteer Opportunity - Peru

### M&E Results Reporting Officer

*Contribute. Discover. Grow. Volunteer with CDF Canada.*

<b>Location:</b>	Piura city, Peru
<b>Start Date:</b>	March 2019 (exact timing will be negotiated with the successful candidate)
<b>Duration:</b>	2 months
<b>Language Requirement:</b>	English and Spanish
<b>Deadline:</b>	30 January 2019

### The Project

INVEST Co-op is a four-year (2015-2019) multi-country project (Indonesia, Malawi, Mongolia and Peru) funded by Global Affairs Canada (GAC) and CDF Canada. INVEST Co-op, implemented by CDF Canada, takes an integrated co-operative approach, benefiting producers by increasing production, productivity, access to markets and financial services.

The INVEST Co-op Peru project has taken a three-pronged approach which includes working directly with 4,349 female and male coffee and cacao producers to improve agricultural production and productivity while working with 12 primary co-operatives to increase access to markets and with governments to create an enabling environment for co-operatives to do business. The project is supporting Norandino's coffee and cacao processing capacity to meet member demand and to add value to their products by providing inputs and technology. INVEST Co-op Peru is being implemented in partnership with the Norandino Agricultural Cooperative Ltd.

### Co-operative Development Foundation of Canada (CDF Canada)

CDF is a not-for-profit which establishes and grows co-operatives, credit unions, and community-based organizations to reduce poverty, build sustainable livelihoods, and improve civil society in less developed countries, with climate resilience and gender as key cross-cutting priorities. For more information about CDF, please visit the website at: <http://cdfcanada.coop/>

### Our Partner: Norandino Cooperative Ltd.

Norandino was established in 2005 and is headquartered in Piura city. They work with over 7,000 smallholder producers of cocoa, coffee, brown sugar and fruit in five northern regions of Peru. Norandino improves the lives of member families through the promotion of good agricultural practices, technical assistance, access to storage facilities and to local and international markets. CDF Canada has worked in partnership with Norandino since 2010.

For more information about Norandino, please visit the website at: [www.coopnorandino.com.pe](http://www.coopnorandino.com.pe)



## Your Assignment

The volunteer will work with the project team to develop the Annual Report for CDF. The report showcases annual and cumulative achievements in each of the four participating countries (Indonesia, Malawi, Mongolia and Peru). Each country submits an independent project report to CDF Canada providing annual and cumulative updates which ties into the overall INVEST program annual report. This includes but is not limited to support in the roll out of M&E tools and gathering of data, the interpretation of data especially for the rolling profile and annual surveys. The volunteer will also identify and document key innovations within the project and build case studies around them for use in future programming. The volunteer will be based in the CDF office in Piura City, Peru and will be required to travel to remote communities.

## Activities and Deliverables:

The Volunteer will undertake the following:

- Ensure that all the essential data and information is available in relation to the indicators in the Performance Measurement Framework
- Oversee the quantitative and qualitative analysis of data
- Develop Human Interest Stories
- Work as a liaison between CDF Canada and Norandino on the editing of the donor report
- Lead the write up of the INVEST Peru annual report (including annexes) following the guidance provided by CDF Canada

## Essential Qualifications

- Educational background in social sciences, international development, gender and development is an asset.
- Excellent analytical skills
- Demonstrated experience with reporting frameworks of institutional funding agencies
- Understanding of Results Based Management and GAC reporting guidelines
- Ability to analyze quantitative and qualitative data
- Adaptability and flexibility including ability to manage multiple priorities and work under tight deadlines
- Ability to work collaboratively as part of a team
- Self-motivated with a strong work ethic
- Excellent communication skills in English (verbal and written)
- Must be fluent in English and Spanish
- Be a Canadian citizen or Permanent Resident

## Terms and Conditions

This is a voluntary assignment. CDF Canada supports volunteers through the provision of a comprehensive package designed to cover a modest and healthy lifestyle, while allowing for effectiveness in the placement:

- Return international and domestic airfare
- Ground transportation
- Accommodation
- Meal and incidental allowance
- Visa-related costs (if needed)
- Travel insurance
- Vaccination-related costs (if needed)
- Dedicated interpreter/translator (if needed and depending on the position and duration of the assignment)
- Pre-departure support and orientation
- Support and orientation during the assignment
- Debriefing upon completion of assignment

## E-volunteering

Depending on the nature of the placement, volunteers are encouraged to provide **e-volunteering** support to our local partners or CDF Canada before or after their placement. Volunteers also have the option of requesting support from an e-volunteer to help them with their work while they are in placement.

## Engaging Canadians

CDF Canada provides technical and logistical support to young and experienced professional through volunteer assignments to apply and gain new skills and knowledge in international co-operative development. We ask each volunteer, regardless of placement duration, to share her/his experience during and/or upon completion of their assignment either in the country of assignment and in Canada. Experience may be shared through providing human interest stories and photographs that can be used for social media outreach; participating in organized talks at universities or other public engagement activities to share and tell their experiences to motivate others.

## Application Process

Please submit a resume and letter of intent to [apply@cdfcanada.coop](mailto:apply@cdfcanada.coop). You must be a Canadian citizen or permanent resident. Successful candidates will be required to obtain a police-check from their local police police/RCMP detachment. ***All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.***