

## JOB DESCRIPTION

**Position title:** Project M&E officer  
**Directly reports:** CarBi II Trans Boundary Programme Director and M&E Coordinator - WWF Vietnam  
**Technically report:**  
**Technically supervises:** N/A  
**Validity:** August 2019  
**Location:** Hue or Hanoi, Vietnam

### Background

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country.

WWF-Vietnam, in close collaboration with other WWF country offices in the Greater Mekong region including Laos, Thailand, Myanmar, Cambodia and Vietnam, to initiate and implement number of projects on conserving biological diversity, ensuring that the use of renewable natural resources is sustainable, and promoting the reduction of wasteful consumption and human footprints. Find out more at <http://vietnam.panda.org/>.

Carbi II Trans Boundary Programme is one of the priority conservation programme in the Central Annamites Landscape, the important landscape that holds one of the biggest contiguous natural forests in continental Asia, constituting a reservoir of rich and unique biodiversity. CarBi II project phase 2 will be implemented over a 5-year period (2019 – 2024) by WWF-Vietnam and Laos, primarily funded by the Federal Ministry for Environment, Conservation and Reactor safety (BMU) of Germany through the German Development Bank (KfW) and WWF. Key partners of the project in Vietnam are the provincial Departments of Agriculture and Rural Development, Forest Protection Departments, Saola Nature Reserves, Bach Ma National Park and the authorities, communities of participating districts of around 100 villages in four districts Dong Giang, Tay Giang in Quang Nam province, and A Luoi, Nam Dong in Thua Thien Hue province.

In addition, WWF Vietnam is implementing number of projects in various thematic areas such as freshwater conservation, sustainable food production, ocean conservation, plastic pollution, sustainable energy, etc. in other priority areas across the country.

### I. Major Function:

Project M&E Officer will support the CarBi trans boundary programme and specific Vietnam projects (with budget of more than CHF 200K/ year) to operate consistently with the donors' and WWF's Program and Project Management Standards, and support the M&E function of WWF Vietnam in the administration of M&E tools (such as C2G, annual plan monitoring system - APMS, conservation and operations KPIs), and assisting in the process of practice and office reporting NPO - Network Performance Overview. More specifically, this includes technical support for CarBi and Vietnam projects to set up proper M&E Plans, developing knowledge and information management systems, utilizing the relevant tools for data management and progress management, and to coordinate with project teams to support project reporting in a timely manner according to donors' quality requirements, as well as to meet report requirements of current Practices and Vietnam office. The position will also function as a helpdesk/admin hub for several online databases relating to M&E and Office performance such as project reporting, C2G, and APMS.

### II. Major Duties and Responsibilities:

#### M&E support for CarBi Programme

- Design M&E plan, template (forms, data collection process), building on the available CarBi I online platform (if appropriate) and knowledge and information management system
- Ensure that the project indicators and activity plans are set up online in consultation with project staff

- Support and build capacity of the Project Managers and staff to utilize the online reporting platform and knowledge and information management system to manage the project data and performance
- Support and build capacity of the the Project Managers and staff to ensure quarterly and 6-monthly project reporting on performance are conducted and updated timely, stored properly, and linked to practice and programme office reporting as and when required
- Support and build capacity of the Project Managers and staff to conduct data analysis on thematic areas and on specific needs for project management and learning
- Support the CarBi Programme Director with data/information required to track Risk Management progress
- Support the provision of data/information on CarBi progress/achievements for internal and external communications/PR purposes
- Provide regular feedback at CarBi Family management meetings regarding M&E progress, challenges, lessons learned, and proposed adaptive management
- Stay abreast of new M&E developments/innovations at National and international levels to ensure that the CarBi system remains at the cutting edge

#### **M&E support for other Vietnam programme's project**

- Design M&E plan, template (forms, data collection process), using the available online platform (if appropriate) and knowledge and information management tool (e.g. centralized project database)
- Ensure project performance tracking (encourage to use available online platform) is set up
- Train and support Project teams to utilize the reporting platform and knowledge and information management system (or centralized project database) to manage the project data and performance
- Support Project Manager and staff to ensure project reporting on performance are conducted and updated timely, stored properly, and linked to practice and programme office reporting
- Promote Project and Program Management Standards via training, hand-on coaching to the project staff

#### **Technical support for online tools for Vietnam**

- Act as admin hub for M&E online tools (C2G, APMS, project reporting, centralized project database) for VN. This will involve updating manuals and liaising with the developer for small tweaks or bugs, provide training for staff on online application system.
- Support Practice Leads, CLT and CMT on major project document updates and regular maintenance and organization of intranet site based on ad hoc needs or requests
- Collect feedback from users on how functionalities of systems can be improved, and propose adjustments where required

#### **Coordination and support the process of practice and office reporting - NPO**

- Support the collection of performance reporting against annual planned results of functions
- Support M&E Coordinator in process of Office Reporting, NPO
- Keeping track of the programme and practice reporting requirements/updates from network
- Reminding responsible persons to meet the requirement
- Keep track of the submission online rate and ensure documentation is centrally archived to GM online systems and WWF International
- Ensure a depository of key documents and projects in C2G are up to date
- Support the Practice Leads and CMT members in extracting information from online systems to support the reporting and learning process

### **III. Profile:**

#### **Required Qualifications**

- Bachelor's degree in management, MIS, natural resources management, environmental or conservation management
- Excellent knowledge of Monitoring and Evaluation, and a good understanding of Development and Conservation Project Management
- A successful track record of at least 03 years of practical experience in M&E,
- Some project management experience will be beneficial
- Proven experience in data management, data analysis, report writing



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- Demonstrated capacity and understanding of content management systems and maintenance, e.g. google site back end website development
- Previous experience in supporting the development of log frame, M&E plan
- Strong in training, rolling out ICT based tools in M&E

#### **Required Skills and Competencies**

- Ability to work within a multi-cultural international team (CarBi II)
- Good presentation & interpersonal skills
- Report writing skills
- Data management and Data analysis
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging;

#### **V. Working Relationships:**

Internal: close working relationship with the Line Manager; day-to-day working relationship with the project field teams.

External: Interact with donors, Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, communities, and other stakeholders

*This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.*

Prepared by Supervisor:

Date:

Accepted by Staff member:

Date: