



## **JOB DESCRIPTION**

### **Monitoring, Evaluation, Accountability and Learning (MEAL) Officer**

Position: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

Location: Ho Chi Minh City, with occasional field visits

Contract type: Local part-time contract (4 days/week)

Start date: A.S.A.P

Reporting to: Country Director (Vietnam)

Functional supervision: MEAL Manager (France)

### **About Planète Enfants & Développement (PE&D)**

Planète Enfants & Développement (PE&D) is a French NGO founded in 1984 to protect children from violence and exploitation and to create conditions conducive to their well-being and development. The organization operates in France, Vietnam, Cambodia, Laos, Nepal, Burkina Faso, and Togo, and is recognized for its expertise in early childhood development, maternal and child health, social work, and violence prevention. PE&D has been active in Vietnam since 1992 and is currently implementing:

- A project on early childhood development for vulnerable families in Ho Chi Minh City
- A project to support local systems for children at risk or victims of trafficking in Southern and Central Vietnam

### **General requirements**

- Complete PSEA training on protection from sexual exploitation and abuse
- Ensure alignment with the International Convention on the Rights of the Child
- Respect confidentiality and protect the integrity of beneficiary data
- Adhere to PE&D internal regulations and procedures
- Act in the best interest of children and their families

### **Key Responsibilities**

- Design, revise and parameterize data collection tools using KoboToolbox, including translations when needed
- Optimize and adapt existing data management systems to meet project and donor requirements
- Compile, clean, analyze and consolidate project data; contribute to reporting and analysis
- Coordinate with MEAL focal points and project teams to ensure data quality and timely collection



- Deliver MEAL training and support the implementation of data quality control measures for stakeholders (identification of needs, design of training plans, implementation of training programs and data quality control guide).
- Provide technical advice to project teams and contribute to the documentation of lessons learned and project results

## **Professional requirements**

### **Education**

- Bachelor's degree in a relevant field (statistics, international development, economics, social sciences), or equivalent combination of education and professional experience

### **Experience**

- Minimum 5 years of experience in the design and implementation of MEAL systems within development projects led by national or international NGOs
- Experience in designing tools and strategies for data collection, analysis and reporting
- Proven skills in using digital data collection platforms (e.g., KoboToolbox, ODK) and database management
- Proficiency in Excel and experience with statistical analysis software
- Experience in delivering training sessions and facilitating capacity building

### **Other requirements**

- Fluency in written and spoken Vietnamese and English
- Ability to think systematically, work collaboratively and propose innovative solutions
- Strong organizational skills, reliability, and ability to manage multiple priorities under tight deadlines

### **Working Conditions**

- Based in Ho Chi Minh City
- Part-time position: 4 working days per week
- Availability required for field visits and participation in project activities that may take place in the evening or on weekends
- Salary: based on qualifications and experience, according to PE&D Vietnam salary grid

### ***APPLY CONDITION***

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Interested applicants are requested to submit a CV and cover letter in English to:

- Julia LEVIVIER, PE&D **Country Director** in Vietnam : [julia.levivier@planete-eed.org](mailto:julia.levivier@planete-eed.org)
- Pham Thi Minh Nguyet, **Project manager**: [phamthi.minhnguyet@planete-eed.org](mailto:phamthi.minhnguyet@planete-eed.org)