

# WVV Project Monitoring and Evaluation Lead – ACE Project

Location: [Asia & Pacific] [Vietnam]

Town/City: Vietnam

Category: Programme Effectiveness

Job Type: Fixed term, Full-time

## **WORK CONTEXT / BACKGROUND:**

World Vision is a Christian relief and development organization working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected and their basic needs are met. WVV has a total income of around US\$ 19,000,000 (FY20) with funding from 12 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and PNS/grants (30%). WVV employs about 430 staff, of which 99% are Vietnamese nationals.

The strategic focuses of WVV include: children protection from all forms of abuse, exploitation, violence and injury; reduction of malnutrition rate of children under 5 through integrated approach; sustainable livelihood for poor households to support sustainable well-being of children.

Currently, World Vision Vietnam is implementing 36 Area Programmes (APs) which operate in 5 zones: North 1 (Hoa Binh - Dien Bien), North 2 (Yen Bai – Tuyen Quang), North 3 (Thanh Hoa - Hung Yen - Hai Phong), Central (Quang Tri - Quang Nam – Danang) and South (Quang Ngai - Binh Thuan – DakNong - Ho Chi Minh). WVV's APs

work with government partners and communities on a daily basis. Beside the APs, WVV is also implementing Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

The Against Child Exploitation project, funded by United States Department of Labor, has commenced since 2019 in the Philippines with the view to strengthening the capacity of the Philippine government to address the worst forms of child labor (WFCL) including online sexual exploitation of children (OSEC), and violations of acceptable conditions of work. World Vision is implementing the project in the Philippines and proposing Vietnam to be the second country in this project. The project is planned to be implemented in 7 target districts of 3 target provinces (1. Dien Bien – North zone; 2. Da Nang City and 3. Quang Nam Province - Central zone of Vietnam) toward the expected outcomes as follows:

Outcome 1: Improved enforcement of the legal framework and policies pertaining to the WFCL, including OSEC, and violations of acceptable conditions of work

Outcome 2: Improved assistance services for victims of WFCL and / or OSEC

Outcome 3: Strengthened partnerships to accelerate progress in addressing the WFCL, including OSEC, and violations of acceptable conditions of work.

WVV is looking for a Monitoring and Evaluation (M&E) lead to be responsible for connecting between the Deputy Project Director and the rest of the team, key partners at district and provincial level to achieve all project outcomes, and outputs as specified in the approved project proposal and logical framework within the planned budgets. This position will assist the Deputy Project Director maintaining an effective DME system as per the grant requirements; as well as in building capacity for project staff and local partners on DME.

## **PURPOSE OF POSITION:**

The M&E Lead has overall responsibility for providing coordination and leadership for monitoring and evaluation of the grant, including formative investigation (pre-intervention baseline), ongoing data collection, and summative research evaluation (post-intervention). M&E Lead would also be responsible for the evaluation that will sum up the grant's accomplishments in accurate and objective way.

The M&E Lead will also support local partners in establishing their M&E and reporting systems and provide technical assistance to improve their understanding of project evaluation and a performance-based management approach. In addition, to monitoring and evaluation, the position will support reporting activities, including the training of staff.

The M&E Lead must demonstrate strong experience in monitoring and evaluation of US Government grants and operate within World Vision organizational structure, principles and values.

## **ROLE DIMENSION/DESCRIPTION:**

### **1. Project planning, implementation, monitoring, evaluation**

#### **Planning**

- Develop the overall framework for grant M&E in accordance to the design document and donor requirements.
- Identify the core information needs of grant management, partners, and funding agencies; Participate in development of the annual work plan and budget, ensuring alignment with technical strategy.

- Foster participatory planning and monitoring by engaging primary stakeholder groups in the M&E of activities.

## **Pre-Implementation**

- Conduct readiness assessment: the incentives at the system level, the beneficiaries and existing capacity.
- Keep abreast of developments in grant/program changes and progress in order to advise and recommend tools and strategies to increase program performances and results.
- Identify the requirement for collecting baseline data, prepare terms-of-reference for and arrange the conduct of a baseline survey, as required.

## **Implementation/Execution**

- Oversee and execute M&E activities with particular focus on results and impacts as well as in lesson learnt.
- Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed.
- Clarify and/or facilitate process for monitoring and evaluations of sub-grantees.
- Identify the need and draw up the ToRs for specific studies; Recruit, guide and supervise consultants or organizations that are contracted to implement special surveys and studies required for evaluating grant effects and impacts.

- Perform regular field visits to ensure the quality of data collected by Programs and to verify the accuracy of reported data.

## **Reporting**

- Guide staff and executing partners in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission. This includes high quality, accurate, and timely quarterly progress reports, annual project reports, inception reports, and ad-hoc technical reports.
- Prepare consolidation progress reports for grant management including identification of problems, causes of potential bottlenecks in the project implementation, and providing specific recommendations.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions to improve knowledge management activities.
- Draft tools and their revisions as well as data collection procedures (eg. logical framework, project performance tracking, indicators, data flow chart, M&E manuals).

## **2. Building capacity for partners, and project staff on DME and knowledge management**

### **Capacity Building/Continuous Learning**

- Design and implement a system to identify, analyze, document and disseminate lessons learned.

- Check that monitoring data are discussed in the appropriate forum and in a timely fashion in terms of implications of future action. If necessary create such discussion forums to fill any gaps.
- Monitor the follow up on evaluation recommendations.
- Support project/program staff on ways to properly document, organize and capture program progress.
- Facilitate, act as resource person, and join, if required any external supervision and evaluation missions.
- Organize (and provide) refresher training in M&E for grants staff, implementing partners, local organizations and primary stakeholders with view of strengthening local M&E capacity.
- Network with external and WV internal partners to promote learning and achieve M&E excellence.

## **Knowledge, Skills, Abilities:**

### **1. Education**

- A minimum of a Master's Degree or higher in Public Health, Social Sciences, or other relevant discipline.
- University degree in Monitoring and Evaluation, project management, social science.

## **2. Knowledge & Skills**

- Have sound knowledge in developmental approach, M&E and management of information systems.
- Understanding of NGOs and research field.
- Have good skills in training and capacity building.
- Have excellent interpersonal skills
- Have excellent communications skills in verbal and written English and Vietnamese
- Good facilitation skills.

## **3. Experience**

- A minimum of eight (8) years working in monitoring, evaluation and research in the public health field, with progressively increasing level of responsibility.