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| Job Title: | MANAGER, PROGRAMME M&E | | |
| Report to: | Head of General Affairs | Job Family: | Executive Director Office |
| Location: | Hanoi office with frequent travels to the fields (minimum 50%) | | |
| Direct Reports: | None | | |
| Role Overview | | | |
| <p>The Manager Programme M&E monitors programme quality, shares good development practices to concerned stakeholders; Ensures full compliance to Accountability Learning and Planning System (ALPS) within AAV and AAI.</p> <p>She/ he is required to perform assigned activities with quality and within timeline, the monthly updates are delivered on time and with quality. All communications need to copy to Line Manager or should be agreed before distribution. Other supporting tasks should be delivered with quality as agreed with Line Manager</p> | | | |
| Role Accountabilities | | | |
| Key Accountabilities/ Responsibilities: | Activities | | |
| [I] Provides technical supports on appraisals, reviews and impact assessments to Management Team, staff and partners | <ol style="list-style-type: none"> 1. Support in developing indicators for M&E process is well provided. 2. Appropriate frameworks and methodologies are recommended to Line Manager and Management Team to ensure that AAV has a clear understanding and most up to date database of the impact of its work. AAV's M&E Framework for 2018-2023 is a reference point at all times until 2023. 3. The planning and budgeting process of AAV and AAI are coordinated. | | |
| [II] Promotes and supports ALPS within and outside AAV | <ol style="list-style-type: none"> 4. Provide sufficient support (as appropriate) to conduct of all processes required by ALPS is well provided and implemented. 5. AAV's compliance of ALPS and Open Information Policy is monitored and ensured. 6. AAV programmes are fully aligned with ALPS. 7. Learning and best practices on ALPS processes and outcomes are disseminated within and outside AAV. | | |
| [III] Synthesises and compiles reports to AAI, AA Asia, donors and governmental bodies | <ol style="list-style-type: none"> 8. Statutory reports to national counterparts are well compiled and timely submitted. 9. Required reports /regular updates to AAI, AA Asia is well compiled and submitted 10. Annual report of AAV and AFV are developed timely with input from departments. 11. M&E data required from departments for preparing reports are well provided. 12. Leading data consolidation for reporting and monitoring the indicators from LRP level to national level. Regular feedback on CSP progress are provided. 13. Partner's profiles on regular basis are compiled and updated. | | |

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| <p>[IV] Manages evaluation processes</p> | <p>14. TORs (base-line, phasing-in, phasing-out, midterm, and end-line evaluations to be the least) are well inputted and selection of consultants (if needed) is well supported.</p> <p>15. Review the efficiency and compliance of activities are organized by regular field visits (Visit minimum 5 LRPs/year).</p> <p>16. Evaluation reports are compiled and commented to ensure satisfactory quality.</p> <p>17. Support to develop M&E framework and work plan for donor funded projects is provided.</p> |
| <p>[V] Promotes and ensures programme quality and accountability within AAV</p> | <p>18. Minimum standards for quality evaluation are well developed and implemented within AAV.</p> <p>19. Non-compliance activities/acts are detected and addressed to ensure consistency and quality of AAV programme.</p> |
| <p>[VI] Champions M&E online system and learning from it</p> | <p>20. The M&E online system is ensured to maintain, working properly and regularly upgrade to support operation/programme needs</p> <p>21. To be AAV’s focal person in organizing and providing training/refresh training on M&E online to all relevant stakeholders.</p> |
| <p>[VII] Supports the nationalization of ActionAid Vietnam</p> | <p>22. Participation in relevant tasks assigned is ensured to support the operation of the Aid for Social protection Program, Project Foundation Vietnam (AFV), the strategic partner of AAV.</p> <p>23. Assistance is provided for the smooth transition of ActionAid Vietnam in the nationalization process.</p> |
| <p>Others</p> | <p>24. Fund raising efforts with other AAV’s team members are participated as assigned by the line manager.</p> <p>25. To be AAV’s representative at relevant national and international forum and networks on Programme M&E and quality control.</p> <p>26. Other tasks as assigned by line manager are well performed.</p> |
| <p>Person Specification</p> | |
| <p>Education & Certifications</p> | <ul style="list-style-type: none"> • University Degree on social, science, economics or development studies • Master’s degree is an advantage |
| <p>Experience</p> | <ul style="list-style-type: none"> • 3 years of working experience in the relevant field • NGOs working experience is preferable • Practical experience of participatory approaches, reporting and documentations, strategic planning, M&E work. |
| <p>Essential knowledge and skills</p> | <ul style="list-style-type: none"> • Research and development • Expertise in participatory tools • Report writing and digital reflection skills |
| <p>Others</p> | <ul style="list-style-type: none"> • Safety and security • Sexual harassment • Fundraising |

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| | Adherence to: Human Rights Based Approach Poverty and injustice eradication Gender equality |
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This job description covers the main task and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member’s responsibility to contribute to AAI’s mission and comply to AAV’s competencies, AAI’s values, which are: Mutual respect, Equity and Justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility.

Prepared by
HR Department

Signature

Date:

Reviewed by
Executive Director

Signature

Date:

Accepted by
Name of Staff

Signature

Date: