

Job Description

JOB INFORMATION

Job Title	Monitoring, Evaluation & Learning Lead - CTIP Vietnam	Line Manager Title	Chief of Party - CTIP Vietnam
Grade Level	15	Department/Office	Operations
		Work Location	Ha Noi or Ho Chi Minh

CONTEXT

World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. World Vision helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected and their basic needs are met. World Vision Vietnam (WVV) has been funded from 13 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WVV employs about 430 staff, of which 93% are Vietnamese nationals.

WVV is operating in 4 zones: North 1 (Hoa Binh, Dien Bien), North 2 (Yen Bai, Tuyen Quang, Hai Phong), Central (Thanh Hoa, Quang Tri and Da Nang) and South (Quang Nam, Quang Ngai, Binh Thuan, Ho Chi Minh, DakNong). WVV's Area Program (AP) usually focuses within one administrative district of a province which populated by ethnic minority people with high rates of poverty. A uniqueness of WVV's Development Program Approach (DPA) is that AP team members are based at district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Beside the APs, WVV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

JOB PURPOSE

World Vision seeks a Monitoring, Evaluation and Learning (MEL) Lead for the proposed Counter Trafficking in Persons (CTIP) program in Vietnam, starting in 2023.

The MEL Lead will provide technical expertise and leadership to generate, analyze, and present quality evidence and data through monitoring, assessments, and evaluations. The MEL Lead will be a technician with demonstrated experience in building or strengthening monitoring systems, quantitative and qualitative data collection and analysis, survey and sample design, and effectively promoting evidence-based program management. The MEL Lead will provide technical guidance and supervision of project staff, sub-grantees and/or sub-contractors on Monitoring, Evaluation and Learning related issues.

MAJOR RESPONSIBILITIES

% of time	Activity	End Results
5%	Coordinate with project staff, consortium members, communities, service providers, local governments, and donor representative to reach agreement on the MEL plan.	Well-designed MEL plan with stakeholder buy-in.

20%	Operationalize the MEL system to ensure effective collection, analysis, utilization, and reporting of project data. This could include the development of a project specific information management system to facilitate the storage, organization and retrieval of information.	The MEL system is running with minimal challenges and data is available for decision making.
10%	Develop and provide templates, guidance and capacity building training to project staff and partners on the project specific MEL system, donor requirements, and other MEL related topics.	MEL tools are available for tracking the program and ensuring compliance, and staff understand how to use them.
5%	Prepare TORs for assessments, evaluations and special studies including proposed study design and sampling strategy. Participate in the recruitment of consultants and actively manage their work, including in-depth feedback on inception and final reports.	Assessments, baseline, evaluations and other research studies are well planned, and quality reports are produced.
10%	Prepare quarterly and annual reports, including indicator tracking tables.	High quality and accurate program reports submitted to donor.
7%	Facilitate review workshops to assess project progress and performance. Refine the project MEL strategy, plan and system, and recommend changes based on evidence and stakeholder feedback.	Project progresses and performance tracked for timely adjustments. Appropriate MEL approaches implemented throughout the life of the project.
5%	Lead the preparation of the annual MEL work plan and budget.	Proper MEL management.
10%	Conduct regular field visits to validate data, conduct data quality assessments and deliver technical support to field staff.	High quality assurance standards.
5%	Facilitate processes according to which consortium members, relevant government representatives, donor representatives and other stakeholders are sharing information, collaborating and learning from one another.	Utilization of Collaboration, Learning and Adaptation (CLA) process.
5%	Maintain a knowledge management platform to ensure timely and effective communication and information sharing between different stakeholders.	Data is available for decision making. Lessons learned and best practices are well documented to improve current and future interventions.
10%	Supervise staff that report directly to this position.	Staff are motivated and well equipped to accomplish their tasks.
8%	Perform other duties as required	

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

<p>Required Professional Experience</p>	<ul style="list-style-type: none"> - Seven (7) years or more relevant experience is required. - Experience as a Monitoring and Evaluation Specialist required. - Experience working with sub grantees and contracts under grants for complex projects. - Experience in managing a team. - Demonstrated experience in leading MEL of a large award (multi sectoral and multi stakeholder). - Demonstrated experience and expertise in developing and operationalizing a comprehensive MEL plan. - Demonstrated expertise and experience in developing and operationalizing routine monitoring systems designed to track both output and outcome indicators. - Demonstrated expertise in designing quantitative surveys, estimating sample size, developing a proper sampling frame, establish appropriate weights, and cleaning, processing, and storing quantitative data. - Demonstrated expertise in designing qualitative studies, in-depth knowledge about qualitative sampling, experience using interview and interactive tools to generate qualitative information and qualitative data analysis and reporting. - Demonstrated experience in developing data quality assurance strategies, data management, and use of technology for data visualization. - Demonstrated expertise and experience in data utilization strategies and ability to think creatively about active data sharing techniques. - Experience working/living in countries in East Asia. Familiarity with the Vietnam context. - Experience working overseas in low-resource environments. - Previous experience with USAID grants is preferred.
<p>Required Education, training, license, registration, and certification</p>	<ul style="list-style-type: none"> - A Master's degree or above preferably with emphasis in program evaluation, statistics, economics, public health, or other field related to international development.
<p>Preferred Knowledge and Qualifications</p>	<ul style="list-style-type: none"> - Strong conceptual knowledge about Theories of Change (ToC), logical frameworks, and gender integration into MEL. - Knowledge of and familiarity with international assistance program Monitoring and Evaluation requirements, preferably USAID policies, and USAID's Collaboration, Learning and Adaptation practices. - Strong interpersonal skills and ability to work cross-culturally with diverse teams. - Ability to work with host-country professionals, ministries and with donor colleagues in country. - Strong verbal communication skills, strong presentation and report writing skills. - Ability to achieve results through partners. - Mentoring and facilitation skills. - Working on projects dealing with human trafficking. - Ability to network and communicate with a wide range of stakeholders. - Ability to use data analysis software such as SPSS, STATA, Epi Info, etc.

Travel and/or Work Environment Requirement	Mandatory travel to implementation sites and regional or global meetings as required.	Physical Requirements	Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals	Language Requirements	Vietnamese: Fluent English: Fluent
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KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
Chief of Party	Strategy alignment, coordination, when there is direct reporting	Weekly or monthly
National GAM Lead National Office Leadership (will vary depending on office structure)	Coordination	Monthly
Support Office IPG (Monitoring and Evaluation Specialist)	Provide regular report If matrix reporting with SO has been established, coordinate Monitoring and Evaluation activities implementation	Weekly or monthly
Regional Monitoring and Evaluation Advisor	Coordinate in alignment with regional strategies Provide regular reports on grant progress	Quarterly
Donor representatives, technical partners (UN agencies, USAID, etc.) and Embassy officials	Information	Weekly
Heads of partner agencies, e.g. other Principal Recipients, sub-recipients, contractors	Ensure complementarity	Monthly
Senior Government officials, including the Minister and Heads of Technical Departments, at central, Provincial and District-level	Ensure their support	Regularly as needed

DECISION MAKING

- The Monitoring and Evaluation Lead is responsible for Monitoring and Evaluation related technical decisions within the established donor guidelines and WV policies.
- As per the policies and procedures on grants.
- Work is usually assigned both verbally and in writing by direct supervisor or his/her designee. In some cases, assignments can be provided directly by Senior Leadership team members and headquarter staff in

coordination with the direct supervisor.

- A performance evaluation for all project staff is regularly conducted every 6 months or based on need. Using the World Vision performance agreement and review tool.

CORE COMPETENCIES – For all positions, select the top 3 prioritized competencies from below. Click [here](#) for a quick overview of our Core Competencies.

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| <input type="checkbox"/> Understanding the Humanitarian Industry | <input type="checkbox"/> Practicing innovation & change | <input type="checkbox"/> Demonstrating Christ-centered life & work | <input type="checkbox"/> Building collaborative relationships |
| <input type="checkbox"/> Achieving quality results & service | <input checked="" type="checkbox"/> Practising accountability & integrity | <input type="checkbox"/> Practicing cultural diversity | <input type="checkbox"/> Understanding World Vision’s mission & operations |

For Management positions only, select the top 2 prioritized competencies from below.

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| <input checked="" type="checkbox"/> Communicating information effectively | <input type="checkbox"/> Influencing individuals & groups | <input checked="" type="checkbox"/> Thinking clearly, deeply & broadly |
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APPROVALS

Line Manager:	Approval Date: Click or tap to enter a date.
Matrix Manager:	Approval Date: Click or tap to enter a date.
Department Heads:	Approval Date: Click or tap to enter a date.
P&C Director:	Approval Date: Click or tap to enter a date.