



Child's Dream Foundation Lao PDR

Educated and empowered people responsibly shaping and sustaining fair, just and healthy societies for generations to come.

Are you looking for a challenging job opportunity at a growing non-government organisation in a passionate and dedicated team? Child's Dream Foundation in Luang Prabang, Lao PDR is seeking an ambitious:

Monitoring, Evaluation and Learning (MEL) Coordinator – Lao PDR

Starting date of position – January 2027

Location: Based in Luang Prabang

Together as a team, we at Child's Dream are here to empower people in the Mekong-Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our Programme and Partnership team in Luang Prabang need your support with various programme management and monitoring tasks. You will collaborate closely with the programme and partnership teams to enhance M&E practices, support the implementation of M&E tools, and provide technical guidance to ensure effective programme delivery.

Your duties and responsibilities include but are not limited to:

Programme Management

- Support programme and partnership teams in applying and maintaining PMC tools, processes and documentation.
- Support programme implementation strategies, outcome measurement, review and learning in line with CD standards and strategy.
- Standardize MEL practices, identify synergies and promote innovative approaches, including technology.
- Identify programme implementation risks and support mitigation measures.

Monitoring and Evaluation

- Monitoring & Evaluation
- Provide technical support to programme and partnership teams in developing and implementing M&E plans.
- Support results-based M&E tools, data collection, management, analysis and reporting.
- Ensure country programme MEL practices are aligned with regional and institutional strategies and standards.

Capacity Development

- Support onboarding and capacity development of staff and implementing partners on PMC and MEL approaches, tools and processes.

Others

- Support team priorities and activities as required and adapt to changing organisational needs, processes and ways of working.

We are seeking a person who meets the following criteria:

Education and work experience

- Minimum bachelor's degree or equivalent education, development studies or similar education.
- At least 3-5 years' work experience in project management and M&E and related functions in the non-profit sector
- Demonstrable experience in implementing project management tools and processes,
- Demonstrable experience in developing designs and establishment of M&E systems and processes
- Experience in delivering training on M&E components, project management, data management and data analysis
- Demonstrated ability to transfer knowledge to diverse audiences through capacity development, mentoring, and other formal and non-formal methods together.

Hard skills

- Strong analysis and critical thinking skills
- Strong facilitation skills
- Excellent with data analysis with Excels and/or other software, e.g; Tableau, Power BI, etc
- Knowledge of Database and MEL tools
- Multi sector M&E technical support experience.

Soft skills

- Understanding and adapting the country's context, situations and being able to communicate with partners in relevant country
- Excellent coordination and communication skills
- Strong cross-cultural verbal and written communication skills
- Strong teamwork attitude and skills
- Good in carrying out result-based measurements and management.

Language skills

- Intermediate level of English language skills

Other requirements

- Demonstrate and uphold all Child's Dream values, consistently applying the required behaviours in day-to-day work, interactions, and decision-making.

What we offer:

- A full-time position in our office in Luang Prabang with an unlimited contract
- A multicultural working environment with 10 nationalities in the region
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- Salary will be based on the relevant work experience, skills and knowledge plus monetary and non-monetary benefits

Did we spark your interest? Wonderful! Please apply with your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references, a short video 30-90 seconds to explaining your drive and motivation to work with Childs Dream)

Submit your application here: [>> LINK <<](#)

The application deadline is **11th October 2026**

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview. Finalist applicants, selected after interviews, will also take part in field visits to experience our work firsthand and get a real feel for the role.

Here's the planned timeline:

- **Interviews: 19-20 October 2026**
- **Field visit (for finalists): 02-06 Nov 2026**