

M&E (Client) Coordinator, Knowledge for Impact

Location: Eastern time zone (Canada or US); remote

Language: French and English essential (fully bilingual)

Closing Date: June 20, 2026

Expected start date: As soon as possible

Reports to: CEO, Knowledge for Impact (K4I)

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 an experienced and bilingual M&E (Client) Coordinator to serve as the central coordination point between K4I and its clients, including IMPACT. The Coordinator will ensure smooth communication, strategic planning, and high-quality delivery of M&E digital and advisory services, while managing and supporting a two-person Capacity Building unit within K4I.

The successful candidate will bring demonstrated project management experience, strong M&E expertise, and the interpersonal skills needed to thrive in a remote, multi-disciplinary, and bilingual (French-English)

environment. Comfort with technology is a must: candidates are expected to navigate new tools independently and with confidence. The Coordinator will report directly to the CEO and will play a key role in driving quality delivery and proactively managing risks across K4I's client portfolio.

Primary Responsibilities

- Serve as the central coordination point between Knowledge for Impact (K4I) and its clients (including IMPACT), ensuring smooth communication, planning, and delivery across all engagements.
- Maintain visibility on project pipelines, risks, and potential bottlenecks affecting delivery, and develop and oversee the rollout of mitigation strategies to ensure timely and quality delivery.
- Lead support to client evaluations (baselines, midlines, endlines, as needed), including:
 - Supporting and monitoring M&E Officers (or equivalent) in testing data collection protocols (e.g., surveys) and overseeing data collection;
 - Conducting quality control on incoming evaluation data;
 - Carrying out analysis based on data collected;
 - Producing baseline and other evaluation reports.
- Serve as the single point of contact for project and client teams, ensuring that M&E methodology and design support needs — including theories of change, logic models, indicators, scoring, and data collection protocols — are directed to the Capacity Building unit; and that the Bloom team is engaged only once a design exists and requires technical validation or platform implementation support.
- Manage a two-person Capacity Building unit within K4I, providing direction, support, and oversight to ensure effective delivery of capacity building services to clients.
- Deliver all services and products in both French and English, as required by client and organizational needs.
- Perform or support light administrative tasks as required to ensure smooth operations.

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 5 years of proven project management experience, with a focus on advancing ESG objectives and/or the UN Sustainable Development Goals.
- Advanced knowledge and proven experience applying Monitoring & Evaluation methodologies, including the design and implementation of baselines, midlines, and endlines in complex operating environments.
- Demonstrated experience supporting or leading client-facing evaluation processes, including data collection oversight and quality control.
- Experience working with digital tools and software; ability to independently learn and navigate new platforms as required (no developer-level knowledge expected, but must be resourceful and self-sufficient).
- Advanced experience managing complex projects operating towards demanding technical targets and deadlines.

- Full professional proficiency in both French and English is essential. The Coordinator will be required to deliver work products, communicate with clients and partners, and conduct team management in both languages.

Additional skills and competencies:

- Demonstrated ability to work effectively in multi-discipline, multi-functional, and multi-cultural team environments.
- Demonstrated ability to work directly with non-technical colleagues and clients, translating complex M&E concepts clearly and accessibly.
- Self-motivated with the ability to perform assigned duties independently and without direct supervision; comfortable in a remote-first environment where most interactions — including with the direct manager — occur virtually.
- Ability to communicate clearly and effectively with individuals and teams of varying sizes and technical backgrounds.
- Excellent organizational skills and attention to detail.
- Proven track record of building strong, collaborative working relationships.
- Ability to balance shifting priorities and manage and deliver complex projects on time.

To Apply

Send the following information by email to 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 \$375-450 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.*