



**WWF** *for a living planet*®

## JOB DESCRIPTION

**Position title:** Project Monitoring & Evaluation (M&E) Officer, WWF-Viet Nam  
**Reports to:** Project Manager, WWF-Viet Nam.  
**Technically report:** Conservation Impact Lead  
**Location:** Can Tho/Ho Chi Minh, Vietnam  
**Date:** Jan 2022

### I. 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. Find out more at <http://vietnam.panda.org/> WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

WWF-Viet Nam has been focusing efforts to MDL since 2006, which resulted in numerous positive advancements to the ecosystems and communities in the delta. WWF-Viet Nam's conservation activities focus on restoring degraded habitats, protecting endangered species, reducing the impacts of climate change on the people.

The Mekong Delta Landscape (MDL) of Vietnam, during the last decades, has been one of the areas in the world most severely impacted by climate change (CC). The landscape has more than 77,000 hectares (ha) of mangroves, which play a crucial role as a natural buffer that protects the local communities from CC hazards (coastline erosion and saltwater intrusion due to sea level rise (SLR), prolonged flooding, droughts, etc). Mangroves also provide ecosystem services for the communities' main livelihood integrated mangrove aquaculture (IMA) and rice/shrimp cultivation. Despite its key functions, mangrove ecosystems in the MDL have seriously been degraded due to CC and anthropogenic pressures, weakening climate resilience of the ecosystem itself and the dependent local communities. Key drivers leading to anthropogenic pressures come from the local farmers destroying forests for aquaculture area expansion, solid waste pollution, upstream development, reduction of sediment flow, alternation of hydrology, lack of sectoral collaboration to develop policies for coastal zone economic development, and insufficient application and dissemination of Nature based solutions (NbS) and Ecosystem based Adaptation (EbA) initiatives.

With the support from UBS Optimus Foundation, WWF-Viet Nam will implement the 3.5 years (2021- 2024) project: "Enhancing climate resilience of mangrove ecosystem and local communities in coastal zone of the Mekong Delta Landscape in Vietnam". The project will focus on (i) improving livelihoods for the mangrove shrimp communities so that they will halt deforestation: and (ii) enhancing mangrove management and protection via a range interventions from policy advocacy to ground work levels with the aim to enhance climate resilience of the mangroves and local communities in two target provinces: Ca Mau and Bac Lieu.

WWF-Viet Nam is looking for a candidate who would be part of our team to conduct Monitoring & Evaluation (M&E) and Environment & Social Safeguard works in order to support project team to achieve the set project outcomes.

### II. Major Functions:

Project M&E Officer will support the Project Manager and project team in the planning, implementing and reporting for monitoring & evaluation (M&E) works in UBS project to ensure compliance with the Project Document, WWF network standards and Donor policy and to execute the integration of the project and Climate & Energy Practice of WWF-Viet Nam.

### **III. Major Duties and Responsibilities:**

**Lead Project M&E tasks** to operate consistently with the donors' and WWF's Program and Project Management Standards including: (i) set up proper M&E Plan, (ii) implement the M&E plan and coordinate with project teams in order to support the development of project's reports in a timely manner according to WWF-Viet Nam and donors' quality requirements. More specifics are as follows:

- Develop M&E plan for UBS project and ensure that the project's indicators and activity plans are fit into online database for project performance tracking
- Develop necessary templates (sub-database) and/or ensure proper management of sub-databases for monitoring, contributing to knowledge and information management systems.
- Build capacity of the project teams to utilize the online reporting platforms and knowledge and information management systems as well as to conduct data analysis on thematic areas and on specific needs for project management and learning
- Coordinate with project team and partners to complete quarterly and 6-monthly project reporting, ensure project performance are updated timely, documents stored properly, and linked to conservation impact (Programme Office) reporting when required.
- Support Project Manager to set up necessary procedures to comply with Risk Management protocols and Environmental and Social Safeguards policy and work with project staff to collect required information.
- Provide data/information on the project (and thematic areas) achievements for internal and external communications/PR purposes when required
- Support administration works and other tasks assigned by supervisors as appropriate.

### **IV. Profile:**

#### **Required Qualifications**

- Bachelor's degree in sustainable development, natural resources and environmental management or conservation
- Excellent knowledge of Monitoring and Evaluation, and a good understanding of Development and Conservation Project Management
- A successful track record of practical experience in M&E
- Project management experience will be beneficial
- Knowledge and experience on Social Development Goals, social and environmental safeguards will be beneficial
- Proven experience in data management, data analysis, report writing
- Previous experience in supporting the development of log frame, M&E plan

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

- Ability to work within a multi-cultural international team
- Good presentation, communication & interpersonal skills
- Report writing skills
- Data management and Data analysis
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- 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 organisational needs.*