

## **TERMS OF REFERENCE – Monitoring, Evaluation, Research and Learning (MERL) Specialist**

**Job Title:** Monitoring, Evaluation, Research and Learning (MERL) Specialist

**Duration:** 1 year contract with possibility for extension

**Reports to:** Deputy Team Leader

**Position Location:** Hanoi, Vietnam

### **SUMMARY OF THE PROJECT**

The SMEs Promote Resilience, Inclusion and Innovative Transformation (SPRINT) Project is funded by Global Affairs Canada (GAC) in Vietnam and is being implemented by Cowater International in the province of Yen Bai in northern Vietnam. The Project aims to improve the socio-economic well-being of ethnic minority women (EMW) working in the agricultural sector by elevating their economic status, inclusion in leadership, and agency through the promotion of inclusive business and clean growth. The Project will implement a series of interventions designed to strengthen the performance of EMW-led MSMEs, cooperatives, and producers in the agri-food sector. The primary beneficiaries are EMW living in the province of Yen Bai.

The Project is scheduled to run for a duration of six years from 2023 until 2029. It will respond to critical skill gaps, knowledge gaps, and incentivize innovation and adoption of agriculture resilience and clean growth, including Renewable Energy (RE) and Energy Efficient (EE) solutions among EMW led agri-food businesses.

### **SUMMARY OF THE POSITION**

The MERL Specialist will report to the Deputy Team Leader and will be responsible for all MERL activities to support the development of a responsive and robust MERL system and tools for SPRINT, including developing a MERL Framework. The MERL Specialist is responsible for providing advice, tracking and updating Project indicators, gathering data, and analysis of Project data and impact. The MERL Specialist will also serve as a resource person in areas of data analysis, management, and reporting as well as conducting special project MERL related activities and other duties as required.

### **KEY RESPONSIBILITIES**

#### **Monitoring, Evaluation, Research and Learning System**

- Development, implementation, and adaptation of the Project's MERL system, tools, and practices.
- Lead MERL Project activities, including data collection, analysis, management, and reporting.
- Validate, manage, and advise on the Project Logic Model and Performance Measurement Framework (PMF).
- Manage data collection and analysis with strong and evident integration of gender and environmental sustainability impact and disaggregation.
- Design and lead learning activities at all levels to capture lessons learned, gather feedback, and promote the adoption of best practices.

#### **Data Collection, Analysis and Management**

- Review and maintain the Project indicators and data management to ensure that information is accurate and current.
- Ensure key progress indicators (qualitative and quantitative) are collected from partners, reviewed, entered into the Project database, and analyzed.
- Discuss with relevant stakeholders and undertake field visits to confirm and triangulate data findings.
- Oversee and provide training on survey and interview best practice (key informant and focus group).
- Ensure tracking of alumni Project beneficiaries (MSMEs, cooperatives, producers, and EMW) to contribute to the measurement of the Project's long-term impact.

- Oversee all data collection activities in the field to support program research and evaluation, including case studies and assessments (including business, gender, environment).
- Develop and implement methodologies and standards for monitoring and evaluating Project activities and improving data quality.
- Analyze larger trends by liking and analyzing data from a variety of sources, including activities and outputs from related initiatives in the region.
- Train and mentor the Project team and partners throughout the life of the Project.

### **Program Reporting and Evaluation**

- Responsible for formulating/updating the M&E system, and leading the implementation of monitoring, evaluation and reporting for the overall Project.
- Prepare external reporting including Annual Work Plans, Results Reports, Operations Reports, and Risk Registers..
- Provide data as required for any independent Project evaluations and ensure findings from the evaluations are incorporated into program activities and policies as appropriate.
- Manage the MERL Framework (or PMF), processes and systems that will provide compatible and quality data that will enable reporting on the Project outcomes.
- Ensure gender and environmental data is well included and analyzed in all reports and evaluations.
- Identify any risks to the Project's ability to report on the achievements of the Project.
- Provide additional information related to MERL for ensuring reports justification, verification and completion to be accepted by donor.

### **Knowledge Sharing and Capacity Building**

- Ensure that the information needs of Project technical areas are supported with specific research studies or data collection.
- Work with the DTL, management team, and specialists to synthesize monitoring information from partner/stakeholders reports, identify key issues, and communicate findings to the wider Project Team.
- Assist partners/stakeholders in data collection and applying monitoring techniques by providing technical support and training when required.
- Work with the DTL, and coordinate with Communication Officer to produce quality stories of change, and other communication, learning pieces, and knowledge products for wider dissemination.

## **JOB REQUIREMENTS**

The **MERL Specialist** should have the following qualifications, skills, knowledge, and experience:

- Vietnamese nationals only.
- Tertiary qualification in a relevant area such as evaluation, economics/business administration, statistics, development studies, or any other relevant field.
- At least 7 years of experience in the field of monitoring and evaluations in the international development sector.
- Experience in forward thinking gender equality and women's economic empowerment data measurement, collection, management, and analysis.
- Experience in environmental sustainability and climate adaptation data collection, analysis, and management.
- Knowledge of evaluation concepts and methodologies, in particular the monitoring and evaluation of development interventions.
- Demonstrated experience in research, data collection, analysis, and management.
- Demonstrated ability to manage a team of researchers and data collectors.
- Demonstrated experience in working with government and donors, including meeting the diverse reporting requirements of each – experience with Global Affairs Canada's Results-Based Monitoring (RBM) framework and tools.
- Experience with or demonstrated understanding of issues relating to disability and/or gender-based violence in Vietnam as well as the broader political economy context and constraints;

and an understanding of the particular vulnerabilities faced by ethnic minority women and demonstrating cultural awareness and sensitivity essential.

- Ability to manage multiple demands and prioritize tasks, work effectively and collaboratively with diverse stakeholders, and support other team members.
- Knowledge of data visualisation tools and graphics software an asset.
- Proficient in Microsoft Office and data analysis software and tools, with experience in utilizing remote and online data collection methods.
- Fluency in English and Vietnamese essential.

## **APPLICATION**

Candidates are encouraged to apply no later than **17.00, 16 December 2024**. We thank all applicants, however, only the shortlist will be contacted.

Interested candidates are invited to send an application to [recruitment@sprint-vietnam.com](mailto:recruitment@sprint-vietnam.com) . Please indicate in the subject "**SPRINT – MERL Specialist – Fullname**"

### **Applications must include:**

- A cover letter responding to the selection criteria.
- A Curriculum Vitae.
- Contact details of three referees.

**Cowater is an equal opportunity employer. Women, people with a disability, and people from minority groups are strongly encouraged to apply. We thank you for your interest in building a better tomorrow with Cowater International.**