



VIETNAM FORESTS AND DELTAS PROGRAM

Hanoi, March 5th, 2019

RECRUIT

Monitoring and Evaluation Officer

1. BACKGROUND

The Vietnam Forests and Deltas (VFD) Program is a technical assistance project funded by the United States Agency for International Development (USAID) and implemented by Winrock International in partnership with MARD, provincial governments and other partners. Since late 2012, VFD has been supporting communities and the Government of Vietnam to transition towards climate-resilient, low-emission sustainable development.

After 5 years of preparation and implementation, the project has achieved great successes that were recognized by the donor and Vietnam partners, and resulted in a three-year extension of the project to provide further support for the advancement of payment for forest environmental services (PFES) in Vietnam. During this extension period, VFD will work in cooperation with local partners at all levels to implement new initiatives of 3 main models:

- PFES for the carbon sequestration and storage services of forests (focus on Quang Ninh and Thanh Hoa provinces),
- Strengthened PFES monitoring and evaluation (M&E) systems (focus on Thanh Hoa, Lam Dong, and Son La provinces), and
- Digital payment for more transparent and efficient distribution of PFES benefits (focus on Lam Dong and Son La provinces).

2. POSITION DESCRIPTION

The Monitoring and Evaluation (M&E) Officer is full-time position, who will support VNFF and target provinces (mainly in Thanh Hoa, Son La and Lam Dong) to undertake PFES M&E activities. In addition, the M&E Officer will work with project managers and technical staff to conduct M&E activities required by donor (USAID). The M&E Officer will work closely with the VFD M&E Specialist on designing the M&E system, training, data collection, documentation, and reporting.

Specific duties and responsibilities

Project M&E

- Support M&E Specialist on data collection, baseline survey, data entry, and documentation for the project indicators. M&E Officer will work closely with provincial

coordinators and technical staff to ensure that data is collected in time and sufficient supporting documents are collected before reporting to USAID.

- Work with provincial coordinator and technical staff to verify the quality of training data then enter the data into a database system. Quarterly, the M&E Officer will support M&E Specialist to extract data from the database system for reporting to USAID.
- Work with M&E Specialist to design and conduct baseline survey and institutional development plans with local partners.
- M&E Officer will be in charge of updating and maintaining the database and supporting documents of the project. The supporting documents will be stored in server and organized consistently with project indicators.
- Assist in conducting internal data quality assurance in project provincial offices.
- Support M&E Specialist to update project Monitoring, Evaluation, and Learning (MEL) Plan, data collection forms, guidelines and provide training for project staff as needed.
- Work with provincial coordinators and technical staff to review the progress of achieving indicator targets and updating the plan to achieve the target assigned by USAID.
- Work with provincial coordinators and Deputy Chief of Party to compile and update the project progress report to MARD.

Technical PFES M&E

- Support Vietnam Forest Fund and provincial Forest Protection and Development Fund (FPDF) in Thanh Hoa, Son La and Lam Dong to implement the PFES M&E activities. Particularly, M&E officer will involve in designing data collection forms, report forms, field data collection and data entry together with the PPDF staff in three provinces.
- Involve in administration of M&E platform (a web-based software); providing support and guidance for FPDF staff on administration and maintenance of software to ensure that PFES M&E data is report smoothly from district to province and central level.
- Support M&E Specialist to design training materials and organize meeting, training, workshop events at central and provincial levels.

3. SUPERVISOR:

The M&E Officer will work under direct supervision of the VFD M&E Specialist.

4. QUALIFICATIONS

- Bachelor/University degree in social science, forestry, natural resource management, environmental science, biology, or related field.
- Have at least two years-experience working on M&E or research in Vietnam
- High skill in data processing using statistical software such as MS Excel, SPSS or others
- Experience and skill in design and conducting survey, data analysis, and reporting
- Experience working with government, communities, and NGO in Vietnam
- Experience in payment for forest environmental services (PFES) program is advantage.
- Experience in conducting trainings for community/ government staff is advantage
- Familiarity with USAID M&E system is advantage
- Good inter-personal, communication skills, and team work

- Willing to travel to project sites.

5. HOW TO APPLY

Interested candidates with the right qualifications and motivation are invited to send letter of interest, a full CV in English to the following email address:

winrockvfd@gmail.com with subject line of **“VFD Monitoring and Evaluation Officer”** **no later than March 15th, 2019.**

Only shortlisted candidates will be contacted for interview.