

## JOB DESCRIPTION

**Position title:** Regional Senior Monitoring and Evaluation Officer, WWF-Greater Mekong.  
**Directly reports:** Regional Monitoring and Evaluation Coordinator, WWF-Greater Mekong  
**Technically report:** N/A  
**Technically supervises:** N/A  
**Validity:** As soon as possible  
**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](http://www.panda.org/greatermekong).

### I. Major Function:

The WWF GM Regional 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 / admin for several online reporting databases relating to M&E and Office performance such as INSIGHT and C2G

### II. Major Duties and Responsibilities:

	Key tasks	Outputs
Area #1 Monitoring, Evaluation and Learning for Transbound ary project	<p><b>M&amp;E Planning</b></p> <ul style="list-style-type: none"> <li>- Design and agree with RG Project manager and team on the M&amp;E framework and plan for each project for whole project period.</li> <li>- Support the annual planning, defining targets for KPI annually.</li> </ul> <p><b>M&amp;E capacity building</b></p> <ul style="list-style-type: none"> <li>- Guide and coordinate with M&amp;E staff at countries and Project managers at countries for data collection, meeting the project management purposes.</li> <li>- Train staff and M&amp;E Countries on M&amp;E data collection tools and method</li> <li>- Provide helpdesk for project managers</li> </ul> <p><b>M&amp;E data collection</b></p> <ul style="list-style-type: none"> <li>- Customize Reporting Portal or Google spreadsheet to collect data consistently, including both aggregated and disaggregated data</li> <li>- Participate in collecting information for M&amp;E if required from project</li> <li>- Ensure data quality of the progress report</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>- Keep track of all the reporting requirements of transboundary projects and Regional Grants and remind managers to submit timeline</li> <li>- 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</li> <li>- Support the project managers in inquiry related to M&amp;E of projects</li> </ul> <p><b>Evaluation and Learning</b></p>	<ul style="list-style-type: none"> <li>- M&amp;E Plans for all Transboundary projects</li> <li>- Online progress monitoring system for all transboundary projects</li> <li>- Project Data Dashboard is in place.</li> <li>- Training and guidance, tools are rolled out to project teams as necessary to deliver M &amp; E and learning requirements of the projects</li> <li>- M&amp;E data for all transboundary projects are collected and kept consistently</li> <li>- Technical reports for all transboundary projects submitted on-time</li> </ul>

	<ul style="list-style-type: none"> <li>- Design and coordinate evaluation and learning event for projects</li> <li>- Support the evaluation missions</li> </ul>	
<b>Area #2 Documentat ion/ Means of Verification manageme nt</b>	<ul style="list-style-type: none"> <li>- Lead and coordinate data management in requirement Information Databases of the Region and WWF International (INSIGHT, C2G, and other report depository online-platforms)</li> <li>- Ensure project data, documents and other means of verification are capture for analysis, learning and sharing in regional project management report depository online-platform.</li> </ul>	MoV, Reports of all transboundary projects and RG grants are maintained and updated on agreed platforms (C2G, WWF Insight and Google site if required)
<b>Area #3 Administrat ion for C2G database and Transbound ary Project manageme nt tools</b>	<p><u>Transboundary project management tools</u></p> <ul style="list-style-type: none"> <li>- Support RG Hub staff and train/ technical support</li> <li>- Project team in using tools on Transboundary project management (tracking progress, Key M&amp;E Indicators as committed to the donors)</li> </ul> <p><u>C2G Administrator:</u> Server as Admin of RG Hub</p> <ul style="list-style-type: none"> <li>- Ensure/Validate/Review the accuracy and appropriateness of data</li> <li>- Training and provide technical support to new RG Hub staff and other country offices' staff to update and utilize the data.</li> </ul>	<ul style="list-style-type: none"> <li>- New staff of WWF GM Hub are trained and coached to use C2G</li> <li>- Admin of all countries are trained</li> <li>- Data relating to Conservation are coordinated to update</li> <li>- Requests for upgraded considered and implemented as per budget available</li> </ul>

### III. Profile:

#### Required Qualifications

- At least a Master's degree in field natural resources management, environmental or conservation management and relevant development field.
- At least 7 years progressively responsible and directly experience on program management, research, and M&E
- At least 4 years working directly in Planning, M&E and Learning.
- 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
- Experience working with other countries in the Greater Mekong region is an advantage.

#### Required Skills and Competencies

- Excellent interpersonal, organizational and written/verbal communication skills, including in cross-cultural settings;
- Ability to work effectively in a multiple culture team-oriented environment;
- Self-motivated and able to work without close supervision;
- Flexibility, patience, dedication and creativity;
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity.
- Demonstrates WWF behaviours in ways of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- Adheres to WWF's brand 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.

Prepared by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_