

USAID CLIMATE RESILIENT AGRICULTURE IN THE MEKONG DELTA

RECRUIT

Title	Monitoring, Evaluation, and Learning Officer
Project	USAID Climate Resilient Agriculture in the Mekong Delta
Deadline for CV submission	15 June, 2024

I. INTRODUCTION

The USAID Climate Resilient Agriculture in the Mekong Delta (CRM) project is a five-year project working to enhance the resilience of the Mekong Delta's communities, ecosystems, and livelihoods. Working across five provinces of Dong Thap, Kien Giang, Ca Mau, Soc Trang, and Tra Vinh, CRM will further strengthen the effective partnership between USAID and the Government of Vietnam (GVN) to support Vietnam's development goals and contribute to U.S. government strategies and targets.

CRM activities are organized within three interconnected objectives and one cross-cutting theme:

- **Objective 1: Strengthen climate change resilience of the most vulnerable populations.** CRM will engage stakeholders to assess and address vulnerability through enhanced climate information services, resilient livelihood and safety net models, improved provincial plans, and increased access to finance.
- **Objective 2: Strengthen management and restoration of natural ecosystems to provide ecosystem goods and services.** CRM will take an inclusive participatory approach to identify entry points to support evidence-based transformation of legal and governance frameworks, improve management capacity, and incentivize natural resource conservation.
- **Objective 3: Reduce methane emissions through low-emission and sustainable agriculture practices.** CRM will work with GVN and stakeholders across value chains to assess gaps and opportunities and harness payment for environmental services schemes and other results-based finance mechanisms to reduce intensive rice farming and GHG emissions and drive transformation through a market systems approach.
- **Cross-cutting focus: Develop and implement policies to advance climate actions and biodiversity conservation.** CRM will also work with GVN and stakeholders to enhance development, harmonization, and implementation of policies, as well as to strengthen national and sub-national coordination. CRM will engage key stakeholders to influence and incentivize policy, practice, and behavior in favor of transformation.

CRM will be implemented during the period of 2023-2028 by Winrock International with a consortium of Vietnamese and international partners. GVN counterparts are the Ministry of Agriculture and Rural Development and the Management Board of Forest Projects.

2. POSITION DESCRIPTION

The CRM project is recruiting applicants for the position of MEL Officer who will support the MEL Manager to ensure that CRM monitoring, evaluation, learning, and reporting tasks are complete and in compliance with USAID and Winrock requirements. This includes the following: supporting consortium partners, provincial project offices, and other local partners in MEL activities, developing data collection tools (survey, key informants interview questionnaires, focus group discussion, etc.), managing data analysis and reporting, promoting culture of data-informed management and continuous quality improvement within the CRM team and implementing partners.

The MEL Officer will be based in Can Tho, with regular travel to field provinces for project activities, data collection, data quality assurance, and other MEL tasks.

3. RESPONSIBILITIES

General MEL support for consortium partners, provincial project offices (in closely working with the GIS/MIS Specialist)

- Support consortium partners and provincial project offices (PPOs) to develop MEL section in their work plan.
- Review work plan, quarterly and annual reports of consortium partners and PPOs.
- Develop/update/test data collection forms and guidelines, ensure data and supporting documents for indicators are properly stored and managed, and train project staff and consortium partners' staff on data collection, quality control, analysis, and reporting, as needed.
- Support technical staff to review project progress vs. indicator targets and support in work plan revisions to achieve established targets.
- Provide MEL technical support for consortium partners and PPOs, including quality control of baselines, surveys design, evaluation, data quality.
- Travel domestically to support consortium partners and PPOs in collecting data, facilitating focus group discussion and data-review sessions.

Data management & reporting (in closely working with the MEL Specialist)

- Assist in the design and collection of survey data, including the surveys to collect beneficiary feedback, engaging consortium partners and PPOs in the use of mobile tools including Kobo Toolbox, ODK, Survey123, etc.
- Work with consortium partners, PPOs, and technical staff to ensure qualified data is collected on time for USAID reporting.
- Collaborate with the GIS/MIS Specialist in conducting internal data quality assessments (DQA) of project data.
- Support the GIS/MIS Specialist to maintain the project database and supporting documents, clean and manage data in the project's MIS, ensure data entry forms meet indicator data requirements (including disaggregates), data visualization, reporting, and other project information needs.

- Collaborate with the GIS/MIS and communications team to analyze key data, visualize important findings, develop charts and graphs for periodic and thematic reports, infographics, and other key deliverables, as requested.
- Enter indicators narrative in Development Information Solution (DIS).

General activities

- Assist the MEL Manager in providing training and support to strengthen the capacity of CRM staffs and implementing partners to increase their capacity in data collection and analysis, promote the use of data for decision making, and foster a culture of learning.
- Collaborate with MEL staff from consortium partners and other implementing partners on conducting site visit, data collection, and data analysis.
- Participate in USAID workshops, training, and other relevant networking events to improve skills and share project experiences.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE

Education:

Bachelors level degree required, in data science, data analytics, IT, statistics, social science, agriculture, natural resource management, economics or a related field, and/or specialized training/certification in monitoring & evaluation of development projects.

Work experience:

- At least three years of experience working on donor-funded projects in the area of monitoring, evaluation and learning.
- Experience conducting training, facilitating and working with community groups and/or local NGOs.
- Proven experience creating learning agendas, knowledge management processes.
- Familiarity with USAID's MEL policies, Collaborating, Learning, and Adapting (CLA) framework, tools and approaches is a plus.
- Understanding climate change issues and climate smart agriculture, and experience working on climate change adaptation projects is an advantage.
- Experience in designing and developing both quantitative and qualitative data collection tools including survey, interview questionnaires, focus group discussion, etc.
- Experience with data collection tools (Survey123, KoBoToolBox, etc.) and information management systems. Familiarity with software such as MS Excel or PowerBI for data analysis and visualization.

Knowledge and Skills:

- **Critical Thinking Skills:** MEL Officers call upon their critical thinking skills when troubleshooting data quality and data entry issues, designing data collection forms, monitoring progress against targets. They also use their critical thinking skills when formulating MEL schedules.
- **Communication Skills:** In order for MEL Officers to be effective, they have to have good communication and collaboration skills.

- Strong interpersonal skills and ability to work well in a team setting and to build strong working relationships, internal and external to other organizations.
- Creativity and enthusiasm to tackle new challenges.
- A quick learner who focuses on high productivity and results.
- Able and willing to travel periodically to the field.
- Strong English speaking and writing skills are required.

5. SUPERVISOR

The MEL Officer reports to the MEL Manager.

6. HOW TO APPLY

Interested candidates with the required qualifications and experience are invited to send a letter of interest and a full CV in English to vietnamjobs@winrock.org with subject line of “Your full name – Monitoring, Evaluation, and Learning Officer” no later than 15 June 2024.

We would like to thank all applicants for their interest but only candidates who meet requisite criteria and are shortlisted will be contacted.

Winrock is an equal opportunity employer. We are committed to providing equal employment opportunities for all people and value diversity and inclusiveness. Winrock recruits, employs, trains, promotes and compensates regardless of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

At Winrock we have a clear mission: Empower the disadvantaged, increase economic opportunity and sustain natural resources through unwavering dedication to accountability, equity, innovation, integrity and transformation.

Winrock knows that its success comes from the hard work and steadfast dedication of its diverse workforce. Winrock remains committed to maintaining diversity, inclusion and equity across the entire organization