



Until we are all equal

We are looking for enthusiastic, dedicated development professionals interested in long term careers with a major international children's NGO.

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. Plan, one of the world's largest children's INGOs, works with children and poor communities in 50 countries.

Currently we work in Vientiane Capital, Bokeo, Oudomxay, Luang Prabang, Saravan, Champasak and Vientiane Provinces, in basic education, early childhood development, health and nutrition, water, sanitation and hygiene, adolescence development and participant, and skills and opportunities for youth employment and entrepreneurship. Plan International has no religious or political aims or affiliations. Visit www.plan-international.org for more information.

Plan is an equal opportunity employer. **We strongly encourage applications from women, members of ethnic groups and people with disabilities and LGBTQIA+ colleagues.** Plan offers competitive salaries and long-term employment opportunities for all posts.

Plan International Laos is looking for a **Lao National** for the following position:

Monitoring & Evaluation (M&E) Specialist

Based in Vientiane Capital

Duties and responsibilities will include:

- Implementing the M&E framework; tools and M&E plan to monitor and capture the outcomes, and outputs of the project;
- Be familiar with the multi-country M&E framework and support the contextualization to Project M&E; in particular, take part in M&E trainings relevant to Plan International in Plan Academy and for the Project (M&E Strengthening modules; PMERL; Project related M&E workshops).
- Working with the Project Managers; CSO partners, and MEL manager, be the M&E focal point for developing methods, tools to collect data at output and outcome level; and data analysis framework.
- Roll out project result framework and M&E plan. Providing staff (Plan and Partners CSO) orientation on the M&E framework of the project, target indicators to measure results at different levels, methods and tools and establishing data flow from different sources.
- Maintain coordination between Donor, Plan and Partner CSOs requirements for M&E activities
- Track results of the project by extracting data from MIS/PMERL and other sources, analyse data and produce quality periodic report (quarterly, 6-monthly, annually) for management decisions. Capture and document evidence on project progress for internal decision making and external reporting as well as beneficiary accountability.
- Ensure data quality for the purpose of reporting to donor and Plan International's National office, Regional Office and Global Hub (GH). For this purpose, develop and implement tool for data quality assurance. Conduct process monitoring in project area and share the findings with management and concerned staff members.

- Develop capacity of Plan project and partner staff in project monitoring by providing them with knowledge in basic M&E approach and tools. Enhance capacity of partner staff for digital data collection and real-time project monitoring and data quality assurance to provide quality data.
- Collect case studies, and most significant change (MSC) stories from the partners, review and substantiate and enrich further information if needed. Preserve the case studies and MSCs to be used in donor reporting, annual report of Plan and share externally for different purposes.
- Coordinate baseline, mid-term and end line study of the project. For this purpose, develop draft TOR, share with central MERL team for finalization. Coordinate the activities of external consultants to ensure high quality reports are delivered.
- Support any others relevant activities/responsibilities as assigned by the Supervisor/Programme Director/Project Manager.

Qualifications, Experiences:

- Degree, preferably in Development Studies, Research, or another relevant field;
- At least 3-4 years' experience to work in similar role in national or international development organizations.
- Experience in using digital platform (Kobo toolbox, Commcare, Suvey CTO, etc) for programme monitoring is preferred.
- Experience in using data analysis software (SPSS, Power BI) and produce project Dashboard would be advantages
- Have good knowledge in qualitative and quantitative M&E methods.
- Have experience and knowledge in indicator definition development, and data collection tools.
- Have good knowledge on data disaggregation namely gender, age and disability disaggregated.
- Experience in data cleaning, processing and data analysis (both qualitative and quantitative is advantageous) and data quality assurance.

Skills:

- Proficient in using MS Excel and skilled in using software for data analysis.
- Skilled in report writing in both Lao and English.
- Skilled in capacity building on M&E for partners (training, coaching, mentoring).
- Good understanding of evaluation tools and methods.
- Proficiency in written and spoken English.
- Good inter-personal and communication skills essential.
- Problem solving and negotiation skills.
- Good understanding in corporate software.

FOR ALL PLAN POSITIONS:

- We strongly encourage equally qualified female candidates to apply.
- Strong commitment to the equal rights and participation of girls and women is essential.
- Strong commitment to the Rights of the Child is essential.
- Plan does not tolerate child abuse. All Plan staff are selected and employed in line with the conditions of Plan's Child Protection Policy. These include appropriate reference and background checks.
- Applications will not be acknowledged. Only short-listed candidates will be contacted. No correspondence or telephone calls will be entered into.
- Short listed candidates will be required to attend panel interviews and other selection procedures.

Herewith the Job Description (JD): [JD Plan Laos M&E Specialist MBMF3 Mar'2026](#)

CLOSING DATE FOR APPLICATIONS: on Monday, 23rd March 2026

TO APPLY FOR THIS POST:

Send your resume/CV, and cover letter. In the cover letter please state on a separate page your preferred **start date, names and contact details of three referees and your salary expectations for each position**, to **Plan International Laos, Vientiane, Lao PDR**, or to PlanLaos.JobVacancies@plan-international.org

Please state in cover letter how you learned about the job – through emails, INGO Directory, 108 Jobs, or friends.