



ROLE PROFILE

Title	MERL Specialist		
Functional Area	Program Quality and Program Development Department		
Reports to	Monitoring and Evaluation Team Leader		
Location	Country Office	Travel required	Yes
Effective Date	January 2025	Grade	D1

ROLE PURPOSE

Plan International Vietnam (PIV), with its Country Strategy 2025 – 2027 works towards the goal that girls, young women and youth of Vietnam are active drivers of change in three priority areas:

1) Inclusive social services:

- Increase access of quality gender responsive, inclusive social services (including health, psycho-social, education) for children and youth, particularly girls
- Enhance girls' and children's mental well-being and access to SRHR services in communities and schools

2) Climate and disaster resilience:

- Promote locally-led gender responsive and inclusive climate change adaptation
- Build community resilience to disasters
- Promote gender-responsive local solutions for protection and conservation of natural resources

3) Economic empowerment:

- Leverage gender responsive career orientation and information to enable girls to make informed decisions about their future pathways
- Improve youth's access to employment through market-oriented technical and vocational education and training
- Foster youth- and women-led small and micro business in rural and remote settings

PIV is looking to hire a Monitoring, Evaluation Research and Learning (MERL) Specialist to support the three functionalities of the MERL team, namely systems frameworks and approaches.

DIMENSIONS OF THE ROLE

The position is specifically in charge of strengthening MER in PIV, and in promoting learning opportunities within the organization at country level, as well as between the CO and Plan International's global network.

The main dimensions of the role include:

- The country program MERL approaches;
- The Institutional arrangement;
- The standards and guidance for MERL;
- Reporting

Together with the team, the MERL Specialist needs to contribute to making sure that vulnerable and excluded children, adolescents and young people – particularly girls and young women – are protected from all forms of violence and the gender dynamics that drive it.

ACCOUNTABILITIES

Specific responsibilities and accountabilities include the following:

1. Learning and reflection processes

- a. Facilitate collaborative learning and reflection for internal learning:
 - ✓ Work with the Technical Leads (TL) in selecting the best practices from program, and document them for sharing across the organisation;
 - ✓ Assist PUs and projects, including building capacity, to conduct case studies in a scientific way and use them for learning and reporting;
 - ✓ Assist the TLs to facilitate the learning session in technical network meetings;
 - ✓ Use information and data for participatory analysis of success and failure factors
- b. Management of reflective practices in organisational business process and priorities:
 - ✓ Collect and analyse data that reflect the level of program performance and accountabilities;
 - ✓ Facilitate the measurement of key performance indicators and report them as required;

2. Country program MER approaches

- a. Involvement with the team in the project design stage (Logical framework, Monitoring and Evaluation framework)
 - ✓ Ensure coherence of logical frameworks
 - ✓ Develop appropriate indicators and program participant calculation methodologies for SPAD and grant projects based on donor requirements
 - ✓ Actively participate in design meetings and workshops
 - ✓ Engage with consortium partners for the development of MERL frameworks
- b. Strong focus on monitoring practices:
 - ✓ Review reports in MER related consultancy work;
 - ✓ With the M&E Team Leader, lead baseline studies, mid-term reviews and final evaluations of sponsorship and grant-funded projects in line with donor requirements
- c. Development of tools to allow for monitoring data:
 - ✓ To develop tools and develop guidance to ensure the reliability and validity of the tools;
 - ✓ To assist programs staff in collecting, analysing and updating basic information and indicators at the village and commune levels for the effective response to the need of the communities they work with;
- d. Harmonisation of approaches across the organization:
 - ✓ Keep relevant staff well informed of any new approaches, techniques or tools that are developed and used in the Plan International Federation;
 - ✓ Facilitate the participation in joint research at regional and international levels that are organised by Plan International;
 - ✓ Learn and share the best practices in MERL with stakeholders within and outside Plan;

3. Institutional Arrangements

- a. Integration and coordination of functions between different teams and departments
 - ✓ Share and make sure that the management information systems are effectively used by all departments for making decisions;

- ✓ Communicate and share data and information with Programs, Business Development, Program Quality and Communication teams so that data can be used to show achievements and best practices to others;
- ✓ Prepare the planning and budgeting of MERL activities;
- b. Capacity building and technical supports
 - ✓ Enhance capacity of program staff in using the indicators to measuring progress of projects;
 - ✓ Work alongside technical sector staff and build skills of partners on M&E practices;

4. Standards and guidance for MER

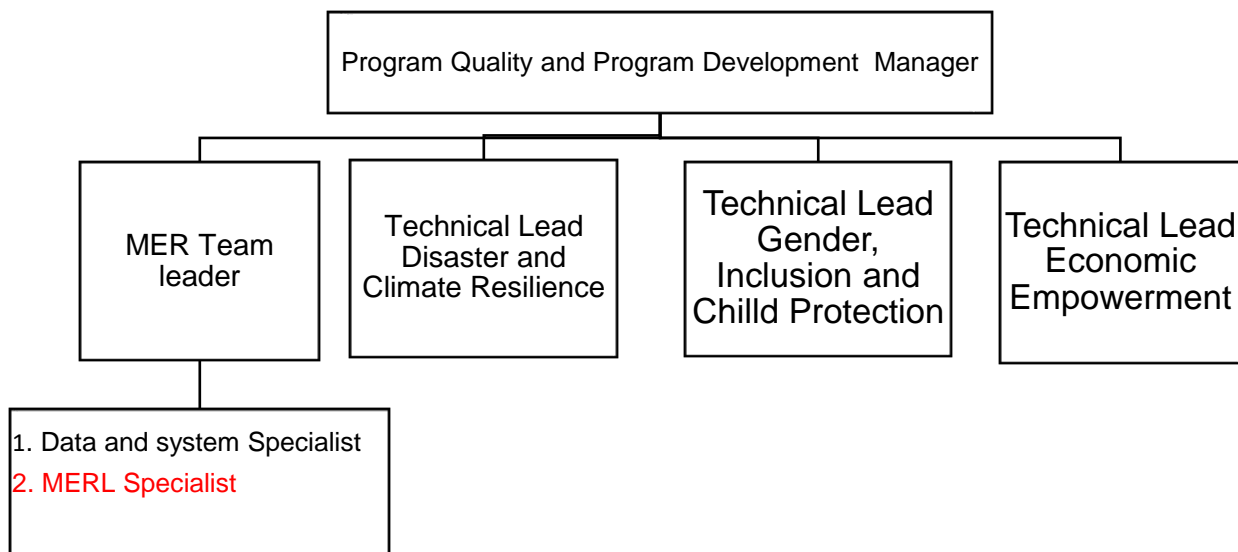
- a. Cooperation with the Program Implementation team and TLs to promote and share knowledge based on the results of research topics and MERL initiatives.
- b. Review Program Quality procedure to reflect M&E entry points on program design and implementation
 - ✓ Working with MER Team Leader, to review and endorse TOR for any research-related work for the further review and approval;
 - ✓ With the programs and MERL team, support the quality of MERL activities, including consultant recruitment, development of tools and MERL reports
 - ✓ Make sure management responses are properly managed;
- c. Simplify and clarify guidance and standards on M&E
 - ✓ Develop guidance in a simple way for the programs team to collect and update accurate data on the systems;
 - ✓ Work with the technical leads in developing checklists with appropriate criteria for the process of reviewing and approving projects and Project Outlines;
- d. Strengthen output and process monitoring
 - ✓ Develop a mechanism to regularly track program outputs; this also includes the development of tools and mechanisms for consortia
 - ✓ Develop a system with simple and clear guidance for process monitoring;
 - ✓ Lead the development of monitoring of gender transformative and inclusion in PIV's program areas

5. Reporting

- ✓ Review all consultancy reports related to M&E for authorized person to approve;
- ✓ Review and monitor management responses and keep the management informed for action;
- ✓ Develop reports with evidence for influencing and advocacy activities;
- ✓ Generate data and information related to programs for development of reporting to the government on bi-annual basis;

KEY RELATIONSHIPS

Organizational Chart of the Department



External relationships

- a. Develop and maintain working relationship with the members in PQD to make sure the country program MEL approaches are well connected and supporting the evidence-based programming;
- b. Develop and maintain working relationship with the CO grant management team and Program Units to make sure the MER network is effectively functioning across the organisation, and the capacity of PUs in MER is enhanced;
- c. Develop and maintain working relationship with others departments of PIV for effective use of the management information system, and contribute to influencing efforts;
- d. Work with APAC Regional Hub and Global Hub in order to help PIV comply with Plan International's global MER procedures and standards;
- e. Develop and maintain relationships with the National Statistics Office and other relevant National government departments to share evidence-based data and analysis for influencing and advocacy efforts;
- f. Develop partnerships with research institutes
- g. Engage actively with external partners working in MERL including INGOs, local CSOs, UN agencies and private sector partners

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

- It is required to have at least 3 years' experience in MERL in development organisations
- Good analytical skills
- Knowledge of development work, including program logic, theory of change, and community empowerment
- Ability to train others, ability to provide technical guidance and support to others
- Good presentation skills
- Ability to identify and plan work strategically and to work within deadlines
- Ability to perform well in a high-paced environment
- Willingness to continually improve and upgrade technical knowledge as well as digital skills
- Excellent oral and written communication skills in English and Vietnam
- Willingness to travel to program areas, including remote locations, on a frequent basis

Desirable

- Demonstrated knowledge on research and evaluation
- Knowledge and skills in project and financial management
- Experience in working in a multi-cultural organisation
- Demonstrated competency in providing management level support
- Experience supporting development activities in NGO context

- Strong understanding of evidence based programming

PHYSICAL ENVIRONMENT

- Most occasionally, working in the country office that is located in Hanoi
- Occasionally, the position needs to travel long hours (by air and car) to mountain program areas, and by bike to the communities. The position needs to work with economically and socially disadvantaged people with different languages and cultures
- Less occasionally, the position needs to travel outside the country

LEVEL OF CONTACT WITH CHILDREN

- Mid contact: Occasional interaction with children