

Terms of Reference	
Position Title:	Monitoring, Evaluation, Learning and Research Specialist
Location:	Hanoi
Period of Assignment:	June 2018 to May 2019 (plus possible 3-year extension)
Reporting To:	Monitoring, Evaluation, Learning and Research Manager
Background:	<p>Founded in 1985, CowaterSogema International Inc. has built a global reputation for excellence in the world of management consulting in international development. Headquartered in Ottawa, Canada and with experience in more than 65 countries, CowaterSogema has established itself as Canada's leading management consulting firm in international development. Our clients include the World Bank, the Asian Development Bank, the Department of Foreign Affairs, Trade and Development Global Affairs Canada, the Australian Department of Foreign Affairs and Trade and many more. Join our team and be part of a fast-paced and dynamic team who is passionate about development and achieving sustainable results.</p> <p>Cowater is recruiting a Monitoring, Evaluation, Learning and Research (MERL) Specialist to support Aus4Equality/Gender Responsive Equitable Agriculture and Tourism (GREAT) program in Vietnam. The Program aims to increase women's economic participation and decision-making through improved access to markets and more effective engagement in the agriculture and tourism value chains in ethnic minority regions of North-West Vietnam.</p>
Statement of Duty:	<p>The MERL Specialist will work as a part of the MERL team, under the supervision of the MERL Manager and with the support of the MERL Adviser. The MERL Specialist will contribute to the roles of MERL team in the GREAT program as outlined in the MERL Framework; conduct and coordinate MERL activities to support the development and implementation of a responsive and robust MERL system for the Program, including a MERL Framework, MERL Operational Guide and data collection approaches to have MERL evidence generated and used for reporting and communication. S/he will also serve as a resource person in areas of data analysis, management, and reporting as well as conducting special projects and other duties as required.</p>
Specific Duties:	<p><u>Monitoring, Evaluation, Research and Learning System</u></p> <ul style="list-style-type: none"> • Assist and provide support in the development and full implementation of the Program's MERL system and practices; and • Conduct and contribute to cross-cutting MERL program activities, including data collection, analysis, management, and reporting. • Provide support to implementing partners to develop a sound MERL plan and establish a functionable MERL system of their projects that will contribute to the GREAT's MERL Framework. • Contribute to program risk management as required <p><u>Data Collection, Analysis, and Management</u></p>

- Support implementing partners in process of their baseline data collection as necessary
- Contribute to the development and maintenance of a program database to ensure that information is accurate and current;
- Ensure key progress information is collected from partners, reviewed, and entered into the program database;
- Undertake monitoring visits to partners to confirm and triangulate reported findings;
- Conduct follow-up interviews after key outputs and record results in program database;
- Ensure tracking of alumni program beneficiaries to contribute to the measurement of the Program's long-term impact;
- Organize and coordinate all data collection activities in the field to support program research and evaluation, including case studies in target provinces, and market and community assessments;
- Ensure that key findings and recommendations from field trips are followed up;
- Identify innovative data collection approaches, opportunities for enhanced data use to support program improvements, and other strategic information related to program activities;
- Support MERL Manager in routinely ensuring the quality, accuracy, and completeness of information and data collected; and
- Contribute to analysis of larger trends by linking and analyzing data from a variety of sources, including activities and outputs from related initiatives in the region.

Program Reporting and Evaluation

- Prepare data for internal and external reporting including annual reviews, program-specific reviews, briefings for team members, and the project completion reports;
- Support the MERL Manager and other members of the Senior Management Team to provide data as required for independent program evaluations and ensure findings from the evaluations are incorporated into program activities and policies as appropriate; and
- Contribute to evaluation research on the effectiveness of programs including secondary analysis of existing data.

Quality assurance

- Work with the MERL team to develop a data quality assurance system and conduct data quality assessment (DQA) to the implementing partners
- Support MERL Manager to check quality of partners' deliverables according to the GREAT's procedure, if required
- Work with the MERL team to facilitate the semi-annual aid quality check (AQC) process and reflect and refocus activities

Research

	<ul style="list-style-type: none"> • Oversee and provide necessary support to the selected research institutes to carry out the planned research and studies • Support MERL Manager to ensure quality of the conducted research and studies to meet the information and learning need <p><u>Knowledge Sharing and Capacity Building</u></p> <ul style="list-style-type: none"> • Ensure that the information needs of other Program areas are supported with specific research studies or through other M&E methods; • Work with the MERL Adviser to synthesize monitoring information from partner reports, identify key issues and communicate findings to the MERL team and the wider Program Team; • Assist partners and sub-partners in using monitoring information and applying monitoring techniques by providing technical support where required; • Organize workshops, participatory analyses, reflection meetings, and other learning events to assist the MERL Manager in developing internal and external M&E capacity and ensuring policy and procedure awareness and compliance; and • Work with the Communication Officer to package quality and accurate program reports, output results, stories of change, and other communication and knowledge management products, for wider dissemination.
Required Qualifications:	<p>The MERL Specialist will have the following skills, knowledge and experience:</p> <ul style="list-style-type: none"> • At least 5 years of experience in the field of monitoring and evaluation or social research in the international development sector; • Tertiary qualification in a relevant area such as evaluation, economics, statistics, development studies, or any other relevant social science; • Knowledge of evaluation concepts and procedures, in particular the monitoring and evaluation of social interventions; • Strong experience and skills in research, data collection, analysis, and management; • Strong monitoring and reporting skills with excellent knowledge and experience in programme management; • Experience in organizing and facilitating training and learning sessions; • Ability to manage multiple demands and prioritize tasks, work effectively and collaboratively with diverse stakeholders, and support other team members as needed; • Ability to understand the data needs of a broad range of users; • Experience maintaining relationships with stakeholders at all levels (government, international and local NGOs, and at community level) • Fluency in Vietnamese, and working knowledge of English; <p>Desired Skills, Knowledge and Experience:</p> <p>The MERL Specialist will preferably have the following skills, knowledge and experience:</p>

	<ul style="list-style-type: none">• Experience working with government and on donor-funded projects/programs;• Demonstrated knowledge and understanding of gender-related issues and women's economic empowerment concepts;• Strong knowledge of data visualisation tools and graphics software; and• Experience with participatory monitoring and evaluation (PM & E) methods.
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