

POSITION ANNOUNCEMENT

Monitoring, Evaluation, Research & Learning Specialist

LOCATION: Hanoi, Vietnam
GROUP: Human Rights, Education, And Empowerment (HREE)
REPORTS TO: Chief of Party, Vietnam Counter Trafficking in Persons

POSITION SUMMARY:

The Monitoring, Evaluation, Research & Learning (MERL) Specialist will be responsible for managing the monitoring, evaluation and learning activities, including developing and implementing the MERL framework, performance indicators, MERL tools, and data quality assurance processes to ensure the timeliness and validity of data entry and analysis and its effective use for decision making and project learning. The MERL Specialist will oversee and coordinate the MERL will also strengthen the capacity of project staff and partners to manage data and capture learning.

ESSENTIAL RESPONSIBILITIES:

The MERL Specialist will oversee the project's MERL activities and data reporting requirements. S/he will also serve as the liaison and point of contact with researchers and evaluators. external evaluation contractors. Specific responsibilities include but are not limited to:

- Oversee all aspects of the performance measurement for the project, including day-to-day systems and processes, data tracking, reporting on activities, and data quality assurance.
- Draft and revise the project MERL plan and key performance indicators, including detailed indicator definitions and activity tracking tables.
- Develop data collection tools and procedures, oversee the project database and reporting to funder.
- Collaborate with Chief of Party, other staff, and project partners on data collection, analysis, and ensure data is collected in a timely manner.
- Participate in project monitoring through site visits, review of partner reports, and analysis of data.
- Lead data quality controls and verification procedures.
- Ensure collection of data related to gender and social inclusion.
- Foster a results-oriented and learning culture throughout the project to ensure that data and learning are used by the project team to improve performance.
- Manage the MERL budget efficiently.
- Significantly contribute to quarterly performance reports.
- Guide and support staff and consultants in M&E-related areas.
- Work with the team to ensure data and learnings are integrated in communication materials.
- Collaborate and liaise with funder and any external evaluators to design and carry out assessments.

QUALIFICATIONS AND BACKGROUND:

- **Education:**
 - Bachelor's degree in economics, international relations, social science, or related field. Degree in statistics and or related specialized training preferred.
- **Experience & Skills:**
 - A minimum of seven (5) years' experience managing monitoring and evaluation, preferably in counter-trafficking, migration, or related field.

- Demonstrated experience in indicator selection and monitoring, and data collection/analysis.
- Database management experience.
- Proven skills in building capacities of staff and local organizations in MERL.
- Demonstrated experience with quantitative and qualitative research methodologies.
- Strong skills in developing and utilizing results frameworks, logical frameworks, or similar tools for project design, monitoring and evaluation.
- Knowledge of international donor, particular, USAID, reporting requirements, including experience designing and implementing Monitoring and Evaluation Plans desirable.
- Must be professionally proficient and fluent in written and spoken English and Vietnamese.
- Proficiency in word processing, spreadsheet (preferably Microsoft Excel), and presentation software (Microsoft PowerPoint).
- Proficiency in statistical applications (SPSS, SAS or STATA) or proven proficiency with open-source big data analytics tools strongly desired.

Please submit your CV and application here: [Monitoring, Evaluation, Research & Learning \(MERL\) Specialist, USAID Vietnam Counter Trafficking in Persons](#) by 28 February 2023

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