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WWF-Laos
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JOB DESCRIPTION

Position title: Monitoring and Evaluation (M&E) Manager, WWF-Laos
Reports to: Country Director, WWF-Laos
Supervises: Landscape M&E Officers
Career level: Manager 2 (M2)
Division M&E
Department M&E
Location: Vientiane with occasional travel to provinces and neighbouring countries
Date: May 2022

I. Mission of the Department

World Wide Fund for Nature – WWF has had a presence in Laos since the late 1980s, when it contributed to some of the first biodiversity surveys that established Laos' protected area system. The head office was officially established in 2001 in Vientiane Capital and we now have field offices in Savannakhet, Champassak, Salavan, and Xekong provinces. WWF-Laos works with government, civil society, and the private sector partners to address the drivers of biodiversity loss and to move towards a greener nature-based future where the people of Laos can thrive and live in harmony with nature.

Our vision for Laos that 'the unique biodiversity, cultural diversity, and ecosystems are maintained or enhanced and contribute to the sustainable development and wellbeing of Laos, the Greater Mekong region, and the planet as a whole.' Conservation is WWF's core work, and our programme in Laos is implemented under three broads 'Practice Areas', which include Forests, Wildlife, and Freshwater. Under the five-year strategic plan (2021-2025), WWF-Laos focuses on three landscapes, four priority sites, and two groups of priority species. Find out more from www.wwf.org.la

II. Major Functions

The M&E Manager reports to the Country Director and is responsible for the effective development and management of WWF-Laos' M&E systems in accordance with the current Country Strategic Plan (2021 - 2025) and ensuring data to support M&E functions is stored and maintained for easy access. The M&E Manager ensures the effective delivery of all relevant M&E products, from project and programme levels to the Country Office and Network level.

M&E Manager provides M&E support to both the Conservation and Operation (e.g. finance, admin, HR, Communications, etc.) teams within WWF Laos.

He/she is accountable for data integrity on the various WWF network platforms.

III. Duties and Responsibilities

- Support the implementation of WWF Laos Country Strategy Plan 2021-2025; particularly the Monitoring, Evaluation, Accountability and Learning;



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- Implement, monitor, and update an integrated M&E framework for Country Strategy Plan to ensure accountability of all conservation and operation teams to regular updates and feedback.
- Develop, implement, monitor, and facilitate the robust M&E integrated system where includes development of data collection tools, data analysis, and data visualization (country dashboard);
- Coordinate and ensure the monitoring work is compliant with WWF Asia Pacific and WWF International
- Timely update and maintain the WWF International database system (INSIGHT), using monitoring data from WWF Laos Country Office related to both the conservation programme and the various operation departments to contribute to quarterly and yearly progress report; WWF Laos projects' information and the linkage of projects with Country Strategy Plan (Office contribution) in INSIGHT;
- Maintain the WWF Greater Mekong database system (Cradle to grave (C2G)), with project development, implementation and closure information; and produce pipeline status report to support the management, programme team, fundraising planning and annual planning;
- Support to maintain the Regional or Transboundary project planning and monitoring result into the WWF Asia Pacific project database system (Project View) when required;
- Coordinate the development, implementation and monitoring of Country Strategy Risk Assessment and Management with programme and operation teams, and produce a periodical monitoring result to Country Management Team (CMT) inclusive of the Risk Heat Map;
- Coordinate and support audit implementation and monitoring to ensure the timely actions and to capture progress and challenges.
- Support Project Managers in maintaining and completing project monitoring tools to feed into the country M&E system and comply with donor requirements;
- Proactively support Project Managers in completing their monitoring and evaluation commitments to project donors and partners;
- Work and coordinate closely with Project team to ensure the relevant and appropriate data are collected, analysed and reflect the conservation impact on the ground;
- Ensure that data associated with monitoring is stored and easily accessible- particularly spatial, biological monitoring and social survey data;
- Assist Project managers to manage and facilitate the M&E works with local counterparts during semi or annual meeting; Ensure that project teams are trained on the data collection tools and relevant skills.
- Provide support to Project Managers to prepare M&E results presentations in a timely fashion, clear and professional manner;
- Contribute to project or programme proposal development with regards to identification of impact indicators and monitoring and evaluation plan development ;
- Assist Project Managers in revision of the project M&E Framework in the area of indicators, baseline, targets and measurement;
- Support operation functions for data quality assurance to ensure that data provide for office performance and office target indicators is reliable and accurate;



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- Support for data consolidation with conservation team to produce annual reporting outputs for public communication and internal use;
- Assist the Conservation Director and Country Director in other tasks that support the management and development of the WWF Laos Country Office;
- Supervise, coach and monitor Landscape M&E officers to ensure WWF Laos M&E framework and global standards are ensured across the different projects.

IV. Profile

Required Qualifications

- At least bachelor's degree in environmental science, natural resources management, social science, organizational management, information management systems, development studies, or in relevant fields.
- At least 3 years of practical experience in monitoring and evaluation;
- Experience in designing and/or information management systems for conservation and/or development projects;
- Experience in designing tools for data collection, data processing, and analysis for project, as well as preparation of strategic information for decision makers;
- Demonstrated understanding of the project cycle management;
- Experience in writing reports and reviews, delivering presentation and defending recommendations
- Proven experience of organizing company/organization monitoring and evaluation and/or data management systems, with portfolios of at least USD 500,000 per year.

Required Skills, Competencies, Behaviour and Attitude

- Systematic and analytical thinking;
- Experience and knowledge in Kobo toolbox development, and training
- Experience and knowledge in data dashboard development, and presentation (Experience in Power BI preferred)
- Good human relations and coordination skills, including working in virtual teams;
- Excellent organizational, and presentation skills (including training, mentoring and facilitation skills);
- Excellent negotiation skill with answers positively to direct feedback and differing points of view,
- Striving to develop a sense of team with colleagues by building and maintaining effective working relationships with team and partners;
- Proven ability to work under minimum supervision and take initiative while keeping in check all relevant regulations and organization's policies;
- Willing to learn and support others with a energy and positive attitude and self-motivation;
- Ability to work under time pressure and meet deadlines, also ability to work in diversified environments.
- Excellent command of written and spoken Lao and English languages;



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V. Working Relationships:

- **Internal** – Interacts closely with CMT members. Interacts regularly with the Regional and International M&E team. Engages with and supports all WWF-Laos staff.
- **External** – Interacts with national governmental institutions, non-governmental organizations, academia institutions, the media, donors, partners, specialists/consultants, and other stakeholders.

VI. WWF's Values & Behaviours:

- Adhere to WWF's values: Courage, Respect, Collaboration and Integrity.
- Demonstrates WWF core value in action of working:
 - We demonstrate courage through our actions, we work for change where it's needed, and we inspire people and institutions to tackle the greatest threats to nature and the future of the planet, which is our home.
 - We live the principles we call on others to meet. We act with integrity, accountability and transparency, and we rely on facts and science to guide us and to ensure that we learn and evolve.
 - We honour the voices and knowledge of people and communities that we serve, and we work to secure their rights to a sustainable future.
 - We deliver impact at the scale of the challenges we face through the power of collective action and innovation.

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.