

TERMS OF REFERENCE

Position Title:	Monitoring and Evaluation Manager
Position Description:	Long-term position responsible for managing activities in the areas of monitoring and evaluation of GIG Program activities
Reports to:	Program Director
Main place of work:	Hanoi, Vietnam

BACKGROUND

The USAID Governance for Inclusive Growth (GIG) Program (the Program) aims to assist efforts by the Government of Vietnam (GVN) to achieve sustainable and equitable economic growth by working with the Government of Vietnam, its private sector, and civil society organizations to maintain the momentum in expanding market reforms, institutional modernization, and global integration in trade. The Program strives to ensure that growth reaches all segments of Vietnam's population by implementing targeted initiatives to address the unique challenges faced by historically disadvantaged and vulnerable groups, as well as to empower women.

The Program has five high-level objectives:

1. Increased trade and investment
2. Enhanced private sector competitiveness
3. Strengthened rule of law and judicial effectiveness
4. More effective public administration and financial management
5. Greater social and economic inclusion for all citizens

The Program is providing technical assistance, training, and other direct support to the GVN, under the lead of the Ministry of Justice (MOJ), and in coordination with other government counterparts – Ministry of Finance, Ministry of Industry and Trade, Ministry of Planning and Investment, State Audit Office of Vietnam, and the National Assembly – to strengthen policy-making, implementation, oversight, performance management, and other accountability mechanisms. The Program is promoting greater exchange, networking, and sharing of information nationwide among the government, private sector, and civil society organizations, including social organizations, research centers, and universities. Program activities include, but are not be limited to: providing training programs and workshops; data collection and analyses; public awareness forums and communications campaigns; technical assistance particularly in relation to Vietnam's commitments under the Trans-Pacific Partnership (TPP); grants to empower and increase economic participation of women, ethnic minorities, and other vulnerable groups; and facilitation of innovative partnerships with the business community.

The Expected Results (ERs) of the program are:

- ER 1: A clear and transparent legal and regulatory framework (Trade, Legal, and Regulatory Reform);
- ER 2: Improved accountability of public institutions (Governance and Accountability); and
- ER 3: Improved inclusion and expanded opportunities for vulnerable populations (Inclusive Growth).

INDICATIVE RESPONSIBILITIES OF THE POSITION

As a member of the GIG Program technical support team and within the framework of Annual Work Plans (AWPs), the Monitoring and Evaluation Manager will be responsible for implementing the performance monitoring plan (PMP), Contractor Performance Plan (CPP), and designing and populating the project's M&E system work under the supervision of the Program Director or his designate in supporting GVN partners and civil society stakeholders.

The Monitoring and Evaluation Manager will work with technical staff to ensure timely and consistent data collection and develop databases and spreadsheets to ensure data is readily available. S/he will train staff and selected partners on M&E system operations, collection methods, and collate databases from technical staff and partners to update the system. S/he will perform data analyses and/or create graphics to inform reporting requirements and project communications products. S/he will also plan for and supervise intermittent impact assessments, collect and disseminate lessons learned, and share successes during project implementation.

Across all areas, the position will support the GIG technical teams and partners on a cyclical and recurrent basis to:

1. Jointly identify and prioritize specific interventions to improve efficiency and transparency in the legal and regulatory environment in support of fulfillment of all three of GIG's expected results.
2. Jointly develop, discuss, and negotiate SMART performance indicators (specific, measurable, attainable, relevant and time-bound) and targets within simple and concrete action plans designed to achieve the expected results of improved quality, transparency, efficiency, predictability, and inclusiveness of laws and regulations.
3. Assist the partner GVN agency/agencies to take the lead in managing and implementing the action plans in close consultations with relevant private and civil society stakeholders and, with support from the GIG Program's Communications Team, in organizing strategic public fora and communications events (TV appearances, round tables, press conferences, etc.) of the process and achievement of milestones and targets.

Six basic tenets inform all stages of the approach:

1. The partner GVN agency/agencies lead and own the process.
2. Relevant stakeholders from business, academia, think tanks, and civil society participate in a structured public-private dialogue that GIG facilitates.
3. Prioritization of interventions and reforms focus on those that are visible, of systemic impact, doable, and measurable.
4. Maximization of inclusiveness, benefits, and equality of opportunity.
5. Building of targeted and relevant capacities, alignment of incentives, and mobilization of resources of all partners (GVN agencies, private and civil society entities) to make processes recurrent and self-sustainable.

More specifically and within the framework of program's Results Framework and Annual Work Plans (AWPs), the position will work closely with the GIG technical teams and provide assistance to GVN partners, private sector and civil society stakeholders to:

- Implement and coordinate the project M&E system, update the M&E plan and CPP designed for improved quality, transparency, efficiency, predictability, and inclusiveness of laws and regulations;

- Contribute to the development of AWP's and review the relevance of the PMP and CPP against these work plans;
- Develop the indicators (impact, performance, cross-cutting indicators) and targets within simple and concrete action plans;
- Develop the tools and templates for monitoring the activities and progress;
- Work to generate and continually enhance the monitoring system, develop and monitor databases and spreadsheets for M&E data collection, processing and analysis;
- Organize the collection of data and the setting of targets in collaboration with the technical teams;
- Conduct a continuous review of indicator achievements to date against set targets, including reporting to project leadership on any indicators which may exceed targets (e.g., by more than 10 percent) or may fall short of targets (e.g. by more than 10 percent);
- Track, report, and update objectives, activities, indicators, and results over the life of the project;
- Identify and track any sources of information, outside of the approved PMP and CPP, that can and should be integrated into the M&E system to help better manage project implementation (e.g. any work that may generate data or information that could be incorporated into the system);
- Compile and analyze relevant data to demonstrate project progress for contractual reports, including quarterly, bi-annual and annual progress reports to USAID and GVN;
- Conduct periodic training in M&E procedures for project staff, stakeholders, and/or partners. Share information to help them monitor the progress of their work and use the data for strategic decision-making;
- Serve as contact point with the home-office Monitoring and Evaluation Practice and home-office staff requesting M&E information and reporting;
- Contribute to project communications including success stories, newsletters, lessons learned and best practices report, as well as the final report;
- Provide as-requested M&E data to the client in a timely manner;
- Systematically and regularly communicate progress against targets to project management and staff for decision making;
- Collect and disseminate lessons learned and best practices to internal and external stakeholders, as appropriate; and,
- Supervise independent/third-party impact assessments, including lessons learned and successes.

The Manager is expected to contribute to the achievement of Program results by undertaking other tasks, duties, or leadership responsibilities as directed by the supervisor, consistent with program objectives and the technical skills required for the position.

The Manager will cooperate with other staff toward achieving program objectives through effective communication, team building, incentives, and responsiveness to the Program's evolving needs.

The Manager will coordinate daily with other Program staff.

The Manager will at all times adhere to and act according to the Chemonics Professional Code of Conduct ("Living Our Values"), and will contribute to the code being a part of the Program's culture and practices.

PLACES OF WORK

The main place of work will be Hanoi, Vietnam. Travel inside the country is expected, as required by program activities. Work and travel will be in compliance with the policies and procedures of the Program, per USAID rules and Chemonics policies.

COST ALLOCATION

The cost of this position will be charged evenly to CLIN 001, 002, and 003. Funding is available for the position and will not require an increase to the total contract ceiling.

QUALIFICATIONS AND KEY COMPETENCIES

The Monitoring and Evaluation Manager should have:

- Experience in qualitative and quantitative research methods, management of information and datasets.
- Strong attention to detail and strong organizational skills.
- Strong computer skills in Word, Excel, Access, and other and other database management programs.
- Solid writing and communication skills in English and Vietnamese.
- Ability and willingness to meet tight deadlines.
- Ability to work collaboratively, foster goodwill, and build coalitions with relevant groups, organizations, agencies, and businesses, private or public.
- Experience working with GVN and non-governmental counterparts.
- Understanding of the policy making and law making processes (policy analysis, policy formulation, advocacy, monitoring, and evaluation) and legislative procedures desired.
- Exposure to USAID's managing for results approach desired.

EXPERIENCE AND EDUCATION

- Bachelor's degree required; Master's degree in evaluation or related technical field highly preferred.
- Should have at least three years' experience developing and implementing monitoring and evaluation systems in a development context as well as experience in the technical area of governance, trade and investment, public accountability and transparency, financial management, and/or inclusive growth.
- Fluent written and spoken English and Vietnamese required.

HOW TO APPLY

Applications will be reviewed on a rolling basis. The position will remain open until filled but applications by COB November 14th, 2016 are highly encouraged. To apply, please submit an expression of interest and CV only to HR@VietnamGIG.com. Other supporting documents are not required until the final round of interview. Please include the position of interest in the subject line email following this format: Application - Name of position – Your full name. Only short-listed candidates will be contacted. No telephone inquiries please