

Job Title: Building a project monitoring and evaluation (M&E) system
Consultant
Project: Strengthening the resilience of vulnerable communities through management and protection of mangrove forests, 1st phase. Project No: N-VNM-2021-0245
Reports to: Project Manager
Location: Thanh Hoa Province
Date: December, 2021

1. CORENACCA Organisation and Project

The Consultative and Research Centre on Nature Resource Management and Climate Change Adaptation (CORENACCA) has been working and implementing projects in climate change and sustainable development in the coastal and mountainous areas in Thanh Hoa province since 2014.

The project is jointly funded by Bread for the World and other donors. CORENACCA is collaborating and implementing project with local partners in two coastal districts Hau Loc and Nga Son in Thanh Hoa Province.

Project goal: The project contributes to a sustainable coastal mangrove forest management and promotes environmental-friendly livelihoods for the inhabitants in Thanh Hoa province.

The project has two objectives:

Objective 1: The mangrove forest in the 3 project communes is managed sustainably via the community-based forest management approach.

Objective 2: Mangrove and agricultural livelihoods of communities in the 3 project communes are strengthened associated with environmental and climate protection.

In December 2021, the CORENACCA is looking for an M&E Consultant to support to design and build the project's M&E system with the detailed responsibilities as shown in the bellowed.

2. Main purposes

To build the M&E system for the project to ensure the collection, selection and using of information related to the project's objectives, indicators, serving the tasks of project monitoring and evaluation, and in accordance with the requirements of donors and conditions/context of local partners.

3. SPECIFIC RESPONSIBILITIES

- Research/review relevant secondary documents including those provided by the project;

- Discuss and consult with the project team to develop a framework for the M&E system;
- Develop a draft project M&E system targeted objective, output indicators, time progress performance for reaching the targets and indicators, define how to measure the indicators, templates and forms to collect, entry relevant data and analyse by Excel or other applications, templates and forms for project reports;
- Present the draft M&E system to project staff;
- Conduct the training course for project staff and local partners on the draft M&E system of the project;
- Support and assist the project staff and local partners to practice the information collection and analyse tools.
- Design the M&E system for learning and sharing, project replication for other projects.
- Support/advice the technical support needs during the process of project staff and local partners in collecting, analyzing information and writing project M&E report;

4. The output products (In Vietnamese)

- The M&E system and related guidelines/instructions are completed
- Data entry and analysis system for project M&E activities

5. Time

Expected in Dec 2021 and Jan 2022. Estimated working days and times are as below

Time	Activities	Notes
Week 4 of Dec	Reviewing existing reports and secondary documents	Including document provided by CORENACCA centre
Week 4 of Dec	Design action plan with project staff	
Week 4 of Dec	Preparing/developing a draft M&E system	Discussing/consulting with project staff in case necessary

Time	Activities	Notes
Week 4 of Dec	Presenting the first version with project team	
Week 1 of Jan	Adjust/finalize the M&E system	
Week 2 of Jan	Preparing to conduct the training course on M&E, including the meeting presentations	
Week 2 of Jan	Training for project staff and local partners on the Project's M&E system	Conduct the training course in the meeting room
Week 2 of Jan	Support and guide for practicing activities such as information collection, analyzing for building M&E system .	Practice in the field
Week 2 of Jan	Finalize the M&E system after the training course	
	Estimated working days: 14 days	

Qualifications:

- Bachelor's degree in a related field. Master's degree preferred
- At least 5 years of progressively responsible experience in development/ management of database and monitoring system
- Experience in developing tools for monitoring and evaluation systems.
- Proven experience in conducting the monitoring and evaluation training course
- Priority:
 - Experience in implementing relevant and similar project M&E system from BftW donor.

- Experience in building monitoring and evaluation systems for projects related to climate change adaptation and disaster risk reduction
- Experience in conducting training for Project partners (conducted training for staff at national level is preferable)
- Good analytical and thinking ability, good report writing/using skills in Vietnamese.
- Proficient in the use of common computer applications, having skills in searching/browsing documents on the internet.

6. How to apply and requested documents:

Interested candidates are requested to submit:

- Cover application letter
- Curriculum vitae in Vietnamese and English
- Technical Proposal
- Estimated budget

Consultant profile are sent to: nguyenviettranam@gmail.com

Deadline for application: 5.00pm (Hanoi time), December 23, 2021

To learn more about CORENACCA, please visit our website: www.CORENACCA.org.vn

Organisation Name: CORENACCA

Location: Thanh Hoa