



# Semilla Nueva

7a. Avenida 14-44, Zona 9 | Edificio La Galeria Local #17 | Guatemala  
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## **TERMS OF REFERENCE** **Monitoring and Evaluation Fellow**

**Date:** As soon as possible

**TITLE:**

Monitoring and Evaluation Fellow

**PROGRAM/DEPARTMENT:**

Monitoring, Evaluation, and Development

**REPORTS TO :**

Director of Monitoring, Evaluation, and Development

**OBJECTIVE:**

Assist the Director of Monitoring, Evaluation, and Development with impact assessment and administrative activities of the organization.

**Activities y Responsibilities**

1. Work with the Director of Monitoring, Evaluation, and Development to analyze collected data on program participation, annual surveys, and other sources
2. Translate data into useful information for donor reports and relations
3. Collaborate on the development of a cohesive M&E system for the organization
4. Write policies for the Monitoring and Evaluation team
5. Work with the Financial Manager to ensure that the organization's financials are maintained according to Guatemalan standards and in-line with audit requirements
6. Support general staff in day-to-day tasks at the Guatemala City office
7. 80% of the position in the office, 20% of time spent in the field with partner farmers

**Education and Knowledge Required**

- Experience with data collection, data analysis, statistical analysis, monitoring and evaluation of development projects, administration of development projects

**Desired Credentials**

- Willingness to support administrative tasks
- Ability to resolve problems creatively and independently
- A passion for international development

**Language Skills**

- Intermediate to Fluent Spanish required

**Other Requirements**

We ask for a minimum commitment of six months, with opportunities for growth within the organization.

We are looking for a new team member who not only wants to share their skills and experience to help our organization grow, but also who shares our values and is passionate about working alongside farmers and institutions to find sustainable solutions in rural development.