



Co-operative Development  
Foundation of Canada

SINCE 1947

## Volunteer Opportunity

### MONITORING & EVALUATION (M&E) OFFICER, MALAWI

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

**Location:** Lilongwe, Malawi

**Start Date:** March / April 2019

**Duration:** 3-6 months (preferably 6 months)

**Language Requirement:** English

#### The Project

INVEST Co-op malawi Project is part of a four-year (2015-2019) Multi-Country Project bringing sustainable economic growth to women and men small producers through the Integrated Co-operative Model. The Project is funded by Global Affairs Canada (GAC) with contribution from the Co-operative Development Foundation of Canada (CDF Canada).

The INVEST Co-op Malawi Project seeks to improve the economic wellbeing of 50,000 small producers (Soya, ground nuts, beans, and maize). Through an integrated co-operative approach, the program will benefit producers by increasing production and productivity, increasing access to markets, and increasing access to financial services.

#### Our Partner

Malawi Union of Savings and Credit Cooperatives (MUSCCO) is the apex organization for Savings and Credit Co-operatives in Malawi. MUSCCO provides training, liquidity management, representative and advocacy services to its member organizations to improved financial, management and governance capacity. MUSCCOs aim is to improve financial access to the underserved communities of Malawi.

#### Your Assignment

The volunteer will work with the M&E team to implement the M&E plans/strategies for the INVEST project. The volunteer will work in collaboration with the M&E Coordinator and support in the application of M&E tools and gathering of data, the interpretation of data especially for the rolling profile and annual surveys, recommendations for project adjustments, and preparation of semi-annual and annual reports. The volunteer will provide general support for the upcoming mid-term evaluation, review and strengthen the project participant database, 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 Lilongwe, Malawi and will be required to travel to remote communities. This is a 6-month position based in Lilongwe, Malawi.

### **Activities and Deliverables:**

- Support the Project Coordinators in the implementation of gender responsive M&E reporting tools and templates
- Review and support the project team on M&E processes, tools and reporting
- Collection of stories and communication materials for the CDF Communications Manager to use for Social Media as well as taking photographs for M&E purposes
- Support of data analysis, roll-up and narrative reporting of annual and semi-annual data collection
- Co-facilitate workshops to inform programming staff and co-operative members on M&E activities
- Travel to the field as required
- Other tasks as required

### **Essential Qualifications**

The successful applicant must possess the following skills, experiences and personal characteristics:

- Degree or equivalent experience in International Development and/or Social Science (focus on M&E an asset)
- Knowledge of M&E practices, tools and creation of templates
- Experience with participatory/feminist approaches and methodologies
- Understanding of co-operatives or member-based business enterprises
- Experience facilitating group learning/training sessions or focus groups
- Experience working with indigenous groups is an asset
- Must be able to handle difficult situations with patience, tact and professionalism
- Willingness to travel to rural areas with very basic accommodation
- Proven experience in co-operative development in a developing country context
- Openness to new experiences
- Cross-cultural awareness and comfortable working in rural areas
- 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:

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- 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

We ask each volunteer, regardless of placement duration, to share her/his experience during and/or upon completion of their assignment; this may be 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; etc. CDF Canada provides technical and logistical support to assist volunteers to share and tell their experiences to motivate others.

For any questions related to this assignment and to apply, please submit a resume and letter of intent to [apply@cdfcanada.coop](mailto:apply@cdfcanada.coop) ***All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.***