

Job Description - M&E Officer
For Project “Disabilities Integration of Services and Therapies Network for Capacity and Treatment (DISTINCT)”

Introduction:

Sustainable Health Development Center – VietHealth (www.viethealth.org.vn) is a Vietnamese NGO registered under the Vietnam Union of Science and Technology Association (VUSTA). The center has been providing humanitarian and development assistance programs with a focus placed on health and community health. On-going projects include technical assistance to local partners in development and implementation of programs related to children with disabilities, mental health, reproductive health care, water and sanitation, and life skills training. We also provide rehabilitation services; delivery of assistive devices for people with disabilities as well as small rural development projects and relief assistance.

In the disability sector, Viethealth has played an instrumental role in assisting governmental and non-governmental partners to develop and implement important disability related early detection and intervention. Currently, Viethealth is working towards the Disabilities Integration of Services and Therapies Network for Capacity and Treatment (DISTINCT)”, a project funded by USAID. Through this project Viethealth will continue to improve the quality of life of CWDs under 6 years old and their family by implementing a comprehensive model of early childhood disability detection and intervention (ECDDI) with services, development and education, and to integrate into society.

One of key component to ensure the effectiveness and success of the project is M&E system ensuring improvement-oriented critical reflection, learning to maximize the impact of the project, and showing this impact to be accountable. Therefore, M&E Officer will assist Viethealth and implementing partner to develop M&E system and mechanisms and have them implemented.

General scope of the job:

The M&E Officer is responsible for guiding the overall M&E strategy and implementation of related activities within the project and via partners, plus providing timely and relevant information to project stakeholders. This entails close communication with all involved in M&E design and coordination: core project and partner M&E staff; representatives from primary stakeholder groups; and the project director, project coordinator, external consultants and field staff when appropriate, plus members of external M&E-related missions.

Critical tasks for the M&E Officer are setting up the M&E system and ensuring it is implemented effectively by the key stakeholders, namely the primary stakeholders and implementing partners. This is undertaken through the development of a shared M&E system that is based on existing formal and informal mechanisms and systems among key stakeholders. This needs to be supported by facilitating stakeholders to value, have

appropriate capacities for and undertake their own M&E activities, and to link these into an overall assessment of project progress and needed actions.

Responsibilities and tasks:

Setting up the system

- Help revise the project log - frame matrix, particularly in the areas of the objective hierarchy, indicators and monitoring mechanisms.
- Develop the overall framework for project M&E, for example, annual project reviews, participatory impact assessments, process monitoring, operations monitoring and lessons-learned workshops.
- Develop the list of indicators, M&E procedure, annual M&E for organization & take the responsibilities in conducting the organization M&E activities.
- Guide the process for identifying the key performance questions and parameters for monitoring project performance and comparing it to targets.
- Clarify the core information needs of central project management, the steering committee(or similar body), funding agencies and the cooperating institution
- With stakeholders, set out the framework and procedures for the evaluation of project activities
- Based on the review of existing data on the area, support to draw up the TOR for, design and cost out a baseline survey and a needs assessment survey
- With the implementing partners, review their existing approaches and management information systems and agree on any required changes, support and resources.
- Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required
- Organize and undertake training with stakeholders, including primary stakeholders, in M&E skills, including participatory aspects.

Implementation of M&E

- Based on the annual work plan and budget and in particular the program budgets, design the framework for the physical and process monitoring of project activities
- Guide staff and implementing partners in preparing their progress reports. Together, analyze these reports in terms of problems and actions needed. Prepare consolidated progress reports for project management to submit to the relevant bodies, in accordance with approved reporting formats and timing
- Review monitoring reports, analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation
- Collaborate with staff and implementing partners on qualitative monitoring to provide relevant information for ongoing evaluation of project activities, effects and impacts
- Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities
- Ensure that, in general, project monitoring arrangements comply with the project agreement and, in particular, the provisions of this agreement are fully observed in the design of project M&E

- Inform and join external supervision and evaluation missions – of funding and other agencies – by screening and analyzing monitoring reports as well as by furnishing direct personal knowledge of the field situation
- Take the fully responsibilities in conducting the organization M&E activities as well as other relating follow-up activities and submit periodical M&E reports to Director of VietHealth.
- Organize (and provide) refresher training in M&E for project and implementing partner staff, local organizations and primary stakeholders.
- Plan for regular opportunities to identify lessons learned and implications for the project’s next steps. Participate in these events when possible.

Communication

- Prepare reports on M&E findings, as required, working closely with financial manager, technical staff and implementing partners.
- Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed.
- Guide the regular sharing of the outputs of M&E findings with project staff, implementing partners and primary stakeholders.
- In collaboration with the accountant, provide the COP with management information that she/he may require.
- Make regular reports to the project board (or equivalent decision-making structure), high-lighting areas of concern and preparing the documentation for review at meetings.
- Check that monitoring data are discussed in the appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussion forums to fill any gaps.
- Participate in external missions and facilitate mission team members’ access to M&E data and to stakeholders.

Qualification and experience required

- The logical framework approach and other strategic planning approaches;
- M&E methods and approaches (including quantitative, qualitative and participatory);
- Planning and implementation of M&E systems;
- Training in M&E development and implementation;
- Facilitating learning-oriented analysis sessions of M&E data with multiple stakeholders;
- Data analysis and report writing.
- Familiarity with and a supportive attitude towards processes of strengthening local organizations and building local capacities for self-management;
- Willing to undertake regular field visits and interact with different stakeholders, especially primary stakeholders
- Fluent in both Vietnamese and English;
- Effective team work skills;
- Ability to work under pressure in response to changing needs;

Desirable:

- Experience in M&E system design;
- Understanding of context of civil society organizations and policy making and monitoring processes in Vietnam
- Ability to work across boundaries and enable cooperation among groups/actors

All additional terms and responsibilities of this position are as stipulated in Viethealth's Policies and Procedures to which both Viethealth and the M&E Officer are bound with.

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