

## M&E Capacity Building – Implementation Associate, Knowledge for Impact

**Location:** Remote

**Language:** French and English essential (fully bilingual)

**Closing Date:** June 20, 2026

**Expected start date:** As soon as possible

**Reports to:** M&E (Client) Coordinator, Knowledge for Impact

### **Contract details:**

- Independent contractor with deliverables-based contract
- Equivalent to averaging approximately 15 days per month; the level of effort required will vary on a monthly basis, commensurate with client demand and project timelines
- 6-month contract, with possibility of renewal

### **About Knowledge for Impact**

Knowledge for Impact is a social enterprise established by [the non-profit IMPACT](#) to support partners to confidently know what type of lasting change they are making on the ground. At the same time, it empowers local actors in the supply chain to own their data and claim its value to advance development, peace, and equality.

Knowledge for Impact deploys IMPACT's field-tested approaches to supply chain transparency in the natural resource sector, with deep expertise in monitoring and evaluation, supported by advanced and relevant technology adapted to local contexts. It develops innovative solutions with local partners to support transparency and enable artisanal producers and their communities to benefit from the value of the data they provide.

One of the offerings from Knowledge for Impact is Bloom by IMPACT, an out-of-the-box monitoring and evaluation tool that empowers users to understand how supply chains affect communities.

Knowledge for Impact is headquartered in Ottawa, Canada and deploying its digital solutions globally including in the Great Lakes Region of Africa, West Africa, and Latin America.

Learn more about Bloom by IMPACT: <https://www.bloombyimpact.com/>

### **Overview**

Knowledge for Impact is seeking a bilingual M&E Capacity Building – Implementation Associate to join its Capacity Building unit. This role is at the heart of K4I's field-level impact: providing direct, day-to-day coaching and hands-on support to staff and clients implementing M&E processes, with a particular focus on the practical application of tools linked to Bloom by IMPACT.

The ideal candidate brings deep field experience in monitoring and evaluation implementation in developing country contexts, a strong track record coaching teams with varying technical capacities, and

the patience and pedagogical skill required to accompany users through real-world implementation challenges — often on a daily basis. Comfort with technology is a must: candidates are expected to navigate new tools independently and with confidence. The Associate will report to the M&E (Client) Coordinator and will work fully remotely.

### **Primary Responsibilities**

- Provide direct, hands-on support to project and client teams to develop their own M&E frameworks and designs, including theories of change, logic models, indicator selection, scoring logic, and data collection protocols — building their capacity and confidence to carry out this work independently over time.
- Respond to implementation questions and challenges in a timely, clear, and constructive manner.
- Accompany users through real-world implementation conditions, adapting support approaches to varying levels of technical capacity, connectivity, and resource availability.
- Support staff and clients in the effective use of digital M&E tools, with a focus on Bloom by IMPACT, including onboarding, troubleshooting, and building user confidence and autonomy.
- Tailor support approaches to users with limited technical backgrounds or digital literacy, communicating complex concepts in accessible, practical terms.
- Identify recurring capacity gaps or tool usability challenges and flag them to the M&E (Client) Coordinator for strategic follow-up.
- Deliver coaching, communications, guidance materials, and work products in both French and English, as required by client and organizational needs.
- Maintain regular communication with the M&E (Client) Coordinator on implementation progress, client needs, and emerging risks or bottlenecks.
- Contribute to the development or adaptation of capacity building resources, job aids, and guidance documents as needed.

### **Required Qualifications & Skills**

*Candidates are asked to clearly demonstrate in their applications how they meet the requirements of the position.*

#### ***Essential qualifications, expertise, and skills:***

- Minimum 7 years of experience supporting project- and field-level teams to implement Monitoring and Evaluation systems and processes.
- Deep, practical understanding of field and implementation conditions in developing countries, including the realities of limited resources, connectivity constraints, and varying organizational capacities.
- Demonstrated experience using digital tools as M&E instruments, and supporting others — including users with limited technical capacity — to effectively adopt and use these tools.
- Familiarity with Bloom by IMPACT or similar digital M&E platforms is an asset.
- Full professional proficiency in both French and English is essential. The Associate will be required to deliver coaching, written guidance, and communications in both languages.

***Additional skills and competencies:***

- Demonstrated ability to provide patient, consistent, and effective coaching and technical support, including to individuals and teams with limited digital literacy or M&E experience.
- Proven capacity to adapt communication style and training approaches to diverse audiences, contexts, and capacity levels.
- Comfortable providing frequent, sustained support — including near-daily check-ins — as part of an ongoing accompaniment model rather than one-off training.
- Self-motivated and able to work independently in a fully remote environment with minimal direct supervision.
- Strong organizational skills and ability to manage multiple concurrent support relationships.
- Collaborative team player with a track record of building trust-based working relationships with diverse partners and clients.

**To Apply**

Send the following information by email to [jobs@impacttransform.org](mailto:jobs@impacttransform.org) :

- **A cover letter** explaining your interest in the position and your daily rate
- **Your curriculum vitae**

This position is compensated at a daily rate of \$350-425 USD, in line with K4I's contractor pay scale and commensurate with experience. Candidates are asked to confirm in their cover letter that this range is acceptable to them.

**In the subject of the email please state:** the position you are applying for and your name.

We thank all candidates but only those selected for an interview will be contacted. Due to the volume of applications received, we ask that you do not follow up on your application.

*Failure to comply with the elements requested above will automatically lead to the rejection of the application. **Knowledge for Impact** operates a ZERO tolerance policy on sexual exploitation, abuse and harassment.*