

JOB DESCRIPTION

- Title:** **Monitoring and Evaluation Assistant**
- Location:** HPA – Viet Nam Country Office, Hanoi – with travel to project sites in Binh Phuoc, Dak Nong, Gia Lai and Dak Lak Provinces.
- Reporting to:** Country Programme Coordinator.
- Working with:** HPA Viet Nam: Country Programme Coordinator, Provincial Programme Officers, District Malaria Officers, NIMPE counterparts and partners. HPA Cambodia: Country Director, Country Programme Coordinator, M&E Coordinator and IEC/ BCC Malaria Specialist.

HEALTH POVERTY ACTION BACKGROUND:

Health Poverty Action (HPA) is an international NGO (UK Registered Charity Number 290535), founded in 1984, with its head office based in London, UK. HPA currently implements programmes in 15 countries throughout Africa, Asia and Latin America. Priority is given to the most excluded and vulnerable, in particular underserved and remote communities, to build knowledge and skills that will enable them to improve their own health and to gain continuing access to effective health services and information.

HPA has been operational in Viet Nam since 2016 and is currently implementing projects related to malaria control and elimination funded by the Global Fund to Fight Tuberculosis, AIDS and Malaria (GFTAM). The new 3-year GFTAM project is being implemented in four target provinces in collaboration with the National Institute of Malariology, Parasitology, and Entomology (NIMPE), academic and local NGO partners.

KEY RESPONSIBILITIES

Technical M&E Duties:

- In coordination with the Country Programme Coordinator, ensure that M&E plans are timely and effectively developed, implemented and continuously monitored, assessed and updated as needed.
- Work closely with the HPA Cambodia Country Office (CCO) M&E Coordinator for guidance on data collection, monitoring and reporting; integrate data where relevant or required.
- Provide necessary training to relevant staff and partners to increase capacity and skills in M&E and data collection to ensure the effective collection of data to ensure compliance with donor and internal reporting requirements.
- Collaborate with the project partner UCSF to develop study protocols, submit IRB documents and ensure appropriate data flows and the timely provision of data and information requested.
- Undertake regular M&E visits to monitor the status of project achievements and verify data collection needs are being adhered to; prepare M&E reports following each monitoring visit.
- In close collaboration with the programme staff, regularly collect, report and analyse data to monitor progress against agreed objectives and targets.

- Collaborate with the Country Programme Coordinator and key project staff to ensure that government counterparts are kept up-to-date and informed of project monitoring and evaluation of progress and results, and are actively involved as appropriate.
- Pro-actively interact with relevant colleagues to ensure that project data is regularly reflected upon and used to improve programme quality and performance results.
- Actively participate in quarterly project review meetings to analyse project performance/ achievements and agreed solutions to address issues identified.
- Draft memos detailing lessons learned and best practices identified during project implementation, to support project learning and reporting.

Programme Duties:

- Support HPA project planning and the implementation of activities in close collaboration with the Country Programme Coordinator, assigned NIMPE counterparts and project partners.
- Actively participate in joint NIMPE-HPA planning and monitoring initiatives, as requested.
- Submit monthly and quarterly work plans to the Country Programme Coordinator in a timely manner and undertake regular and timely revisions based on project developments.
- Pro-actively provide regular feedback to the Country Programme Coordinator on variations between planned and actual activity implementation, and issues that could negatively affect the successful implementation of the project.
- Assist in the development of TORs for evaluations, programme reviews and quality assurance initiatives.
- Maintain familiarity with donor regulations and compliance issues, ensuring that the project is implemented in compliance with HPA policies and donor requirements.

Project Reporting:

- Provide regular M&E reports to the Country Programme Coordinator, and discuss problems/ solutions identified.
- Lead the preparation, consolidation and reporting of accurate, timely and high quality quarterly GF PUDRs and other M&E related reports in alignment with donor requirements.
- Prepare and deliver PowerPoint and oral reports and presentations of project progress to relevant parties, as required.
- Ensure that M&E data, information and reports are properly documented, filed and stored for future reference.
- Draft other reports, as requested by the Country Programme Coordinator and/or the Country Director.

Representation/ Communication

- Establish and maintain a strong working relationship with CDC/ NIMPE staff, project partners and the HPA CCO M&E Coordinator.
- Represent the project in relevant forums and meetings, as agreed with the Country Programme Coordinator.

Other

- Assist the Country Programme Coordinator with the strategic development of the HPA programme and support the collection of data for new concept notes, project proposals and consultancy opportunities, as requested.
- Maintain good inter-team communication and strong standards of professionalism.

- Other duties as reasonably requested by the Country Programme Coordinator and/ or the Country Director.

PERSON SPECIFICATION

Essential Qualifications/ Experience:

- Relevant Bachelor Degree or post-graduate qualification.
- A minimum of 4 years relevant work experience related to monitoring and evaluation, preferably related to health and development programmes.
- Demonstrable experience in quantitative and qualitative data collection and analysis.
- Good working knowledge of statistics and ability to obtain, analyse and interpret data and present findings in written and oral form.
- Demonstrable ability to use data to improve programme quality and performance results.
- Competent in MS Excel, Word, and PowerPoint; experience using statistical programs such as SPSS, DHIS-2 and/or EpiCollect5 preferred.
- Strong analytical, data management and report writing skills.
- Good spoken and written English language skills.
- Strong commitment to working with poor people in remote areas and promoting the rights of marginalised communities.
- Willingness to undertake periodic and extended field site visits.

Desirable Qualifications/ Experience:

- Experience in monitoring and evaluation of Global Fund-funded projects and performance frameworks.
- Five or more years relevant M&E work experience.
- Specialized training/ certification in data management or monitoring and evaluation.
- Experience in participatory data collection methods/ protocols and data verification techniques.

***Health Poverty Action is an Equal Opportunities Employer
Qualified female candidates are encouraged to apply for the position***