

Call for Applications

Monitoring, Evaluation and Learning (MEL) Specialist

Organization

Socodevi is a Canadian network of cooperative and mutual enterprises that shares its technical expertise and practical know-how with partners in developing countries. Our mission is to improve the living conditions of the communities we support in a tangible and sustainable way.

Workplace

Hanoi, Vietnam.

Duration of assignment

June 2026 – December 2029.

Contract Type

The position is for Vietnamese nationals only.

Project Description

Socodevi Vietnam is seeking a motivated and detail-oriented candidate to join the BLOOM project as a **Monitoring, Evaluation and Learning (MEL) Specialist**. This role combines practical skills in monitoring, evaluation, and learning (MEL) with hands-on skills in data and information management systems.

The successful candidate will lead the development of practical tools and frameworks to track results, support adaptive learning, and manage spatial and non-spatial data across the project's core themes - biodiversity, inclusive livelihoods, gender equality, and cooperative development. The MEL Specialist will play a key role in ensuring that data is not only collected, but actively used for decision-making, reporting, and impact storytelling.

The BLOOM project's ultimate goal is to improve the health of key ecosystems to support biodiversity and climate change adaptation with a focus on ethnic minority women and their communities in Tuyen Quang and Dak Lak provinces.

Key Expected Results:

- **Outcome 1100:** Increased adoption by ethnic minority women and their communities of gender-sensitive nature-based solutions (NbS) that protect the ecological integrity of Key Biodiversity Areas for conservation and climate adaptation.
(Potential MEL specialist contributions: Co-developing indicators and methodologies with technical specialists and partners, collecting and visualizing

data on NbS adoption and types of impact, facilitating learning on effective NbS approaches).

- **Outcome 1200:** Increased sustainable use of Key Biodiversity Areas by ethnic minority women who are especially vulnerable to climate change impacts.
(Potential MEL specialist contributions: Monitoring livelihood improvements, biodiversity trends, and climate change adaptation through disaggregated data collection and analysis, and impact-driven storytelling).
- **Outcome 1300:** Enhanced participation and influence of ethnic minority women in shaping governance, policies, and programs related to Key Biodiversity Areas that are critical for biodiversity targets and climate resilience.
(Potential MEL specialist contributions: Tracking women's participation and influence on forest protection, assessing behaviour change, and supporting lessons learned on inclusive governance models)

What Success Looks Like for Us

- A fit-for-purpose MEL framework and integrated data system is operational within the first six months.
- Technical specialists are supported and using the tools confidently.
- Data is being used to learn, report on, and improve the project's diverse sectors to reach our goals and targets.

Position summary

The MEL Specialist will lead the design and implementation of an integrated system for data management, monitoring, evaluation, and learning across the BLOOM project. This includes, with technical specialists, co-developing a results-based MEL framework, establishing tools and platforms for collecting, managing, and analysing spatial and non-spatial data, and supporting the team and partners to use evidence for planning, adaptive management, and reporting.

The role collaborates closely with technical specialists, provincial coordinators, local partners and external consultants to ensure high-quality, consistent data is available and used across all project components. The MEL Specialist is responsible for embedding results-based management principles in the project's MEL system to promote accountability, continuous improvement, and learning at all levels.

The MEL Specialist also **supervises the Communications Officer**, providing guidance on the use of data and evidence in communications products and ensuring alignment between learning outputs and external messaging.

Specific Tasks and Responsibilities

Monitoring, Evaluation, and Learning Framework

- Lead the co-development and refinement of the project's MEL framework and performance indicators, aligned with the Theory of Change and Global Affairs Canada's results-based management (RBM) requirements.

- Contribute to the design and management of an integrated information management system to organize project data, including spatial (GIS), quantitative (e.g. household surveys), and qualitative (e.g. case studies, interviews) sources.
- Identify and recommend appropriate digital tools and platforms (e.g. MS Excel, Access, SMART, KoboToolbox, Survey123, QGIS, ArcGIS, Power BI) for efficient data collection, storage, and visualisation.
- Ensure coherence between the MEL system and GAC's reporting requirements, including, but not limited to gender equality, inclusive finance, biodiversity, and climate change adaptation indicators.

Data Systems and Analysis

- **Collect, clean, validate, and conduct quantitative and qualitative analysis of project data**, ensuring consistency and accuracy across all project sites.
- Develop and manage user-friendly dashboards, databases, and tools to support timely data access and use.
- Oversee data collection, cleaning, validation, and analysis across all project sites, ensuring use of gender- and ethnicity-disaggregated data where relevant.
- Lead integration and analysis of datasets related to key project themes, such as biodiversity conservation, climate resilience, gender equality, financial inclusion, and women's economic empowerment.
- Where feasible, ensure data systems and platforms are interoperable with those used by the Government of Vietnam and Socodevi-DID headquarters, to facilitate reporting, policy alignment, and knowledge sharing.

Learning and Adaptive Management

- Facilitate regular learning reviews and reflection sessions with project staff, partners, and stakeholders, including representatives of ethnic minority communities.
- Analyse data with technical specialists to produce actionable insights and inform adaptive programming and strategy adjustments.
- Document and share learning, success stories, and case studies that highlight outcomes related to biodiversity, inclusion, and climate resilience, for both internal and external audiences.

Capacity Building and Technical Support

- Provide tailored training, mentoring, and technical support on MEL tools and methods to project staff, implementing partners, and cooperative members, where appropriate.
- Strengthen the ability of technical specialists and partners to integrate evidence and learning into day-to-day implementation, planning, and reporting.

Reporting

- Support budget planning for MEL activities and data systems, including procurement of software, digital tools, and external technical services.
- Support the preparation of MEL sections of donor reports, including both narrative and quantitative elements.
- Ensure full compliance with Global Affairs Canada's data quality standards, RBM guidance, and performance measurement frameworks, with a strong emphasis on gender, inclusion, environment, and governance indicators.

Communication Supervision

- **Supervise the Communications Officer**, providing day-to-day guidance, reviewing communications outputs, and supporting the officer's professional development.
- Ensure alignment between data/learning products and externally-facing communications materials, including reports, case studies, and knowledge products.

Professional Requirements

Minimum:

- Bachelor's or master's degree in development studies, environmental or social science, GIS, statistics, economics, or another related field.
- Demonstrated experience in digital data collection tools (e.g., ODK, KoboToolbox, SMART), geospatial analysis software (e.g., QGIS, ArcGIS), and data visualization platforms (e.g., Power BI), with a proven ability to integrate these tools into practical decision-making and reporting systems.
- Minimum 3 years of relevant experience in similar roles in development projects
- Solid experience in results-based management, qualitative and quantitative methods, and data analysis.
- Demonstrated ability to collect, manage, and analyse structured datasets, including use of Excel or other tools for data cleaning, aggregation, and basic statistical analysis.
- Strong written and verbal communication skills in Vietnamese; English proficiency is an asset.
- Demonstrated ability to work both independently and collaboratively in multicultural teams.

Desirable:

- Curious, analytical, and solutions-oriented mindset.
- Ability to translate complex data into practical insights.
- Knowledge of research methods and learning facilitation.
- Experience supervising or mentoring junior staff or interns.
- Demonstrates the ability to work effectively and respectfully with colleagues, partners, and stakeholders across diverse backgrounds and disciplines.

Working Conditions

- **Work Schedule:** Monday to Friday, with occasional evening and weekend work as needed.
- **Flexible Work Arrangements:** Socodevi supports flexible work options, including work from home, adjusted hours, and job sharing, where feasible.
- **Contract Type:** 12-month full-time employment contract, with strong potential for extension.
- **Workplace:** Based in Hanoi, with regular travel to Tuyen Quang and Dak Lak provinces.
- **Availability:** Position to be filled as soon as possible.

Socodevi Core Values

At Socodevi, we are committed to advancing gender equality and building an inclusive, respectful, and safe work environment for both the communities we serve and the people on our team. We welcome applications from women, ethnic minorities, and individuals with disabilities, and actively support flexible work arrangements, including job sharing, remote work and adjusted hours. We recognize that diverse perspectives and lived experiences strengthen our work, and we are committed to ensuring accessibility and equity at every stage of employment.

All staff are required to sign the Code of Conduct and the Policy Against Fraud and Corruption on an annual basis. The Code of Ethics, Safeguard Policy, and Anti-Terrorism Policy are to be signed once upon hiring.

How to Apply

Please click on [this link to access the online application form](#). Your CV and cover letter should clearly describe your experience designing or contributing to MEL systems, and demonstrate your ability to develop integrated Data, Monitoring, and Learning (DML) frameworks.

Applications by email will not be accepted. Only short-listed candidates will be notified. Socodevi offers a competitive compensation package, with offers based on the relevant experience and qualifications of the selected candidate. The closing date for applications: **Sunday, 24 May at 5:00 PM Hanoi time.**