



## THE BEST MONITORING & EVALUATION JOB IN THE WORLD.

*BCP's mission is making **conservation**  
of wildlife habitat valuable to **people**.*

BCP is a leading African forest carbon company. We are working with community and Government partners to help conserve over 1 million hectares of globally significant wildlife habitats, and to benefit over 220,000 people. BCP is recruiting for a **MONITORING & EVALUATION COORDINATOR – MEC**. This position Reports to the Carbon Manager, the MEC is responsible for the overall impact monitoring and evaluation aspects of program delivery including reporting. This involves designing and managing the Impact Monitoring framework as well as its continuous development and refinement. He/she will perform the following duties and responsibilities in support of the BCP Executive Board. The MEC will be required to travel within Zambia to perform his/her duties.

### PRIORITIES THAT WE'LL TRUST YOU WITH.

- Manage the implementation and maintenance of BCP's Impact Monitoring manual (IM V2) with clear criteria and indications of success and co-workers' responsibilities for collecting, analyzing, and reporting data.
- Provide technical oversight of the Impact Monitoring activities within the BCP operations, establishing the plan, guides, tools, system, methodologies, protocols, and indicators for the appropriate and regular monitoring, evaluation and impact assessments.
- Conduct qualitative and quantitative data analysis and information evaluation, contributing towards the situation analysis, and progress, constraints and gaps assessments, and evaluation of the programme performance.
- Manage BCP's Key Performance Indicators (KPI) tool and communicate the company's performance with all co-workers.
- Keep track of BCP's projects and quantify beneficiaries in a well-maintained project database.
- Conduct periodic field missions to community project sites to participate in program activities and interact with program partners and beneficiaries to gather feedback.
- Draft scopes of work and design tools for both internal and external periodic Impact Monitoring surveys
- Create and adjust reporting templates, review the periodic technical reports from implementing partners and ensure they are submitted in a timely manner. Provide appropriate comments, and prepare consolidated high-quality analytical and visualized reports in collaboration with the Communication Officer and disseminates program reports in a timely manner in consultation with partners and stakeholders and other relevant sources of information.

- Support the Program Manager in regularly updating the risk register, issues log, highlight reports, and other requirements as may be requested from time to time.
- Any other duties that may be assigned as necessary by the OMT (operations Management Team)

### **ALLIANCE BUILDERS WANTED.**

- Minimum of a Bachelor's degree from a reputable institution
- Minimum of 5 years' experience in an Impact Monitoring role
- Fluency in written and spoken English Language is required
- Attention to detail with the ability to achieve thoroughness and accuracy when accomplishing a task
- Advanced computer skills including Open Data Kit (ODK) and LibreOffice.
- Excellent capacity building skills.
- Dynamic and innovative character, with the ability to respond to work assignments on short deadlines.
- Ability to motivate an ever-growing organization to achieve a common goal
- Great team player with excellent verbal and written communications skills.
- Substantial knowledge of REDD+ process and its associated performance standards.

### **WHAT YOU'LL TELL YOUR CONTACTS.**

BCP is a leading African REDD+ project development social enterprise. BCP's mission is making conservation of wildlife habitat valuable to people. BCP runs two REDD+ projects in Zambia: The Lower Zambezi REDD+ Project and the Luangwa Community Forests Project. The Luangwa project is set to become Africa's largest REDD+ project by hectare. The Lower Zambezi REDD+ Project is one of the world's only 6-times VCS verified and first triple gold CCB verified REDD+ projects. As the 6<sup>th</sup> highest scoring B Corp in the world of 33,000 companies, BCP benefits over 220,000 people working to conserve important areas interlinking national parks. Our goal is to grow our impact model to 10 million ha benefitting 1 million people by 2030. You're a part of a team working at scale and creating conservation and social impact while using tech innovations.

### **WE EVEN DO BENEFITS DIFFERENTLY.**

As an equal opportunity employer, a competitive salary will be offered, plus training, plus great holiday benefits, plus the potential for performance bonuses, plus travel opportunities for work, plus health benefits, plus a great work culture, plus career growth, plus working with a diverse and committed team.

Candidates interested in joining an innovative and high-performance team, and working towards doing amazing things in conservation technology and livelihoods, please send a CV, a cover letter, 3 reference contacts and anything else that makes your application stand out by email to [jobs@biocarbonpartners.com](mailto:jobs@biocarbonpartners.com) with **Monitoring & Evaluation Coordinator, Lusaka** in the subject line. Please also send anything else that will help your application stand out.

*Females are encouraged to apply.*

**Application accepted from 11<sup>th</sup> June, 2020 until the position is filled.**