

## **JOB DESCRIPTION**

<b>Position Title:</b>	Monitoring, Evaluation and Learning Specialist, USAID BD Activity, WWF-Viet Nam
<b>Direct reports to:</b>	Chief of Party (COP), WWF-USAID program
<b>Technically reports to:</b>	Conservation Impact Lead, WWF-Vietnam
<b>Supervises:</b>	Consultants
<b>Duration:</b>	2020-2025
<b>Location:</b>	Hanoi

### **I. Background**

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environmental issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>. WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

The “USAID Biodiversity Conservation” activity is a 5-year program starting from July 2020 to July 2025. The project aims to maintain and increase forest quality as well as protect and stabilize wildlife population in five high conservation value provinces (Quang Binh, Quang Nam, TT Hue, Quang Tri, and Lam Dong). The project targets ten special-use forests and at least five protection forests, linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam’s threatened and endemic species.

### **II. Major Functions:**

Reporting to the Chief of Party (COP), the Monitoring, Evaluation and Learning Specialist will be responsible for Monitoring, Evaluation and Learning activities of the ‘USAID Biodiversity Activity’ project, including:

- (i) To lead the development of the Activity Monitoring, Evaluation and Learning Plan (AMELP) and its implementation;
- (ii) To be responsible for overall tracking of inputs to expected results and providing learning feedback that can be used to inform the implementation of program activities;
- (iii) To organize and facilitate tasks related to monitoring, evaluation, learning, and adaptive management.

### **III. Major Duties and Responsibilities:**

- Lead the development and finalization of the Activity Monitoring, Evaluation and Learning Plan (AMELP) for the Activity in consultation with COP, DCOP, USAID and project team and adjusting the AMELP in coordination with USAID throughout the project period;
- Support the development of, and data collection approaches for, baseline development and impact monitoring including SMART indicators;
- Lead the implementation of the AMELP according to USAID guidance and in harmonization with WWF program, ESSF and project management standards;
- Ensure that the Activity’ indicators and sub-activity (or work package) plans are updated into the online system for performance tracking and results-based monitoring to operate effectively and rigorously with full buy-in of project staff and partners;
- Ensure necessary templates (sub-databases) developed and staff and stakeholders trained for data collection, entry, and reporting;
- Ensure knowledge and information management systems are developed and operated and are fit for purpose for adaptive management, ESSF implementation, and USAID specifications and reporting on key social indicators (e.g. gender);
- Analyze all data collected and advise program management on needed program revisions;
- Support and build capacity of the project team and partners to utilize the online reporting platforms and knowledge and information management to manage the project data and performance;

- Ensure that subgrantee and subcontract M&E plans are in line with the AMELP;
- Perform field visits to monitor activities on the ground, including monitoring and reporting on safeguard mechanisms and social policies;
- Provide inputs and develop innovative ways for data collection, monitoring, and evaluation; lead the internal data quality assessment;
- Provide information for the preparation of communication products and regular Activity reporting to USAID, WWF and the Activity partners
- Provide regular feedback through Vietnam Conservation Impact (M&E) team and the Activity meetings regarding M&E progress, challenges, lessons learned, and proposed adaptive management; lead or coordinate other learning activities with partners and stakeholders to identify challenges, lessons learned, and propose adaptive management.
- Carry out other assignments as and when deemed necessary by the Line Manager;

#### **IV. Profile:**

##### **Required Qualifications**

- Master's degree in management, MIS, natural resource management, environmental or conservation management;
- Prior experience with USAID funded program including indicator frameworks and development and oversight of AMELPs;
- Sound knowledge in Vietnamese development planning process and development plans;
- Excellent knowledge of Monitoring and Evaluation, and a good understanding of Development and Conservation Project Management
- A successful track record of at least 07 years of practical experience in M&E
- Proven experience in data and information management and the use of prominent M&E tools and systems.
- Excellent writing and analytical skill in drafting strategies and reports;
- Profound knowledge of basic computer applications such as MS Words, Excel and Access, and basic statistical knowledge
- Strong in training, rolling out ICT based tools in M&E
- Knowledge and experience on Social Development Goals and social and environmental safeguards will be beneficial
- Project management experience will be beneficial

##### **Required Skills and Competencies**

- Strong quantitative data collection, management and analysis skills
- Ability to articulate technical information clearly and effectively to both technical and non-technical audiences including writing technical reports;
- Excellent written and spoken English;
- Ability to work within a multi-cultural international team
- Good presentation, communication & interpersonal skills
- Demonstrates WWF's working principles: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WWF's core values, which are: Knowledgeable, Optimistic, Determined and Engaging

#### **V. Working Relationships:**

**Internal:** Interact regularly with WWF-US project lead. Operational and Grants focal and relevant Strategy Leaders, Technical Advisors, Project Managers in the landscape, Country Director, Conservation Director, Landscape Managers/Practice Coordinator of Country Programmes. Coordinate and consult with related project focal points.

**External:** Interact with Governments, project donors, local partners, consultants, and also build relationships with related institutions/organizations which may be necessary to promote the project's current and future implementation.

*This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.*