



# Technical Senior Manager Monitoring Evaluation and Learning (MEL) Job Description

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**Technical Title:** Technical Senior Manager, Monitoring Evaluation and Learning (MEL)  
**Level and Grade:** Senior Manager | 80 | BG-10  
**Job Type:** Regular Full-time  
**Reporting Manager:** Chief of Party (Direct) and Deputy Chief of Party (indirect)  
**Business Unit:** Program Business Unit (PBU) Europe, Middle East and Asia (EMEA)  
**Office:** Hanoi, Vietnam  
**Date:** March 2, 2026

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## The Organization:

Lutheran World Relief, which is part of Corus International, has been present in Vietnam since 2025. Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. In Vietnam, Corus operates under Lutheran World Relief. Our more than 400 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

## Job Brief:

**Position Summary:** This position will be an employee of Lutheran World Relief.

Lutheran World Relief (LWR) job description for the Technical Senior Manager, Monitoring Evaluation and Learning (MEL) for the U.S. Department of Agriculture (USDA) funded Food for Progress (FFPr) project is described below. USDA FFPr Vietnam project is a 5-year project develop the aquaculture and feed sector value chains in Vietnam between October 1, 2025, and September 30, 2030. This position will be an employee of Lutheran World Relief. The project is funded by the USDA FFPr.

The program has three interlinked components:

- Develop the supply of quality fry and fingerlings.
- Increase U.S. soy usage in aquafeed for tilapia production.
- Improve tilapia production and processing to meet domestic and export market demand.

The project has six activities of: Activity 1. Inputs: Develop Aquafeed and Seed/Hatchling Supplier, Activity 2. Training: Demonstration plots; Activity 3. Capacity Building: Producer and Trade Association; Activity 4. Finance: Facilitate Micro and Small Enterprises Finance; Activity 5. In-Kind Grants: Broodstock and Equipment; and Activity 6. Market Access: Facilitate buyer-seller relationships.

**Position Summary:** The Technical Senior Manager (TSM) is responsible for providing managing the technical delivery and activities on the project in Monitoring, Evaluation and Learning (MEL) to develop and grow the project and LWR/Corus' technical qualifications and expand our technical programming to position LWR's technical work. The competencies required to be successful in this position also include extensive theoretical and practical understanding of MEL frameworks, data systems, performance monitoring, evaluation methodologies, spatial/GIS data analysis, digital data collection platforms, and USDA Food for Progress MEL requirements, and approach, and ability to manage technical direction across the project locations, with minimal management support. The position requires managing, contributing to, and supporting the technical implementation of focused activities and by providing technical inputs into [insert technical expertise subject], project workplans, budgets, technical guidelines, training curricula, implementation tools, and reporting, and monitoring, evaluation and learning (MEL) in compliance with the requirements and regulations of the award. Duties include organizing and coordinating with the Chief of Party, Deputy Chief of Party, sub-recipients, consultants, and headquarters or regional Technical Business Unit (TBU) staff.

### **Responsibilities:**

#### **Technical Delivery Services, Quality and Impact (60%)**

- Identify and manage appropriate Monitoring, Evaluation and Learning (MEL) approaches and activities that support the implementation and monitoring of technical interventions in alignment with the project goal, objectives, and donor standards.
- Manage, model and coach colleagues, including sub-recipient staff, on best practices in technical delivery of MEL systems, data quality and reporting and related activities.
- Identify and make use of grant fund opportunities that offer a return on investment (ROI) for the grantee and the donor, and track grantee delivery and performance.
- Work in partnership with project team and sub-recipients, LWR Vietnam team, PBU EMEA, and headquarters/regional Technical Business Unit staff.
- Track progress of MEL indicators, data collection, data validation, and reporting deliverables, identifying issues/challenges that need to be addressed, and ensuring that technical reporting requirements are met in line with Project Management Manual as well as complementary tools, policies, and procedures.
- Provide input into budgeting and forecasting exercises related to technical activities spending within the fiscal year.
- Participate in forums that enhance sector knowledge to incorporate into technical activities on the project.
- Lead and update the projects performance monitoring plan (PMP) and Evaluation Plan, ensuring alignment with USDA Food for Progress requirements, USDA FFPr Vietnam project's Theory of Change, and results framework.
- Draft MEL-related terms of reference (TORs) for evaluations, assessments, and special studies.
- Oversee the design/refinement of MEL systems including the Corus 3D Monitoring Platform (3D).
- Oversee data quality assurance processes across partners (validity, reliability, precision, timeliness, and integrity).
- Coordinate with COP/DCOP to provide USDA-required updates, including indicator target-adjustment requests.
- Manage baseline, midterm, and final evaluations; lead special studies; ensure evaluation utilization.
- Lead MEL capacity building for staff, subrecipients, and implementing partners.

#### **Coordination and Collaboration: (25%)**

- Manage documentation of LWR and Corus' technical capacities based on MEL achievements, evidence, evaluations, and learning from the USDA FFPr Vietnam project in coordination with project team and in collaboration with TBU team.
- Contribute to the wider work of TBU through active participation in the achievement of the project deliverables, team meetings, TBU community of practice and the development and sharing of technical knowledge and resources.
- Engage with other USDA projects and national stakeholders to exchange MEL learning and promote synergy.
- Coordinate partner MEL activities to ensure harmonized data collection and reporting.
- Support COP and DCOP in mapping spatial data and incorporating GIS data into analysis and reporting.

#### **Data Management, Documentation, and Reporting: (15%)**

- Contribute to ensuring that quality data is reported into the project reporting system by overseeing data collection, validation, spatial mapping, analysis, and storage.

- Design and refine MEL data collection and management systems, tools, and methods, including innovative approaches such as digital platforms and Corus 3D Monitoring Platform (3D)—for accuracy, reliability, and timely reporting.
- Prepare MEL section of monthly/quarterly, semi-annual performance reports, and final reports and other project documents under the guidance of the Chief of Party, with support from PBU, headquarters, and TBU, as applicable.
- Apply knowledge of donor rules and regulations to monitor for technical and MEL compliance for various actions during project start up, implementation, and close out.
- Ensure data integrity and completeness by maintaining project documentation in electronic databases, as applicable.
- Document lessons learned and best practices for dissemination to project teams, partners, HQ, and TBU.
- Produce GIS-enabled reporting using spatial data collected with partners.

#### **Supervisory:**

- This position will direct reports to Chief of Party and will be managing the Technical Officer, Monitoring Evaluation and Learning.

#### **Education & Experience:**

- Bachelor's with at least 7 years' experience in Monitoring, Evaluation and Learning (MEL), statistics, demography, data management, or related fields; Master's desired.
- Experience working with colleagues in a multicultural, multi-linguistic environment.
- Demonstrated experience managing terms and conditions as well as other international donors.
- Proven track record of developing and maintaining strong working relationships with target beneficiaries, private sector entities, as well as host country counterparts and NGO/FBO/CBO actors, preferred.
- Experience working with local and/or US-based and international partners (NGO/FBO/CBOs, universities and other technical institutions), desired.
- Experience with GIS/spatial data analysis, desired.

#### **Knowledge, Skills and Abilities**

- Strong working knowledge of international donor funding mechanisms (including grants, contracts, and cooperative agreements), preferred.
- Strong knowledge of international development, including agriculture, economic development/livelihoods, and best practices in how to best monitor and evaluate related data,
- Excellent communication and influencing skills to communicate effectively and credibly, both verbally and in writing in English.
- Second language fluency preferred.
- Proficiency in quantitative and qualitative data analysis software, Office 365 applications including Word, Excel, SharePoint, and PowerPoint. Experience with Salesforce a plus.
- Ability to work effectively both independently and as part of a team.
- Demonstrated ability to lead technical delivery, coordination of/collaborate on program implementation across multiple teams (between departments, between HQ and country offices, etc.).
- Demonstrated capability in MEL data management, including data collection, validation, analysis, storage, visualization, reporting, and documentation; experience ensuring data integrity and applying USDA Food for Progress MEL requirements; strong ability to train and build MEL capacity of staff, subrecipients, and implementing partners.

#### **Physical and Mental Requirements**

- The physical requirements that may be needed to execute responsibilities may include bending, standing, and walking, etc.
- The mental requirements that are essential to satisfactorily executing the responsibilities outlined in this job description include, but not limited to: learning new tasks, comprehending, and retaining information, completing tasks independently, effectively communicating verbally and in writing, demonstrating proficiency in using computer software to perform assigned tasks.

#### **Other Duties:**

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. Employees may undertake additional responsibilities assigned by their supervisor and aligned with applicable labor law. Global positions that are bound by contracts will not be changed without notice and approval.

## Working Conditions, Travel and Environment

- LWR has an in-person work policy, with all employees reporting to the office Monday through Friday. Employee may occasionally be required to work outside normal office hours to meet project deadlines, reporting requirements, or during field missions, in accordance with applicable labor regulations.
- This position must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high-security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.
- If applicable, must have authorization to work in the country of assignment.

### As a member of the Corus Family, each employee is expected to:

- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

### How to apply:

Please note that all applications must be submitted in ENGLISH and provide complete and accurate information. To apply, please submit no more than 4 pages with your CV and responses to the selection criteria to email HVu@corusinternational.org, quoting the position title in the email's subject line by March 27th 2026.

*Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.*