



The Asia Foundation's **Lao PDR Office in Vientiane** is seeking to recruit a qualified and motivated ***Lao national*** for the position of **Monitoring, Evaluation and Learning Specialist (1 position)**. This position is full-time and will be based in Vientiane Capital.

The Legal Aid Support Program (LASP) is a seven-year cooperative agreement with USAID, commencing in 2018. LASP is implemented by The Asia Foundation (TAF) in Laos People's Democratic Republic (PDR), in partnership with the Ministry of Justice (MOJ),

the Laos Bar Association (LBA), the Association for the Development of Women and Legal Education (ADWLE), Bridges Across Borders Southeast Asia Community Legal Education Initiative (BABSEACLE), and Village Focus International (VFI). TAF contributes a cost-share through a grant from The McConnell Foundation (TMF).

The Asia Foundation is a nonprofit international development organization committed to improving lives and expanding opportunities across Asia and the Pacific. Informed by decades of experience and deep local expertise, our work across the region is focused on governance, women's empowerment and gender equality, inclusive economic growth, environment and climate action, and regional and international relations.

LASP's goal is to promote the rule of law in Laos through fairer, more consistent, and more transparent delivery of justice according to the law—inclusive of women, the poor, and traditionally underserved populations. LASP is achieving this goal through the implementation of three mutually reinforcing activities under three strategic objectives:

1. Increasing the capacity of MOJ and its legal aid services;
2. Increasing the capacity of the Lao Bar Association (LBA) and Non-Profit Associations (LPA) legal aid services; and
3. Increasing sensitivity to women's rights and empowerment in law-related professions.

The Monitoring and Evaluation Specialist will serve as key personnel on LASP.

Duties and Responsibilities

- Develop, implement, review, and improve the Program's MEL standard operating procedures (SOPs), performance indicator reference sheets (PIRS), and other MEL tools and processes, to guide all Legal Aid Support team and partner staff on MEL requirements. Assist Chief of Party, Senior Law Program Officer to coordinate with partners.
- Contribute to the design and lead implementation of all project learning activities and work with the technical staff to adapt project interventions based on the information captured through MEL activities.
- Oversee data quality analysis (including field visits and spot checks to assess data accuracy and backup documentation) and data management to promote evidence-based programming, interpretation and report writing.
- Contribute to quarterly and annual reporting to the donor. Ensure that all data submitted to USAID meets donor requirements and includes a narrative that documents data sources, assumptions, deviations from prior reports, and other potential data issues.

- Support Ministry of Justice Legal Aid Offices, Lao Bar Association Legal Aid Clinics, and other partners to strengthen data gathering and reporting systems. Follow up with partners on reporting requirements and to validate data.
- Provide training to staff, partners, and other project stakeholders on MEL.

Qualifications

- **Education and Experience:** Minimum of a Bachelor's degree with focus on quantitative and qualitative disciplines (e.g. social science, economics, statistics).

Required knowledge and skills:

- At least 5 years of professional MEL experience for international development projects, preferably with USAID funding.
- Legal sector and gender and social inclusion experience is a plus.
- Excellent data analysis and data management skills.
- Excellent communication and organization skills.
- Excellent computer skills (Word, Excel, and databases).
- Ability to write clearly, accurately, and concisely in both English and Lao.
- Experience in MEL methodologies.
- Ability to work well independently as well as part of national and international staff teams.
- Highly organized and attentive to detail; able to handle multiple tasks and projects in a deadline-driven environment. Excellent coordination, interpersonal, and leadership skills.

HOW TO APPLY:

Qualified candidates should submit a CV and a letter of application before the deadline of **17:00** on Friday **September 27, 2024** to country.laos.general@asiafoundation.org or hard copy to TAF office at: 23 Singha Road, Phonxay Village, Saysettha District, P.O. Box 8032, Vientiane Lao PDR

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