JOB DESCRIPTION

Position	Monitoring, Evaluation, and Learning Officer
Team	Anti-Trafficking Department (MEL team)
Status	Full time
Location	Hanoi
Last updated	October 2024

Job Purpose

To produce quality impact information to inform continuous learning and growth for Blue Dragon to meet its goal of ending human trafficking.

Job Context

Blue Dragon Children's Foundation is on a mission to end human trafficking. We believe that every child deserves exceptional care and a chance to thrive. Blue Dragon kids are street kids, children with disabilities, and young people who have been trafficked. After rescuing children from danger and slavery, we reunite them with their families and provide all the services needed for recovery and growth while advocating for improvements to policy and law.

The Anti-Trafficking Department provides overall strategic guidance and leadership for the achievement of Blue Dragon's vision to end human trafficking in Vietnam. The Department oversees the implementation of the anti-trafficking strategy, develops and implements a government advocacy strategy, and provides technical support to all other Programs and Departments related to ATIP. The Department supports the leadership team in representing the organisation's work to external stakeholders and government partners.

Blue Dragon is a child-safe organisation, committed to the protection and exceptional care of children. We require all staff and volunteers to agree to and abide by our Child Protection and Young Adult Protection Code of Conduct.

We offer equal employment opportunities to all qualified persons without discrimination or harassment. We will make any necessary job accommodations for persons with disabilities or special needs.

Key Objectives
- Uphold Blue Dragon's mission and values.
- Document and share information about Blue Dragon's Safe and Sound models of anti-trafficking.
- Support monitoring and evaluation activities throughout the organisation to promote learning and communicate with donors and partners.

Main responsibilities

The Monitoring, Evaluation and Learning Officer will work closely with the MEL Coordinator and the Research and Learning Leader. Final responsibilities will be negotiated but are expected to include:

Monitoring
- Support Program teams to monitor their activities, including developing indicators for collecting qualitative and quantitative information, providing training in MEL tools, supporting teams to analyse monitoring information, etc.
- Ensure Program teams regularly update information in monitoring databases (Victim Case Management System, Freedom Lifemap, annual statistics templates, etc).
- Ensure the quality of monitoring information in databases through regular spot-checks.
- Support the ATIP Department to monitor anti-trafficking models implemented by Program teams, and provide recommendations for improvements and adjustments.
- Support the Communications and Fundraising team to collect, analyse, and understand monitoring information for donor reporting.
- Assist Program teams in conducting annual reviews of work plans & monitoring indicators and integrate findings into new work plans and budgets.

Evaluation
- Support the MEL Coordinator in developing questionnaires, templates, and methodology for program evaluation.
- Support the MEL Coordinator in conducting internal evaluations, including interviews of program partners, beneficiaries, etc., analysing information, and writing up evaluation reports.
- Collect and analyse information and develop case studies, most significant change stories, and other qualitative evaluation products for program models and impacts for internal learning purposes.
- Support the MEL Coordinator in sharing the outcomes of evaluations internally to promote learning and improve impact.

Documentation, communication & learning

- Support the MEL Coordinator and Research and Learning Leader in providing training and mentoring to program staff in monitoring, evaluation, and learning theory and techniques.
- In collaboration with program staff and the Anti-Trafficking Department, assist with the documentation of models of implementation of Blue Dragon's anti-trafficking work to enable them to be shared with local partners, other NGOs, and the Vietnamese government.
- Assist the Communications and Fundraising team to understand and communicate key impacts and results to donors.
- Assist Management, ATIP Department members, and other staff to prepare presentations, speeches, and other information for communicating with external stakeholders and partners by providing M&E data and analysis.
- Maintain the M&E file storage system, and share M&E information throughout the organisation as necessary.

Research

- Through media monitoring and participation in learning and research networks, stay up to date with key trends in human trafficking and the responses to it, especially in Vietnam and the Southeast Asian region.
- Support the ATIP Department to conduct relevant research using internal data, evaluation findings, case studies, etc.
- Do the translation of reports and documents, when required

Support

The MEL Officer is supported by the MEL Coordinator and the Research and Learning Leader.

Key selection criteria
Essential

- Qualifications or relevant experience in monitoring, evaluation, research, or related work, especially qualitative evaluation techniques.
- Excellent written and verbal communications skills in both English and Vietnamese.
- Ability to work independently, as well as a part of a team.
- Willingness and orientation to learn and continuously improve.
- Demonstrated excellent computer skills.
- An analytical mind with an openness to new ideas and innovations.
- Commitment to child protection and safeguarding and Blue Dragon's values.
- Ability to work to deadlines in a fast-paced environment.

- Able to develop as a servant leader and in Blue Dragon's Leadership style and culture.

Desirable but not essential

- An understanding of key issues Blue Dragon works on, including human trafficking, street children, and youth development.
- Quantitative analysis skills.