![Chemonics — Development works here.]

JOB DESCRIPTION

Job Title	:	Monitoring, Evaluation and Learning (MEL) Specialist
Program	:	USAID's Vietnam Action Against Plastic Pollution
Reports to	:	Collaborating, Learning, and Adapting (CLA) and Monitoring, Evaluation, and Learning (MEL) Director
Location	:	Hanoi, Vietnam

Background

The USAID funded "Vietnam Action Against Plastic Pollution" Project (the Project) is an innovative and ambitious program designed to reduce ocean plastic pollution at its source in Vietnam through strategic approaches such as convening stakeholders' power, promoting creation and implementation of data-driven policies, enhancing knowledge and sharing learning, promoting appropriately scaled technology and solutions, and providing technical expertise and building capacity of local governments to manage waste at its source to prevent plastic pollution in our oceans. Three main objectives of the Project are (i) supporting multi-stakeholder actions for Extended Producer Responsibility (EPR), (ii) supporting scalable, demonstrated Single-Use Plastic Products (SUP) reduction measures, and (iii) supporting the development and implementation of sub-national level Integrated Solid Waste Management Plans (ISWM).

The Monitoring, Evaluation, and Learning (MEL) Specialist is responsible for supporting the CLA and MEL Director in the Project's MEL efforts, by supporting the collection and assessment of indicator data and developing appropriate models and tools for data collection and analysis. This role is responsible for supporting the measurement of impact and providing data for continual improvement of activity effectiveness, facilitating adaptive learning, and supporting USAID internal reporting needs. The MEL Specialist will perform data analyses, generate reports of finding, and contribute to project reporting requirements and project communications products.

Principal Duties and Responsibilities

- Assist the CLA and MEL Director to implement the Project's MEL Plan, ensuring it aligns with the agreement requirements and client objectives;
- Identify required data for the Project's performance indicators;
- Develop data collection protocols for activity indicators and data collection tools necessary for capturing and reporting on project indicator data, and coordinate development and utilization of tools;
- Develop data analysis framework;
- Assist with high-quality, timely, and complete submission of workplans and technical performance reports;
- Ensure that project staff are considering and applying data to maximize learning from data and using data in making project decisions;
- Participate in training project staff on general MEL concepts and terms, data collection, and reporting procedures;
- Provide guidance and training to the sub-awardees on data collection and reporting;
- Compile and analyze data on project indicators for required reports to show the progress against project objectives and targets, and report findings to project senior leadership, as well as prepare reports for submission to USAID;
- Support technical teams in refining and finalizing MEL frameworks during work planning sessions;
- Collect and disseminate lessons learned and best practices to internal (Chemonics Washington) and external stakeholders, as appropriate;

- Attend data verification and data quality assurance meetings with USAID's third-party MEL auditors (USAID Learns)
- Collaborate with CLA and MEL Director to conduct ongoing monitoring and analysis, ensuring program data is sufficiently disaggregated (e.g. by sex, age, ethnicity, social class, disability, geographic location, etc.) for the purpose of reporting program progress against indicators;
- Other tasks assigned by the Chief of Party and the CLA and MEL Director.

Qualifications

- Bachelors' degree in a relevant field
- Minimum 6 years' experience of project/program M&E, and familiarity with Theory of Change (ToC), M&E framework, indicator baseline, monitoring, evaluation, and impact;
- At least 2 years' experience of data collection and analysis, including designing data collection templates/questionnaires, data analysis, and data management;
- Prior experience with USAID funded programs and USAID MEL requirements are highly preferred;
- Proficiency in Microsoft Office software, advanced skills in Excel or any other data analytical platform;
- Willing to travel to the Project's sites;
- Demonstrated ability to work productively within a team and to collaborate with Project stakeholders;
- Possess excellent organizational and multi-tasking skills;
- Excellent interpersonal and communication skills, with demonstrated diplomacy and the ability to communicate effectively in a cross-cultural environment;
- Fluency in Vietnamese and English.

Applications Instructions

Please submit your cover letter and resume to VnAAPPRecruitment@chemonics.com by **October 18, 2023**. Early applications are encouraged. Please include the title of the job in the email subject line. No telephone inquiries please. Kindly note only shortlisted applicants will be contacted. We review applications on a rolling-basis. The protection of your personal data is important to Chemonics.