



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 Research and Learning Coordinator

Contract Period: 8 Months.

Location: Based in Houixay District, Bokeo Province.

Duties and responsibilities will include:

- Support the Project Manager/Program Quality Manager in the development and implementation of monitoring, evaluation, and research for the Country Program Strategy, and for programs and projects.
- Support the coordination of quarterly updates of the Program-wide Annual Evaluation and Research Plan, including monitoring of management response plans to evaluations and post-intervention studies.
- Ensure that MERL standards and policies are applied in the development and implementation of M&E and research frameworks.
- Support Project Manager in quarterly, bi-annual and annual progress reporting for C-REAL project and projects under YEE program.
- Ensure that monitoring data and results are analyzed and used to improve programming through monthly, quarterly, and annual data analysis, interpretation, and review workshops.
- Coordinate with and provide logistical and administrative support to consultants and survey firms as required to facilitate research and assessment activities.
- Design and facilitate Training of Trainers (TOT), trainings, workshops, and other key MERL-related activities.
- Implement and pilot data collection instruments and protocols aligned with the project's Performance Measurement Plan (PMP) and research needs.

- Support periodic reviews of monitoring data and help team identify lessons learned as well as areas for improvement.
- Provide ongoing coaching and technical guidance to staff to ensure high-quality implementation and reporting of MERL activities.
- Support innovation in programming and ensure that evidence and results are applied in program and project design.
- Provide technical advice, support, and training to local CSO partners (NPAs) to strengthen continuous learning within their programs.
- Provide MERL-related inputs on monthly costed work plan, quarterly procurement plans, monthly cash forecasts, annual financial reports and budget revisions.
- Contribute information, photos, case studies, etc. to include in key communications materials about the project.

Qualifications, Experiences:

- Minimum of a bachelor's degree. A range of academic specializations may be considered relevant, including micro-agribusiness development, employment development, income generation and/or livelihoods improvement, computer science, mathematics/statistics, social sciences, or other related fields.
- 3–5 years of professional experience working with development organizations such as Non-Profit Associations (NPAs), Non-Governmental Organizations (NGOs), bilateral or multilateral agencies, and development programs.
- A minimum of 2–3 years of professional experience in research, monitoring, and evaluation of development programs and projects.
- Knowledge of monitoring, evaluation, research and learning (MERL) approaches, including logical frameworks, monitoring plans, results and process indicators, qualitative and quantitative research approaches, gender-sensitive research methodologies, and participatory methods.
- Solid understanding of MERL systems and program quality standards.
- Good written and spoken Lao and English (Advanced/Upper-Intermediate level).

Skills:

- Strong analytical, research, and evaluation skills.
- Experience in designing data collection tools, managing data collection processes, and conducting both quantitative and qualitative interviews and research techniques.
- Practical experience in conducting advanced descriptive statistics, preferably using statistical software packages such as SPSS or STATA, would be an advantage.
- Advanced computer skills in Microsoft Office applications, particularly Excel.
- Strong ability to use digital technologies, including tablets, cloud-based storage systems, smartphones, and video and photography applications.
- Knowledge of additional data collection and data visualization software, such as Pol Mapper, SNAP, FrontlineSMS, CommCare, FormHub, Memento, Tableau, or Power BI, would be an advantage.
- Strong facilitation and training skills, with the ability to design and deliver high-quality trainings and communicate complex information in a clear and accessible way for different audiences

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 MERL Coordinator CREAL Project Apr'2026](#)

CLOSING DATE FOR APPLICATIONS: on Sunday, 19th April 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.