

TERM OF REFERENCE
Programme Support Officer Consultant

Position Programme Support Officer Consultant	Contract duration 1 year
Supervisor Programme M&E Officer	Duty station Hanoi Office and travel to the field
Key working relationship All AAV & AFV staff and others as required	Commencement date As soon as possible
Working time Full time (As per HROD policy)	Budget line: BfdW phase 2 and CFK projects Fee: from 550,000 to 650,000 VND/working day

1. General Context

ActionAid is an international development agency whose aim is to end poverty and injustice. Founded in the United Kingdom in 1972, for over 40 years, ActionAid works to support the poorest and most excluded people in 45 countries in Africa, Asia and the Americas. In Vietnam, ActionAid operates in provinces in mountainous and remote regions, in the fields of education, women's rights, people's rights to disaster preparedness, climate change, and governance.

ActionAid Vietnam (AAV) works in partnership with Aid for social protection program Foundation Vietnam (AFV). AFV was established under the Law of the Social Republic of Vietnam according to the Decision No. 633/QĐ-BNV dated 11 April 2016. AFV aims to provide support for poverty reduction programmes and projects, creating jobs, community development, and sponsorship, to help the poor, the unprivileged, children living in difficult conditions according to the law.

The Country Director's Office (CDO) of AAV-AFV is in charge of overall management of the organisations' work, including monitoring and evaluation and special projects at national level. Recently, CDO has been engaging in more activities at national and international level, including on-going projects, fundraising, and programme communications. This creates a need for a Programme Support Officer Consultant (PSOC) who will assist the CDO team to effectively implement the tasks under the above mandate, particularly:

- Monitoring, evaluation and learning (MEL): building and operating MEL frameworks and data management systems, as well as participating in developing reports, updates, learning and skill sharing materials and activities;
- Research at national level, particularly the studies: Gender impacts of FTAs in Vietnam, Prevention of sexual harassment among youth, Impact of migration on women, etc.
- Campaigns and Projects/programmes at national and international levels, particularly: Social rights framework for migrant workers, Youth mobilisation for SDGs implementation, Manual for women members of people's councils in education sector, etc.

2. Job purpose summary

The Programme Support Officer Consultant will assist the CDO team to effectively to undertake monitoring and evaluation and special projects as assigned within timeframe.

3. Key responsibilities and accountabilities

Key responsibilities/ accountabilities	Key performance indicators
<p>1. Participation in developing monitoring, evaluation and learning (MEL) systems for AAV-AFV's programme and projects in line with AAI's Strategy 2018 - 2028 and AAV-AFV's Strategy 2018 - 2023.</p>	<ul style="list-style-type: none"> ▪ Participation in building the national MEL framework and logical frameworks for donor-funded projects in line with the AAI's Strategy towards 2028 and AAV-AFV's Strategy towards 2023. ▪ A system is developed and maintained to update, store, and manage all data and information on programme and project activities for monitoring, reflection, evaluation, and learning, as well as to inform decision make when requested. ▪ The digital M&E web-based systems (MnEOnline, Toladata CMS, etc.) are developed and/or maintained and/or upgraded as per users' requests; contracts and payments are well performed in line with AAV's policies and guidelines. ▪ Regular liaison with local partners, national partners, and internal departments is ensured to collect information and update the progress and results/impacts of programmes and projects' activities into both web-based and offline data management systems. ▪ Assistance is provided in designing project proposals to ensure the relevance and contribution to AAI and AAV-AFV's programme priorities, partners' priorities, as well as the alignment with AAV-AFV's M&E framework; M&E related contents for proposals are drafted and timely submitted. ▪ Communication with relevant AAI teams, donors, and partners is conducted effectively to carry out MEL related tasks in collaboration with those stakeholders.
<p>2. Data collection, storing, and analysis for reports in line with Human Rights-Based Approach and to provide valuable information on the implementation and results of AAI's Strategy towards 2028 and AAV-AFV's Strategy towards 2023</p>	<ul style="list-style-type: none"> ▪ Data collection (including interviews with various stakeholders) and design for Monthly Updates to ARO is conducted timely and precisely; draft Monthly Updates are prepared and sent to the Programme M&E Officer (PMEO) timely with complete contents. ▪ Assistance is provided to collect information, consolidate data, compile, revise, and translate AAV and AFV's reports, including but not limited to annual reports, bi-annual reports, donor-funded project reports, and other reports and updates required by AAI, donors, local organisations, as well as for internal uses. ▪ Revision of partners' reports is conducted to ensure data quality and sufficiency that contributes to monitoring partners' progress in realising their commitments according to AAV-AFV's priorities, as well as partners' compliance to AAV-AFV's policies and regulations. ▪ Participation in reviewing donor-funded projects' reports to collect data and cross check data's quality. ▪ Deficiencies in data management systems and partners' reports are timely detected and reported to Line Manager with recommendations to address the issues.

<p>3. Building and regularly updating a system to document and monitor programme and project deliverables, learning and best practices and other information</p>	<ul style="list-style-type: none"> ▪ All funded-projects' reports are reviewed to ensure proper reflection of the project implementation process, analysis of lessons learnt, and recommendation for future projects. ▪ Administration support is provided for documentation and learning activities for all programmes and projects implemented by AAV-AFV and AFV, including preparation of contracts, memorandum, and payment requests. ▪ Liaison with partners and other organisations for data collection and sharing is performed. ▪ Close cooperation and follow-up with AAI's MEL networks is ensured to acquire information on MEL activities, reporting requirement, and cross-federation learning practices. ▪ Other M&E related tasks as requested by Line Manager
<p>4. Assisting CDO in drafting proposals and implementing projects in line with AAV-AFV's Strategy, HRBA, and relevant policies</p>	<ul style="list-style-type: none"> ▪ Participation in scoping, desk research, writing proposal and preparing budget estimates for new projects under CDO is ensured. ▪ Translation, administration and logistics for projects managed by CDO is conducted. ▪ Project deliverables are proofread and formatted before circulated to other stakeholders and submitted to CD for approval. ▪ Liaison with donors, partners, and suppliers is conducted smoothly and effectively to facilitate project implementation.
<p>5. Safety & Security</p>	<ul style="list-style-type: none"> ▪ Compliance with the Safety and Security Plan, Procedures and Guideline by AAI and AAV-AFV is ensured.
<p>6. Others</p>	<ul style="list-style-type: none"> ▪ Other tasks as assigned by line manager are well performed. ▪ Information confidentiality is ensured.

4. Qualification required

<p>Education</p> <ul style="list-style-type: none"> ▪ University degree on social science, economic or development studies 	<p>Work experience</p> <ul style="list-style-type: none"> ▪ At least 3 years relevant working experience ▪ NGO working experience is preferable
<p>Technical knowledge/skills</p> <ul style="list-style-type: none"> ▪ Work organisation and prioritisation ▪ Negotiation, facilitation and presentation ▪ Knowledge of local level issues ▪ Communications and website management ▪ Data consolidation and Report writing 	
<p>Language:</p> <ul style="list-style-type: none"> ▪ Excellent Vietnamese and English 	
<p>Attitude:</p> <ul style="list-style-type: none"> ▪ Independent and decisive ▪ Integrity and supportive ▪ Open for learning and solutions 	<p>Adherence to:</p> <ul style="list-style-type: none"> ▪ Human rights-based approach ▪ Poverty and injustice eradication ▪ Gender equality

<ul style="list-style-type: none">▪ Team work as well as leadership▪ Result oriented and accountable	
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5. Payment

- The consultant will be paid with the rate from 550,000 to 650,000 VND per working day based on the working experience on monthly basis.
- The rate is including PIT and insurance coverage (Social, Health, Unemployment Insurance) except for 24/7 Accident Insurance which is covered by AAV-AFV.
- Other terms and conditions are as per the Consultant policy by AAV-AFV.

6. Other benefits and responsibilities

- The Consultant is responsible for following all instructions of AAV-AFV staff and ensuring quality of work.
- The Consultant is required to keep all information and data confidential and for internal use. If s/he discloses such information to a third party outside AAV-AFV, s/he will be responsible for that loss of intellectual property and his/her contract will be terminated immediately by AAV-AFV. AAV-AFV reserves the rights to take legal settlement of such loss (if any).

Prepared by

Reviewed by

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Agreed by

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