JOB DESCRIPTION

Position title: Senior Monitoring and Evaluation Officer, WWF-Greater Mekong.

Directly reports: Monitoring and Evaluation Coordinator, WWF-Greater Mekong

Date: April 2021

Location: Hanoi, Vietnam

Background

WWF-Greater Mekong – on the ground in Cambodia, Laos, Myanmar, Thailand and Vietnam – is working to conserve the region's biodiversity and build a secure and sustainable future for people and wildlife. WWF has a long history of engagement in the Greater Mekong. We helped establish conservation programmes in Thailand in the early 1980s, have been active in Cambodia, Laos and Vietnam since 1990, and most recently established a presence in Myanmar in 2014. WWF-Greater Mekong works with government, industry and civil society partners to ensure that, as the region develops, it doesn't squander the natural riches that so many depend on and that drive the region's economic future. We aim to support the countries of the region in realizing their shared vision of a poverty-free and ecologically-rich Greater Mekong. Find out more at www.panda.org/greatermekong .

I. Major Function:

The WWF GM Senior M&E Officer for RG Projects will support large Regional & Transboundary projects to operate consistent with WWF Program and Project Management Standards and support the monitoring the progress of the Annual Plan of WWF- GM Hub. Specifically, this includes technical support and leads RG projects to set up proper M&E Plan, and able to utilize the WWF GM MIS systems for data management and progress management. The Incumbent will play a role in support the Regional Initiative leads in coordination for WWF GM level reporting to the Network Global Practices. She/he will also work as helpdesks / super admin for several online reporting databases relating to M&E and Office performance such as Reporting and C2G

II. Major Duties and Responsibilities:

	Key tasks	Outputs
Area #1 Monitoring, Evaluation and Learning for Transboundary project	M&E Planning - Design and agree with RG Project manager and team on the M&E plan for each project for whole project period - Support the annual planning, defining targets for KPI annually. M&E capacity building - Guide and coordinate with M&E at countries and Project managers at countries for data collection, meeting the Project management purposes. - Train staff and M&E Countries on M&E data collection tools and method - Provide helpdesk for project managers M&E data collection - Customize Reporting Portal or Google spreadsheet to collect data consistently, including both aggregated and disaggregated data - Participate in collecting information for M&E if required from project - Ensure data quality of the progress report Reporting	- M&E Plans for all Transboundary projects - Online progress monitoring system for all transboundary projects - Project Data Dashboard is in place. - Training and guidance, tools are rolled out to project teams as necessary to deliver M & E and learning requirements of the projects - M&E data for all transboundary

	- Keep track of all the reporting requirements of transboundary projects and Regional Grants and remind managers to submit timeline - Support the writing up of Technical Progress reports as per requested by Project Managers, including but not limit to: analyze data, following up to clarify data - Support the project managers in inquiry related to M&E of projects Evaluation and Learning - Design and coordinate evaluation and learning event for projects - Support the evaluation missions	projects are collected and kept consistently - Technical reports for all transboundary projects submitted on-time
Area #2 Documentation/ Means of Verification management	Insight - CPM - Create Insight code for Transboundary projects - Ensure key documentations of Transboundary projects are uploaded into Insight Platform Report depository on C2G and other google sites - Set up site/ platform to manage documents (MoV) of project. - Ensure that MoV and reports are updated frequently for each transboundary projects and RG grants only on relevant site/ platforms	MoV, Reports of all transboundary projects and RG grants are maintained and updated on agreed platforms (C2G, WWF Insight and Google site if required)
Area #3 Administration for C2G database and Transboundary Project management tools	Transboundary project management tools - Support RG Hub staff and train/ technical support - Project team in using tools on Transboundary project management (tracking progress, Key M&E Indicators as committed to the donors) C2G Administrator: Admin of RG Hub - Ensure/Validate/Review the accuracy and appropriateness of data relating to Alignment (Goals, SP) - Create CPM code for transboundary projects and projects managed by RG Hub - Training for new RG Hub staff - Train PSP to oversight/ responsible for data quality of Pipelines	- New staff of WWF GM Hub are trained and coached to use C2G - Admin of all countries are trained - Data relating to Conservation are coordinated to update - Requests for upgraded considered and implemented as per budget available

III. Profile:

Required Qualifications
- Bachelor's degree in management, MIS, natural resources management, environmental or conservation management
- Excellent knowledge in the Monitoring and Evaluation and Development and Conservation Project Management
- At least 7 years of practical experience in M&E, data management, project management
- Proven experience in designing and implementing performance and impact evaluations of development interventions including evaluation design, developing evaluation questions, etc. is required;
- Proven experience in the design of quantitative and qualitative monitoring and evaluation tools is required;
- Proven experience in the data collection, statistical analysis, analysis of quantitative and qualitative data, and data dashboard.
- Previous experience in supporting the development of impact-oriented logical framework
- Strong in training and rolling out ICT based tools in M&E

Required Skills and Competencies

- Good presentation & interpersonal skills
- Report writing skills
- Data management and Data analysis
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Demonstrate WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.
- Adhere to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

IV. Working Relationships:

Internal: Interact on a regular basis with other Strategy Managers, Conservation Programme Managers, Landscape Managers, Country's M&E leads, WWF International under supervision of regional M&E coordinator.

External: Interact with donors, government, partners as necessary in external events/meetings in the region

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 organizational needs.