

## TERMS OF REFERENCE

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<b>Job Title:</b>	Monitoring and Reporting (M&E) Specialist
<b>Type of Requisition:</b>	National Project Personnel
<b>Duty station:</b>	Hanoi (with travel to project sites in the Mekong Delta region as required)
<b>Duration:</b>	12 months with possibility of extension

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### I. BACKGROUND

With financial support from the Global Environment Fund (GEF) through fund delegation to the Food and Agriculture Organization of the United Nations (FAO), **the Institute of Strategy, Policy on Natural Resources and Environment (ISPONRE)** is responsible for coordinating the implementation of the project **‘Integrated Sustainable Landscape Management in the Mekong Delta of Vietnam’ (ISLM project)**. Under the leadership of the Ministry of Natural Resources and Environment (MONRE), and in close coordination with the Institute of Policy and Strategy for Agriculture and Rural Development (IPSARD) under the Ministry of Agriculture and Rural Development (MARD), the project supports a critical shift towards sustainable agriculture in the Mekong Delta Region, through the development of green value chains and integrated landscape management (ILM). The project responds to the increasing calls for the transformation of agri-food systems in Viet Nam, as outlined in the recently approved National Action Plan for Food Systems Transformation toward Transparency Responsibility and Sustainability by 2030 (NAP-FST). The project also contributes to the objectives of Resolution 120 on Sustainable and Climate-Resilient Development in the Mekong Delta of Viet Nam, which puts the development of sustainable and high-quality agricultural products, sustainable natural resource management and climate resilience at the centre of the MDR development.

Spanning a five-year period from 2024 to 2028 with a total budget of USD 5,354,587, this project is conducted in central agencies and five Mekong Delta provinces: An Giang, Dong Thap, Soc Trang, Tra Vinh, and Vinh Long. Its primary objective is to transform the primary rice production area in the Mekong Delta into a model of integrated sustainable landscape management. Through the promotion of sustainable food production practices, conservation of ecosystems, and facilitation of knowledge sharing, the project endeavors to yield environmental and social benefits for the region. The project forms part of the regional Sustainable Rice Landscape Initiative

(SRLI) led by the public/private Sustainable Rice Platform, as well as the GEF-7 FOLUR Impact Program.

To support the implementation of ISLM project, a Project Management Unit (PMU) is already established by MONRE and having an office located at the Institute of Strategy, Policy on Natural Resources and Environment (ISPONRE). The PMU is responsible for preparing and implementing ISLM project in accordance with guidelines and regulations as well as the annual work plans and budgets which will detail project activities and eligible expenditures.

As part of this project, we are seeking a qualified Monitoring and Reporting (M&E) Specialist to provide technical expertise to support the implementation of the project.

## **II. REPORTING LINES AND OBJECTIVE**

Under the direction and supervision of the PMU's Manager/Deputy Project Manager, the Monitoring and Reporting (M&E) Specialist will be responsible for the coordination and implementation of the M&E system of the project.

## **III. DUTIES AND RESPONSIBILITIES**

The Monitoring and Reporting (M&E) Specialist will execute the following tasks:

*M&E and knowledge management system planning and development:*

- + Review the M&E and knowledge management approach outlined in the project document and proposed systems for project data collection and analysis;
- + Provide technical guidance and advice to the project team relating to Monitoring and Evaluation;
- + Develop the M&E and knowledge management plan for the project with reference to the approach outlined in the project document and including review and follow up of the project indicators, and relevant reporting, and in line with standard methodologies used in FOLUR projects;
- + Adapt and integrate existing digital platforms for the collection of real-time, geo-tagged data for agriculture research into the project M&E system.
- + Prepare terms of reference for the technical and functional specifications of M&E system and knowledge management database outlined in the project document;

- + Prepare terms of reference and other supporting materials for preparation of the project baseline assessment;
- + Support the preparation of the project baseline assessment, and coordinate the baseline survey work plan and team.
- + Provide technical inputs for project reports, presentations, and communications materials.
- + Work along International Project Chief Technical Advisor to obtain and transfer knowledge of ISLM in Mekong Delta region.

*Coordination and implementation of the M&E and knowledge management system*

- + Guide the operational partners in the implementation of the M&E and knowledge management plan;
- + Oversee the design and implementation of the M&E system and knowledge management database with the contracted service provider(s);
- + Ensure the interoperability of the M&E system and knowledge management database with other relevant systems identified by project partners;
- + Design and coordinate the application of quantitative and qualitative research tools for project monitoring;
- + Organize and contribute to meetings and workshops related to the establishment and implementation of the M&E plan;
- + Contribute to regular project reports and evaluations as required;
- + Advise on training to national project staff and counterpart in project M&E
- + Contribute to evaluations and other project M&E activities as required;

*Contribution to Results-Based Management*

- + Track progress, take corrective measures and generate informed evidence-based data using geo-referencing tools.
- + Advise on the use of theory of change for project monitoring and evaluation;

#### *Knowledge Management*

- + Support the establishment of a structured system for knowledge management and communication;
- + Develop/consolidate good practice and lessons learned for dissemination;
- + Facilitate the exchange of lessons learnt and project knowledge resources in relevant regional and global coordination platforms, including the Sustainable Rice Landscape Initiative (SRLI).

*Other tasks:* Other tasks and responsibilities assigned by the PMU's Manager/Deputy Project Manager.

## **IV. QUALIFICATION AND EXPERIENCE REQUIREMENTS**

### **Minimum Requirements**

- + Advanced university degree (at least a Master Degree) in project management, financial services, agricultural studies, rural development, environmental studies, natural resources management, landscape ecology, civil engineering, laws, information technology or related field;
- + At least 5 years of relevant professional experience in M&E for government agencies, NGOs, INGOs and/or UN Agencies, preferably in the fields of landscape management and design, and agriculture and rural development;
- + Working knowledge of Vietnamese;
- + National of Viet Nam.

### **Core Competencies**

- + Results Focus

- + Teamwork
- + Sound communication skills
- + Building Effective Relationships
- + Knowledge Sharing and Continuous Improvement
- + Technical/Functional Skills
- + Extent and relevance of experience in managing projects in complex environments and in coordination with governmental and non-governmental stakeholders in Viet Nam.
- + Strong experience in project management, including results-based management and monitoring and evaluation;
- + Experience in using Geographical Information Systems for M&E purposes;
- + Proven track record in quantitative (e.g. surveys) and qualitative (e.g. interviews, focus group discussion) methods for project monitoring, preferably in the agriculture sector;
- + Strong knowledge of Monitoring, Reporting and Verification systems for greenhouse gas (GHG) mitigation in the agriculture sector; projects across South-East Asia is a strong asset;
- + Familiarity with GEF programming is an asset
- + Knowledge of FAO's project management systems is preferred
- + Demonstrated ability to communicate and handle workflows with governmental and non-governmental stakeholders.
- + Excellent communication, writing and presentation skills, with the ability to work effectively with diverse stakeholders.

## **V. CONTRACTUAL CONDITIONS**

- + The duration of the contract will be for the project implementation period (up to 50 months), subject to annual performance evaluation.
- + The salary will be paid monthly in accordance with the agreement to be signed with the PMU.
- + The position may require travel to the project sites in the Mekong Delta region as required. Travel expenses such as per diem, accommodation, etc. will be reimbursed as per appropriate procedures.

#### **VI. REQUIRED DOCUMENTS**

- + CV and cover letter in Vietnamese or English;
- + Copy of post graduate degree (the highest degree) and university transcripts;
- + Copy of professional certificates along with English translation, if available.