



ROLE PROFILE

Title	MERL Specialist		
Functional Area	Program Impact and Partnership Department		
Reports to	Grant Portfolio Manager		
Location	Country Office	Travel required	Yes
Effective Date	ASAP	Grade	D1

ROLE PURPOSE

Plan International (PI) has set its purpose in the global strategy for the period of 2025 - 2027, which focuses on advancing children rights and equality for girls with the global ambition of supporting 100 million girls. In Vietnam, Plan International (PIV) is implementing its Country Strategy Program with purpose to ***'enable girls, young women and youth of Vietnam to be active drivers of change in realizing their rights to green and sustainable future'***.

PIV is currently implementing two programs that include:

- The “Zurich Flood Resilience Alliance” (ZFRA) project which is funded by Zurich Foundation has been implementing in 6 communes in Quang Tri province from January 1st 2021 to December 31st 2024 by apply the Flood Measurement for Communities (FRMC) framework comprises two parts: the Alliance’s framework for measuring community flood resilience and an associated tool for implementing the framework in practice. This project expects to reach 64+ thousand people direct and indirect beneficiaries of which 11+ thousand people can report substantive change as a result of the project. The current phase of this project “Zurich Climate Resilience Alliance” (ZCRA) have started from 1st January 2024 to 30th December 2027 and implement in 18 communes of Quang Tri, Quang Binh provinces and Hanoi city with expectation of 2.6 to 4.2 million people impacted from community’s program and project’s advocacy activities.
- The “Resilience First: Building Ready Communities, Schools, and Women for a Resilience Future” program is funded by Embassy of Ireland in Vietnam. The program has been being implementing in 15 communes of 6 districts of Quang Tri, Hoa Binh and Ha Giang over the period of October 2024 to September 2028. The program aims to support poor and vulnerable communities in these 15 communes and support them to be more capable of dealing with climate change related challenges, changing gender norms hindering their developments, and accessing better basic services and economic development opportunities.

This position is accountable for the MERL system to run and provide analytics to support the implementation and quality assurance of the two programs mentioned above that are aligned with the donor’s and organization’s quality requirements.

DIMENSIONS OF THE ROLE

The position is specifically in charge of developing and implementing M&E frameworks and plans of the two project/ programs mentioned above to ensure the quality of program’s implementation aligned with the donor’s requirement and committed objectives and indicators in the project’s logic framework.

The positions shall collaborate with MELR team of the organization to ensure the program’s results are reflected in the organization’s M&E system aligned with PI’s MERL Standard and following the MERL guidance.

ACCOUNTABILITIES

1. General tasks

- ✓ Cooperate with the two program teams to promote reflection and learning and share knowledge based on the results of periodic monitoring and evaluation activities, including but not limited to baseline data collection, annual review, mid-term review, final evaluation.
- ✓ Provide support to program teams to ensure the programs' results/data are reflected in the Organization's M&E system that is aligned the Organizations' requirements.
- ✓ Working with MERL Team Leader, to review and endorse TOR for any research-related work for the further review and approval; to participate and help recruit consultants for any consultancy work that is related to MERL;
- ✓ Simplify and clarify guidance and standards on Monitoring, Evaluation, Research and Learning to relevant stakeholders;
- ✓ Take lead in output and process monitoring by developing a mechanism to regularly track program progress;

2. Reporting

The MERL Specialist is responsible for ensuring accurate, timely and high-quality reporting in compliance with the organization's policies and donor requirements. This includes collecting, analyzing and presenting precise data that aligns with established guidelines. The role requires close collaboration with program implementation teams to ensure reports reflect program outcomes and organizational priorities while maintaining high standards of data integrity and quality assurance.

3. Specific for the “Zurich Flood Resilience Alliance” and “Zurich Climate Resilience Alliance” projects

- Be responsible for developing the MERL Framework and M&E plan for the phases to come.
- Collaborate with the Influencing Coordinator to develop the indicator for influencing/ advocacy activities under the project.
- Together with the project coordinator, project officers for baseline/ end-line assessment in accordance with the donor's requirements by using the Flood Resilience Measurement for Community (FRMC) & Climate Resilience Measurement for Community (CRMC) framework and portal.
- Provide remote and on-spot technical support for field workers during the implementation of baseline/ end - line studies on target locations.
- Be trainer for replicating DRM planning tools when it is up-taken in project and non-project sites.

4. Specific for the Resilience First Program

- ✓ Collaboration with consortium members to develop M&E system to be up and run.
- ✓ Responsible for leading M&E team of the consortium to design tools for data collection and reports in line with donor's requirements and donors.
- ✓ Produce guidelines and provide training courses, where needed, for consortium's M&E team and program teams to reach a uniform understanding of factors and requirements of a good M&E system as well as learning and improvement of program quality.
- ✓ Provide technical support to program team in implementing the M&E plan as well as documentation lessons learned and good practices during the project's implementation.

KEY RELATIONSHIPS

Internal:

- Project coordinators of the two programs
- Grant Portfolio Manager
- Communication and Influencing Department
- Program Quality and Development Department
- Provincial Partnership Managers
- Plan International in Switzerland (ZCRA Global Coordinator)

External relationships

- Project Local Partners in Quang Tri, Quang Binh, Ha Giang provinces and Hanoi city
- Children, adolescent, youth, and communities;
- Other organizations from Global ZCRA (e.g. Mercy Coop, ISET,...)
- M&E staff of other organizations within the consortium
- Embassy of Ireland as the donor

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

A Monitoring, Evaluation, Research, and Learning (MERL) Specialist requires a blend of technical expertise, analytical skills, and soft skills to effectively support program implementation and decision-making. Below is a list of desirable qualifications and skills for a MERL Specialist:

Qualifications

1. Educational Background:
 - A bachelor's or master's degree in Monitoring and Evaluation, Statistics, Social Sciences, Development Studies, or a related field.
 - Training or certification in M&E frameworks, research methods, or data analytics is highly desirable.
2. Experience:
 - Proven experience in MERL roles within development, humanitarian, or social sectors.
 - Experience with donor-funded projects, including familiarity with specific donor guidelines (e.g., USAID, UN, EU, World Bank).
 - Hands-on experience in designing and implementing M&E systems and conducting evaluations or research.

Skills

1. Technical and Analytical Skills:
 - Strong understanding of research methodologies, survey design, and sampling techniques.
 - Proficiency in qualitative and quantitative data collection, analysis, and reporting.
 - Advanced skills in statistical software (e.g., SPSS, R, Stata) and data visualization tools.
 - Knowledge of M&E frameworks such as Logframes, Theory of Change, or Results-Based Management.
 - Ability to interpret complex data and generate actionable insights.
 - Familiarity with digital data collection tools (e.g., KoboToolbox, ODK, SurveyCTO).

2. Reporting and Communication Skills:
 - Exceptional writing skills to prepare clear, concise, and impactful reports.
 - Ability to present findings to diverse audiences, including donors, partners, and internal teams.
3. Workload Management:
 - Strong organizational skills to manage multiple tasks and meet deadlines.
 - Capacity to design and implement M&E plans aligned with project objectives.
4. Soft Skills:
 - Strong interpersonal and collaboration skills for working with cross-functional teams.
 - Adaptability and problem-solving in dynamic and challenging environments.
 - Cultural sensitivity and understanding of gender and inclusivity issues in development contexts.

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 the very poor 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