



JOB DESCRIPTION

Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

Planète Enfants & Développement (PE&D) is a French Non-Governmental Organization (NGO) founded in 1984 to protect children from violence and exploitation and create conditions conducive to their wellbeing and development. PE&D implements projects in Vietnam, Cambodia, Laos, Nepal, Burkina Faso and Togo centered on children, their family and community. PE&D is today recognised for its experience in the field of early childhood as well as maternal and child health, social work, and protection against violence. Present in Vietnam since 1992, PE&D has been implementing for more than 15 years education projects for ethnic minority groups in North Vietnam and then moved to the South in 2011 to work on urban poverty issues especially in HCMC.

In Vietnam, PE&D is currently implementing 2 projects :

- “Support comprehensive Early Childhood Development efforts for families and communities in Ho Chi Minh City”.
- “Contribute to build a support system, in conjunction with local authorities, for victims of child-trafficking in Southern and Central Vietnam”

REQUIREMENTS

The MEAL officer completes the PSEA on sexual exploitation.

The MEAL officer ensures compliance at all times with the International Convention on the Rights of the Child.

The MEAL officer always acts in the best interests of children and their families.

The MEAL officer will have to ensure the integrity and confidentiality of the information provided by beneficiaries.

The MEAL officer respects closely the method and procedures of the project.

The MEAL officer complies with internal regulations of the organization.

MAIN RESPONSIBILITIES

Under the overall guidance of the project managers, the supervision of the MEAL Manager based in France and the Country Director based in Vietnam. The MEAL Officer will be responsible for all MEAL activities.

S/he will be responsible for implementing/updating/following MEAL systems including indicator targeting, tracking and reporting according to donor standards (Agence Française de Développement, EU, etc.), managing a data collection system, leading impact assessments and a learning strategy.

The MEAL Officer will be coordinating between project managers and field teams in charge of collecting data.

MAIN RESPONSIBILITIES

The MEAL Officer will have the main following duties and responsibilities:

- Support the Project Managers in working closely with field teams in establishing and/or managing the MEAL system,
- Provide orientation to field teams (project coordinators, project officers, social workers, early childhood trainers, partner NGOs) on data collection and analysis, and to ensure the timely completion of MEAL activities,
- Provide recommendations for selecting tools/system and develop operational decision making tools (dashboards...),
- Support the development of a MEAL strategy including MEAL systems for data collection, targeting and tracking indicators, knowledge management, impact assessments, learning activities and reporting,
- Provide outputs, information and statistics for quarterly, annual and other reports as requested by Project Management teams,
- Provide advice and recommendation to project teams about how to communicate about the project outcomes (infographics, key results),
- Provide outputs and update information related to project outcome in PE&D's communication channels,
- Coordinate project capitalization and learning reports,
- Participate in improving understanding of project contexts by sharing national surveys and statistics, government agencies, international institutions and technical and financial partners,
- Complete other duties as necessary and assigned by the Project Managers, MEAL Manager or the Country Director.

REQUIREMENTS

Education:

At least Bachelor Degree in relevant field, or equivalent combination of education and work experience in a relevant competency area, including statistics, international development, economics or other.

Experience:

At least 5 years of experience in the design and implementation of MEAL in development projects implemented by national/international NGOs and development partners;

Experience in designing tools and strategies for data collection, analysis and production of reports;

Proven ICT skills, especially in the development of MIS software using database software and app-based data collection (such as KoboToolBox, ODK and other);

Expertise in analyzing data using statistical software and strong skills in Excel;

Strong training & facilitation skills.



Other Requirements:

Fluency in written and spoken Vietnamese and English;
Willingness to collaborate, innovate and ability to think systematically;
Proven experience in managing multiple and competing tasks while maintaining quality of deliverables within deadlines;
Strong organizational skills and liability.

c. Conditions

Part-time position based in Ho-Chi-Minh-City
3 days per week

Interested applicants are requested to submit a CV and cover letter in English to:

Julia LEVIVIER, PE&D Country Director in Vietnam :
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Pham Thi Minh Nguyet, Project manager:
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