

JOB DESCRIPTION

Job title: Programme Monitoring & Evaluation (M&E)
Coordinator

Effective date: 1st July 2016

Department: Country Director Office

Location: Hanoi office with frequent travels to the fields (minimum 50%)

Reports to: Country Director

Type of contract: Fixed – term

Staff directly supervised: None

JD consulted with: SMT

1. WORKING CONTEXT	
<p>Founded in the United Kingdom in 1972, ActionAid (AAI) is a unique international organization, working with over 25 million people in more than 40 countries for a world free from poverty and injustice. ActionAid's head office is in Johannesburg. ActionAid is the only large international development organization with head office based in Africa, with offices in Asia and the Americas connecting ActionAid's work in Europe.</p> <p>ActionAid started working in Vietnam since 1989, established its Representative Office in Hanoi in 1992. Since then, it has been focusing the work to end poverty and promote sustainable development in mountainous, remote and difficult regions as well as poor urban areas across Vietnam. ActionAid works in partnership with local partners in different provinces and applies Human Rights Based Approach to all of its works.</p>	
2. JOB PURPOSE SUMMARY	
<p>Monitors programme quality, shares good development practices to concerned stakeholders, ensures full compliance to Accountability Learning and Planning System (ALPS) within AAV and AAI.</p>	
3. AUTHORITY	
<ul style="list-style-type: none"> ▪ Accesses to all sources of information which are necessary for performing the job ▪ Recommends management team of AAV's strategic direction and improvement of accountability and programme quality 	
4. KEY WORKING RELATIONSHIPS	
Internal	External
<ul style="list-style-type: none"> ▪ Country Director ▪ M&E Counterparts in other countries and regions ▪ All AAV 	<ul style="list-style-type: none"> ▪ AAV's Donors, Partners, communities, Governmental Officials
5. MAIN AREAS OF RESPONSIBILITY	
Key responsibilities / accountabilities	Key performance indicators
<p>1. Provides technical supports on appraisals, reviews and impact assessments to</p>	<ul style="list-style-type: none"> ▪ Support in developing indicators for M&E process is well provided. ▪ Appropriate frameworks and methodologies are recommended to Country Director and Management Team to ensure that AAV has a clear understanding and most up to date database of the impact of its work. AAV's M&E Framework for 2012-2017 is a reference point at all times until

Management Team, staff and partners	<p>2017.</p> <ul style="list-style-type: none"> ▪ Gaps and opportunities in planning, monitoring and evaluation, and organizational learning are identified and advised to Senior Management Team (SMT) on regular basis to improve thinking and implementing of M&E for programme quality. ▪ Coordinate the planning and budgeting process and strategy developments of AAV and AAI
2. Promotes and supports ALPS within and outside AAV	<ul style="list-style-type: none"> ▪ Leadership or sufficient support (as appropriate) to conduct of all processes required by ALPS is well provided and implemented. ▪ AAV's compliance of ALPS and Open Information Policy is monitored and ensured. ▪ AAV programmes are fully aligned with ALPS. ▪ Learning and best practices on ALPS processes and outcomes are disseminated within and outside AAV.
3. Synthesises and compiles reports to AAI, AA Asia, donors and governmental bodies	<ul style="list-style-type: none"> ▪ Statutory reports to national counterparts are well compiled and timely submitted. ▪ Required reports /regular updates to AAI, AA Asia are well compiled and submitted. ▪ M&E data to departments for preparing reports are well provided. ▪ Lead the collection of data for reporting on and monitoring the indicators from the LRP level to the national level and give regular feedback on CSP progress. ▪ Established and updated partner's profiles on regular basis
4. Manages evaluation processes	<ul style="list-style-type: none"> ▪ TORs (base-line, phasing-in, phasing-out, midterm, and end-line evaluations to be the least) are well developed and consultants (if needed) are selected and well managed. ▪ Review the efficiency and compliance of activities are well coordinated and organized by regular field visits (Visit minimum 10 LRPs/year) ▪ Evaluation reports are compiled/ reviewed and or commented to ensure satisfactory quality. ▪ Support to develop M&E framework and work plan for donor funded projects. ▪ Review and evaluation of project implementation is reported and updated on quarterly basis to SMT with recommendation for improvement for project team
5. Promotes and ensures programme quality and accountability within AAV	<ul style="list-style-type: none"> ▪ Minimum standards for quality evaluation are well developed and implemented within AAV. ▪ Non-compliance activities/acts are detected and addressed to ensure consistency and quality of AAV programme.
6. Champions M&E online system and learning from it	<ul style="list-style-type: none"> ▪ To ensure the M&E online system is maintained, working properly and regularly upgraded to support operation/programme needs ▪ To be AAV's focal person in organizing and providing training/refresh training on M&E online to all relevant stakeholders ▪ To lead AAV's learning process on its programme and policy impacts
7. Safety & Security	<ul style="list-style-type: none"> ▪ Follow the Safety and Security Plan, Procedures and guideline by AAI and AAV
8. Others	<ul style="list-style-type: none"> ▪ To participate in fund raising efforts with other AAV's team members as

	<p>assigned by the line manager</p> <ul style="list-style-type: none"> ▪ To be AAV's representative at relevant national and international forum and networks on Programme M&E and quality control ▪ Other tasks as assigned by line manager are well performed.
6. QUALIFICATIONS REQUIRED	
<p>Education (Degrees/certificates required)</p> <ul style="list-style-type: none"> ▪ University Degree on social, science, economics or development studies ▪ Master Degree is preferable 	<p>Work experience</p> <ul style="list-style-type: none"> ▪ 5 years of working experience in the relevant field ▪ NGOs working experience is preferable ▪ Practical experience of participatory approaches, reporting and documentations, strategic planning, M&E work
<p>Technical knowledge/skills</p> <ul style="list-style-type: none"> ▪ Research and development ▪ Expertise in participatory tools ▪ Report writing and digital reflection skills 	
<p>Language</p> <ul style="list-style-type: none"> ▪ Advanced level of English and Vietnamese 	
<p>Attitude</p> <ul style="list-style-type: none"> ▪ Creative, unbiased, active and careful ▪ Digitally savvy 	<p>Adherence to:</p> <ul style="list-style-type: none"> ▪ Human Rights Based Approach ▪ Poverty and injustice eradication ▪ Gender equality

Approved & Signed

Agreed & Signed

Line Manager

Employee

Date

Date

Verified & Signed

HROD Manager

Date