



**WWF** *for a living planet*<sup>®</sup>

## **JOB DESCRIPTION**

<b>Position title:</b>	Monitoring, Evaluation and Learning Officer, USAID Biodiversity Conservation
<b>Reports to:</b>	Monitoring, Evaluation and Learning Specialist, USAID Biodiversity Conservation
<b>Supervises:</b>	Consultants
<b>Valid:</b>	May 2023
<b>Location:</b>	Hue

### **I. Background**

WWF is one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Government of Viet Nam on environmental issues and implemented field activities across the country. For more information: <http://vietnam.panda.org/>.

WWF recognizes that its employees are an invaluable asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

Vietnam is recognized as one of the world's most biodiverse countries. However, decades of illegal logging, wildlife poaching and trade and agricultural expansion, have led to losses of natural forests and wildlife, and several species are on the brink of extinction. To secure the remaining intact forests and wildlife populations in Vietnam, we need new approaches to address those problems in Special-use Forests (SUF) and Protection Forests (PF) - the backbone of Vietnam's protected forest system.

The USAID Biodiversity Conservation Activity (BCA) is a 5-year project, started in 2020, and aims to maintain and increase forest quality, and protect and stabilize wildlife populations in five high conservation value provinces (Quang Binh, Quang Tri, Quang Nam, TT Hue, and Lam Dong), plus Vu Quang and Cuc Phuong National Parks – in total, 21 protected areas are supported. USAID BCA is the single largest ever investment in biodiversity conservation in Vietnam.

### **II. Major Functions:**

Reporting to the Monitoring, Evaluation and Learning Specialist, the Monitoring, Evaluation and Learning Officer will be responsible for the assigned tasks in Monitoring, Evaluation and Learning activities of the 'USAID Biodiversity Conservation Project (the Project), including:

- (i) To support the implementation of the Activity Monitoring, Evaluation and Learning Plan (AMELP).
- (ii) To support the day-to-day activities on tracking the Project activity implementation and on verification activity outcomes/ outputs, indicator achievement.
- (iii) To support the M&E specialist organize and facilitate tasks related to monitoring, evaluation, learning, and adaptive management.

### **III. Major Duties and Responsibilities:**

- Support the M&E Specialist in the implementation of the AMELP according to USAID guidance and in harmonization with WWF program ESSF and project management standards.
- Conduct evidence verification of the supporting documents against the indicator achievement information reported on the online BMS system.
- Perform field visits to monitor activities on the ground, including monitoring and reporting on safeguard mechanisms and social policies.
- Prepare maps reflecting the spatial dimension of the Project work in livelihood, forest and wildlife management and protection, wildlife product consumption reduction.
- Support the development of data collection tools for activity progress and indicator achievement.
- Prepare necessary templates (sub-databases) for data collection, provide assistance to the Project staff in building their capacity for data collection, entry, and reporting.
- Support the M&E Specialist to conduct data analysis on the collected data.
- Support and build capacity of the Project team and partners to utilize the online reporting platforms to manage the project data and performance.
- Carry out other assignments as and when deemed necessary by the Line Manager.

### **III. Profile:**

#### ***Required Qualifications***

- Bachelor's degree in management, MIS, natural resource management, environmental or conservation management.
- Excellent knowledge of Monitoring and Evaluation, and a good understanding of Development and Conservation Project Management
- A successful track record of at least 03 years of practical experience in M&E
- Proven experience in data and information management and use of prominent M&E tools and systems.
- Strong in GIS software and map production
- Profound knowledge of basic computer applications such as MS Words, Excel and Access, and basic statistical knowledge

#### ***Required Skills and Competencies***

- Strong quantitative data collection, management, and analysis skills.
- Good written and spoken English.
- Ability to work within a multi-cultural international team.
- Good presentation, communication & interpersonal skills.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

#### **IV. Working Relationships:**

**Internal:** Interact on a regular basis with WWF-US project lead. Operational and Grants focal and relevant Strategy Leaders, Technical Advisors, Project Managers in the landscape, Country Director, Conservation Director, Landscape Managers/Practice Coordinator of Country Programs. Coordinate and consult with related project focal points.

**External:** Interact with Governments, project donors, local partners, consultants, and build relationships with related institutions/organizations which may be necessary to promote the project's current and future implementation.

*This job description covers the main tasks 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.*