

## **Monitoring & Evaluation Manager**

Duty Station: Vietnam (HCMC or Hanoi)

Hiring type: Full-time employee, permanent

Application due: 14 April 2017

### **Summary:**

The Monitoring & Evaluation Manager role reports directly to the Chief Executive Officer. The responsibilities listed below are inclusive, but not exhaustive, of the role.

### **Appraised:**

This role will be appraised by the Chief Executive Officer.

### **Responsibilities**

- Monitoring and Evaluation Management
  - Develop and implement an organization-wide M&E framework that meets the requirements of a large variety of donors and effectively facilitates accountability and learning throughout project lifecycles
  - Produce and implement project-specific monitoring plans; formulate indicators and logic models
  - Design and maintain quantitative and qualitative data collection tools; supervise data collection
  - Assess proposals from, create terms of reference for, provide technical oversight to, and review deliverables from external evaluation consultants
  - Guide ‘lessons learned’ workshops with program teams where monitoring results are collated and potential changes to program design, implementation, and M&E are discussed
  
- Data and Knowledge Management
  - Manage and analyze all monitoring and evaluation data, including both qualitative and quantitative data.
  - Assure data quality.
  - Identify key findings for accountability and learning.

- Coordinate and conduct literature and database reviews to stay up-to-date with new and relevant research; manage internal database of relevant research.
- Compose briefs, presentations, and research papers to disseminate M&E findings to external stakeholders.
- Support the development of communication materials, grant applications, and funder reports by providing clearly articulated M&E findings and predictions, including cost-effectiveness calculations.
- Development of sample strategy and scheme
- Development of research instruments
- Capacity building
  - Assess M&E training needs; develop and conduct relevant training for internal staff and external partners and volunteers
- Partnerships
  - Oversee external evaluations by creating terms of reference as well as assuring quality and compliance.
  - Liaise with M&E-relevant stakeholders to build partnerships and create knowledge-sharing opportunities
  - Develop and coordinate local research partnerships

## **Requirements**

- Minimum of 3 to 5 year experience in the development, implementation, and coordination of monitoring and evaluation or research; experience in road safety, public health and/or mass media behavior change programming is highly desirable.
- Master's degree in monitoring and evaluation, public health, epidemiology, education, behavioral or social science, or other relevant field with a specific focus on research methods.

- Those with only a bachelor's degree will be considered if able to provide evidence of an additional 3 years of relevant work experience above the 3 to 5 years requirement.
- Comprehensive knowledge and experience in quantitative and qualitative methods and tools for research, monitoring, and evaluation; experience in participatory approaches desirable.
- Experience developing performance monitoring plans.
- Experience with proposal and report writing, and an ability to meet M&E requirements from a wide variety of donors.
- Ability to work highly independently within a multicultural and interdisciplinary team.
- Proficiency in MS Word, Excel, and PowerPoint as well as qualitative and quantitative data analysis software; proficiency in database management software desirable.
- Fluent in English speaking and writing; proficiency in Vietnamese or in a language spoken in an AIP Foundation-targeted country in the region (Cambodia, Thailand, China) is a highly distinctive asset.
- Willingness to travel regularly within Vietnam and the Southeast Asia region.

### **Contact and Deadline**

Please submit expression of interest, resume, and three references with current email addresses and telephone numbers to [jobsvietnam@aipf-vietnam.org](mailto:jobsvietnam@aipf-vietnam.org)

All applications will be carefully vetted including working history and background checks.

### **About AIP Foundation**

AIP Foundation is a U.S. registered 501 (c)(3) non-profit organization addressing the pervasive and devastating rate of road traffic crash injuries and fatalities in developing countries through a holistic set of programs, with a particular focus on helmet use. Our pillared strategy includes access to safe equipment; public awareness campaigns; school-based and targeted population campaigns; technical assistance, particularly focused on legislative advocacy and helmet standards; and research, monitoring, and evaluation. Currently, AIP Foundation has a 40-person staff with offices in Hanoi and Ho Chi Minh City, Vietnam; Phnom Penh, Cambodia; Bangkok,

Thailand; and Chengdu, China. AIP Foundation funders and partners include a wide variety of public and private donors, including the U.S. Centers for Disease Control and Prevention, USAID, FIA Foundation, Safe Kids Worldwide, UPS, Johnson & Johnson, Chevron and local government agencies. For additional information, please visit [www.aip-foundation.org](http://www.aip-foundation.org)