



JUNIOR CONSULTANT

Monitoring and Evaluation (M&E) and Results-based Management (RBM)

Location of work: Ottawa/Gatineau (Canada) or Brussels (Belgium)

Job status: Full time, permanent

Expected start date: March 2023

Work schedule: 38 hours/week, Monday to Friday

Baastel offers flexible working hours and has a telecommuting policy.

WELCOME TO BAASTEL!

A team on the move towards an inclusive sustainable development world

Le Groupe-conseil baastel (Baastel) is a consulting firm providing cutting-edge services in the field of international development. Founded in 1989, Baastel's mission is to contribute to sustainable human development. This contribution aims at the success and strengthening of development practices and actions (projects, programs, policies) through quality consulting services. Baastel focuses on the three main axes of sustainable development: the promotion of social equity, economic development, and environmental management.

ROLE OF THE CONSULTANT

Assist teams of consultants in planning and implementing mandates such as monitoring, evaluation, development of results frameworks and M&E frameworks, tools and systems, and reporting plans, research, strategic planning, training, and more. Clients may include governments, bilateral and multilateral cooperation agencies, UN agencies, and NGOs. Consultant responsibilities include activities such as methodological development, primary and secondary data collection and systematization, analysis, report development, monitoring, evaluation, strategic planning, development of data collection and M&E tools and systems, and assistance in capacity building in all these areas.

QUALIFICATIONS

- **Master's or other graduate degree in international development** (or related subject);
- **2 to 4 years of experience in M&E and/or RBM** preferred, including development of RBM and M&E tools and frameworks; sound understanding of M&E processes and tools (e.g., logic models, indicators, performance measurement frameworks);
- Experience conducting project or program evaluations and designs;
- Experience writing reports and other program or research documents;
- Experience in design and implementation of qualitative and/or quantitative data collection (e.g. interviews, focus group discussions, surveys);

Le Groupe-conseil baastel ltée
92 Montcalm | Gatineau (Quebec) Canada | J8X 2L7
Tel: +1-819-595-1421

Le Groupe-conseil baastel srl
Boulevard Adolphe Max 55 | B-1000 Brussels, Belgium
Tel: +32 (0)2 893 0032



- Knowledge and experience related to various aspects of socioeconomic development and/or environment (DRM, climate change);
- Knowledge and experience of gender equality and inclusion in the development context.

Field experience and experience in developing data visualization or graphic presentation materials will be considered as assets.

ESSENTIAL SKILLS

- Excellent oral and written communication skills in English (high-level English writing and reviewing skills essential);
- Good oral and written communication skills in French and/or Spanish as a second language. Three languages considered an asset.
- Excellent computer skills including MS Office and other basic software;
- Experience with online survey development and management preferred, including use of platforms such as Qualtrics or SurveyMonkey;
- Strong organization and time management skills including excellent ability to meet deadlines and to prioritize and manage multiple tasks simultaneously;
- Attention to detail, strong teamwork ethic, initiative and motivation;
- Legally authorized to work in Belgium or Canada, or willing to relocate.

BE PART OF THE TEAM!

Share your resume and cover letter with us at recrutement@baastel.com by March 10th, 2023. Please clearly indicate the position title in the subject line of your message.

We sincerely thank all applicants for their interest! We will contact those selected first.