

JOB DESCRIPTION

**Title:**  **Monitoring and Evaluation (M&E) Coordinator**

**Location:** HPA – Viet Nam Country Office, Hanoi – with travel to project sites in

Binh Phuoc, Dak Nong, Gia Lai and Dak Lak Provinces.

**Reporting to:** HPA Country Director Viet Nam.

**Working with:** HPA Viet Nam: Provincial Programme Officers, District Malaria Officers,

M&E Assistant, Finance Manager, NIMPE counterparts, project partners (CHD & UCSF) and other partners. HPA Cambodia: Country Programme

Coordinator, M&E Officer, IEC/ BCC Malaria Specialist. HPA London:

Southeast Asia Coordinator.

**Health POVERTY ACTION Background:**

Health Poverty Action (HPA) is an international NGO (UK Registered Charity Number 290535), founded in 1984, with its head office based in London, UK. HPA currently implements programmes in 15 countries throughout Africa, Asia and Latin America. Priority is given to the most excluded and vulnerable, in particular underserved and remote communities, to build knowledge and skills that will enable them to improve their own health and to gain continuing access to effective health services and information.

HPA has been operational in Viet Nam since 2016 and is currently implementing projects related to malaria control and elimination funded by the Global Fund to Fight Tuberculosis, AIDS and Malaria (GFTAM). The new 3-year GFTAM project is being implemented in four target provinces in collaboration with the National Institute of Malariology, Parasitology, and Entomology (NIMPE), academic and local NGO partners.

**Key Responsibilities**

Programme Management

* Overall responsibility for HPA Viet Nam programme management, planning and implementation in coordination with NIMPE, government officials, local partner (CHD Viet Nam) and other local NGOs and technical stakeholders.
* Provide leadership, management and support to HPA Vietnam staff project staff.
* Lead project planning and the implementation of activities in close collaboration with relevant HPA VN staff, assigned NIMPE counterparts and project partners.
* Closely monitor performance and progress against agreed work plans, objectives, targets and the timeframe of HPA Viet Nam and regional projects, utilising agreed monitoring frameworks and tools.
* Pro-actively provide regular feedback to HPA management staff on project implementation planning, variations between planned and actual activity implementation, and issues that could adversely impact the successful implementation of the project.
* Lead and assist relevant staff and partners to develop and implement quality Information Education Communication (IEC) and Behaviour Change Communication (BCC) strategies/ materials, communication and promotional materials.
* In collaboration with relevant technical partners/ staff, ensure effective support for training activities, workshops, and related field operations for the implementation of the project’s training activities.
* Provide advice to senior CDC staff related to the application of appropriate malaria control measures in project target areas; coordinate effective responses to malaria outbreaks and increasing levels of malaria.
* Oversee the development and implementation technical surveys and project HIS in close collaboration with NIMPE and technical partner (USCF).
* Ensure and maintain familiarity and compliance at all times with HPA Viet Nam project contractual requirements and HPA policies.
* Assist with the drafting of MoUs and other agreements with the relevant Viet Nam government agencies or regional counterparts, as required.
* Monitor internal and external developments in the target provinces and border-related issues, which could affect project progress, and report any changes to the Country Director.

Data Collection/ Monitoring & Evaluation

* In collaboration with relevant staff, government/ MoH colleagues and project partners, oversee the establishment data collection systems to ensure that required data is regularly collected and documented; utilizing agreed monitoring frameworks and tools.
* Undertake periodic supervisory visits to monitor project implementation, document observations, review implementation approaches and verify data collection using agreed tools; prepare reports following each monitoring visit.
* In close collaboration with the M&E Assistant and programme staff, verify the regular collection, reporting and analysis of data.
* Lead quarterly project review meetings to analyse project performance/ achievements, monitor progress against agreed objectives and targets, and agree solutions to address issues identified.
* Reflect upon project data and review the quality aspects of project implementation with the aim of modifying approaches as necessary or required; to improve the impact of project activities; document and maintain review and reflection meetings.
* Develop the capacity of project staff to monitor and reflect upon the impact of project activities against the attainment of project targets, indicators and overall objectives.
* Draft and communicate memos detailing lessons learned and best practices identified during project implementation, to support project learning and reporting.

Project Reporting

* Regularly report to designated HPA staff on project progress and discuss problems/ solutions identified.
* Collaborate with the project partner UCSF to ensure appropriate data flows and the timely provision of data and information requested.
* Review and provide technical and constructive feedback on draft narrative internal/ external project reports.
* In collaboration with Country Director and/ or Southeast Asia Coordinator, ensure the writing of high quality internal narrative donor reports, to ensure timely submission in line with donor contracts.
* Responsible for the ensuring the timely submission of periodic reports to PACCOM and other relevant government agencies, as required – in collaboration with the Country Director.

Representation

* Represent HPA Viet Nam in government, NGO networks and other forums, as agreed with the Country Director.
* In collaboration with the Country Director, build/ strengthen relationships with Global Fund representatives, the European Commission Delegation to Viet Nam, the Ministry of Health, potential donors and other key stakeholders (such as INGOs), as requested.
* Coordinate all donor and government visits to project sites in collaboration with the Country Director.

Programme Development

* Assist the Country Director with the strategic development of the HPA Viet Nam Country Programme, as requested.
* In collaboration with the Country Director and designated HPA staff, identify and follow-up on potential new project funding opportunities.
* In collaboration with the Country Director, Southeast Asia Coordinator and relevant staff, assist with the development and writing of concept notes, project proposals and budgets.
* Assist the Country Director in developing bidding documents for consultancy opportunities in-country, regionally or internationally.

Project Finance and Administration

* In collaboration with the HPA VN Finance Manager, develop and maintain a detailed knowledge and understanding of activity budget lines, how these relate to each other, as well as other sections of the budget.
* Collaborate with the Finance Manager to prepare regular project expenditure plans.
* In collaboration with the Finance Manager, monitor and review actual project expenditure against expenditure planned, and share expenditure variance narrative reports with relevant HPA programme staff.
* Collaborate with the Finance Manager, relevant staff and project partners to ensure the regular submission of essential expenditure supporting documentation.
* Collaborate closely with the Finance Manager and Southeast Asia Coordinator to ensure that projects are implemented in line with international financial management standards, and in compliance with donor and HPA policies and requirements.

Personnel Management and Capacity Building

* Ensure that HPA staff clearly understand the concept of the project and their own specific responsibilities in relation to the project, as set out in respective job descriptions.
* Provide training to HPA Viet Nam staff in quality IEC/BCC materials development, surveys, participatory methodologies and other technical aspects of programming.
* Provide and respond to technical advisory requests from project staff and partners in HPA Viet Nam and in the region, through field visits and/or remotely, as required or requested.
* Collaborate with line-managed staff to develop work plans, ensure the submission of quarterly and other work plans to the Country Director, and review periodically.
* Monitor and advise staff on work performance through probation reviews, regular performance appraisals and close supervision.

Other

* Provide inputs for HPA’s advocacy and campaigns work as requested.
* Support the Country Director in drafting new policies and regulations for HPA Viet Nam operations, as requested.
* Promote learning and sharing between projects in Viet Nam and the region, ensuring lessons learned are documented and shared with other projects and/or partners.
* Maintain good inter-team communication, optimistic outlook and strong standard of professionalism, engender constructive team dynamics, and take suitable action when problems occur.
* Other duties as reasonably requested by the Country Director.

**PERSON SPECIFICATION**

Essential Qualifications/ Experience

* Relevant master degree in public health, economics, development studies or related field.
* Minimum of five years senior level work experience with NGO or development organisations.
* More than 5 years experience in the field of monitoring and evaluation or research at project/program in NGO.
* Strong monitoring and reporting skills with excellent knowledge and experience in programme management.
* Experience in organizing and facilitating training and learning sessions.
* Excellent networking skills, with the ability to communicate effectively and negotiate at all levels.
* Strong knowledge of Project Cycle Management, and experience of programme planning/ management.
* Understanding and experience of needs assessments, baseline surveys, Health Information Systems, operational research, monitoring and evaluation tools, and methodologies.
* Experience providing group training/ capacity building, and leading and motivating teams.
* Competent in MS Excel, Word, PowerPoint and experience using statistical programs.
* Strong analytical and proposal/ report writing skills.
* Excellent analytical, oral and writing skills.
* Fluency in spoken and written English required.
* Optimistic, empathetic outlook and strong standard of professionalism.
* Willingness to undertake periodic and extended field visits.
* Strong commitment to working with poor people in remote areas and promoting the rights of marginalised communities.

Desirable Qualifications/ Experience

* Advanced degree in public health, economics or international development.
* Experience leading the development of IEC/BCC strategies and quality IEC/BCC materials.
* Experience of participatory approaches in planning, implementation, monitoring and evaluation.
* Experience working with ethnic groups and/ or mobile/ migrant populations.

***Health Poverty Action is an Equal Opportunities Employer***

***Qualified female candidates are encouraged to apply for the position***