

JOB INFORMATION

Job Title	Project Monitoring & Evaluation (M&E) Coordinator – THRIVE 2030 project	Line Manager Title	Special Project Manager - THRIVE 2030 project
Grade level		Department/Office	Operations
		Work Location	Ha Noi

CONTEXT

World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. World Vision helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, WVI Vietnam’s work focuses on children, ensuring they are protected and their basic needs are met. World Vision International in Vietnam (WVIV) has been funded by 13 support countries in Europe, Asia, the Americas, and Australia. Funding of WVI Vietnam consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WVI Vietnam employs about 400 staff, of which 99% are Vietnamese nationals.

WVIV is operating in 25 Area Programs (AP) in 4 zones: North 1 (Dien Bien, Ha Noi, Hai Phong), North 2 (Thanh Hoa, Hung Yen, Quang Ninh), Central (Quang Nam, Quang Tri, and Da Nang), and South (Quang Ngai, Ho Chi Minh, DakNong). WVIV’s AP usually focuses on one administrative district of a province which populated by ethnic minority people with high rates of poverty. A uniqueness of WVI Vietnam’s Development Program Approach (DPA) is that AP team members are based at the district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Besides the APs, WVIV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

Under the support of World Vision United States (WVUS), WVIV will implement THRIVE 2030 - Building Secure Livelihoods (BSL) Project in 25 existing and 6 potential APs, with the project goal: “Households and communities build improved, resilient, and sustainable livelihoods for child well-being” and four main outcomes; (1) *Positive behavior change and household transformation to an Empowered Worldview*; (2) *Improved access to financial services for Savings for Transformation (S4T) Groups*; (3) *Profitable and sustainable enterprises established for household income security through Local Value Chain Development (LVCD)*; and (4) *Improved delivery and quality of interventions to maximize impact for households*. The project aims to improve economic empowerment and the accessibility of financial services for the most vulnerable households in target communities. The THRIVE 2030 will be implemented under the umbrella of WVIV’s Livelihoods Technical Program and Micro Finance Unit’s operation.

The project duration will be divided into two phases: The first phase is from 2024 to 2027 and the second phase is from 2028 to 2030.

JOB PURPOSE

The purpose of this position is to ensure the collection of quality M&E data in the THRIVE 2030 project and connecting between Project Manager and the rest of the team, key partners at district and provincial levels to achieve all project outcomes, and outputs as specified in the approved project proposal and logical framework within the planned budgets.

This position will lead in Impact Evaluations to ensure the achievement of milestones set for priority indicators

in the project Performance Framework and additional indicators at different levels of M&E, coherent with the PNS approved proposal.

This position will also assist Project Manager in project coordination to ensure quality, realistic plans and budgeting.

MAJOR RESPONSIBILITIES

% of time	Activity	End Results
40%	<p>Data Collection and Management</p> <ol style="list-style-type: none"> 1. Establish and roll out community-based M&E system of THRIVE project. 2. Detailed tracking of direct participating households. 3. Suggest and assist in the development and implementation of data collection tools and methodologies; baseline and end-line evaluations and all other evaluations. 4. Collect, verify, and maintain accurate data related to program activities, participants and outcomes. 5. Organize and maintain a structured database to store and manage program data efficiently in alignment to the Program results framework/business. 6. Quality assurance and utilization of data at AP level. 7. Ensure standardization of M&E tools and methodologies across implementing partners. 	<ul style="list-style-type: none"> • Community based M&E system developed and in place • Quality assurance enhanced • Up to date database timely for THRIVE project reports as compromised with donor.
40%	<p>Project Coordination and Implementation</p> <ol style="list-style-type: none"> 1. Provide assistance to the Project Manager in project design, implementation and review by developing and ensuring quality, realistic plans of action and budgeting. 2. Coordinate with the Project team members and APs so that all project activities of the THRIVE project are implemented effectively and coordinated in light of the WVIV Technical Approach/Technical Programme for THRIVE and the approved project proposal. 3. Regularly monitor program activities to ensure they are aligned with the project plan and objectives. 4. Support THRIVE 2030 Project Manager in preparing and reviewing progress reports (quarterly, Semi-annual and annual) to ensure high quality reports are submitted on time 	<ul style="list-style-type: none"> • Reports submitted timely (monthly management reports, activity reports, quarterly review reports, semi-annual, annual reports) • M&E tools developed and utilized at various levels • Enhanced capacities of project staffs, other relevant's stakeholders in M&E tools.

	according to WV's Learning through Evaluation with Accountability and Planning (LEAP) framework.	
15%	Data Analysis and Interpretation <ul style="list-style-type: none"> • Support in the analysis of collected data to identify trends, patterns, and insights. • Help in interpreting data to assess program impact and suggest improvements. • Contribute to the development of data-driven recommendations for program enhancements. • Ensure that all data in Horizon, Our Impact Our Story (OIOS) and other databases are timely updated 	<ul style="list-style-type: none"> • Up to date M&E systems • Reports submitted timely (monthly management reports, activity reports, quarterly review reports, semi-annual, annual reports)
5%	Others: Perform any other duties that may be assigned by Direct Supervisor.	<ul style="list-style-type: none"> •

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ul style="list-style-type: none"> • At least 5 years' experience in data base development and management • Ability to builds and maintain effective relationships, with their team, colleagues, members and external partners and supporters • Good level of proficiency in qualitative and quantitative DATA analysis using statistical packages including SPSS, ODK, STATA and Advanced Excel • Experience in community development or with NGO. • Experience in grants management • Experience in capacity building for local stakeholders/partners. • Good proficiency in developing and managing databases in an NGO setting
Required Education, training, license, registration, and certification	<ul style="list-style-type: none"> • A university degree in Agricultural Economics/ Agribusiness/ Statistics, Planning, Monitoring & Evaluation/ Social Science with strong computer background. A Professional certificate in M&E and Project Management will be an added advantage.
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> • Strong written communication skills. • Willingness to work long hours when required • Self-motivated, innovative, and able to work under pressure • Strong drafting and analytical skills • Excellent communication, networking and interpersonal skills

	<ul style="list-style-type: none"> Ability to speak English fluently Willingness to support articulate and demonstrate World Vision's core values in meaningful ways to colleagues, partners, children, parents and communities. 				
Travel and/or Work Environment Requirement	The position requires ability and willingness to travel domestically and internationally up to 50% of the time.	Physical Requirements	Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals	Language Requirements	Vietnamese: Fluent English: Intermediate

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
THRIVE Project Manager	Day to day implementation of activities	Daily
Project Team Members	Technical guidance and Support	Daily
Program Effectiveness Unit Specialist and Program Effectiveness Unit Specialist Manager	Technical guidance and Support and escalate issues that necessitate national-level support	Weekly
Livelihood Technical Team (Technical Manager, Technical Specialist, Technical Program Officers)	To get technical support	Weekly
Partners	Training & update on M&E and project implementation	Quarterly

DECISION MAKING

Within WVI Vietnam policies and guidelines

CORE COMPETENCIES – For all positions, select the top 3 prioritized competencies from below. Click [here](#) for a quick overview of our Core Competencies.

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| <input type="checkbox"/> Be Safe and Resilient | <input checked="" type="checkbox"/> Build Relationships | <input type="checkbox"/> Learn and Develop | <input checked="" type="checkbox"/> Partner and Collaborate |
| <input checked="" type="checkbox"/> Deliver Results | <input type="checkbox"/> Be Accountable | <input type="checkbox"/> Improve and Innovate | <input type="checkbox"/> Embrace Change |

For Management positions only, select the top 2 prioritized competencies from below.

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| <input type="checkbox"/> Model Self-Management | <input type="checkbox"/> Engage, Influence, Lead and Grow Others | <input type="checkbox"/> Run an Effective and Agile Organisation | <input type="checkbox"/> Develop the Organisation for the Future |
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