

## TERMS OF REFERENCE

### MEAL CONSULTANT / VIETNAM / VETVET PROJECT

Expertise France is looking for a part-time **Monitoring, Evaluation, Accountability and Learning (MEAL) Officer**, based in **Hanoi, Vietnam** (national position), who will be responsible for MEAL activities for the **VETVET (EU-Vietnam TVET Programme)** in Vietnam. who will be responsible for designing and implementing the project's MEAL framework and ensuring quality data collection, analysis, and reporting for the VETVET (Vietnam-EU TVET Programme) in Vietnam. The position holder will work closely with project staff, partner colleges, and external evaluators under the supervision of the Technical Advisor.

#### About the project

Vietnam has made impressive socioeconomic progress with gross domestic product (GDP) growing at an average rate of 8%.

European Union's (EU) bilateral cooperation with Vietnam over the period 2021-2027 builds on the achievements during the period 2014-2020 and focuses on three priority areas:

- Climate-responsive digital circular economy;
- Responsible entrepreneurship and enhanced skills for decent employment;
- Strengthening governance, rule of law and institutional reform.

The 2021-2027 Multiannual Indicative Programme (MIP) for Vietnam addresses critical national challenges while promoting EU's key external engagement priorities, including green and digital transition, decent and inclusive jobs, good governance, rule of law, human rights and institutional reforms.

The EU-Vietnam TVET (VETVET) project, jointly implemented by the German Technical Cooperation (GIZ) and Expertise France (EF), is a five-year action aimed at improving the knowledge and job skills of Vietnam's workforce in alignment with climate change mitigation and green and digital transitions. The project has a total budget of 50.9M€ (BMZ: 10.4M€, EU: 40M€, French MoFA: 0.5M€).

VETVET aims at contributing to improve knowledge and job skills of the labour force for decent employment and entrepreneurship in the framework of climate change mitigation, and green and digital transitions in Vietnam. The project will support up to 35 Vocational Colleges and Technical Schools (5 of which will be directly supported by EF) on the way to being recognized as High Quality TVET centers. The colleges will be selected through a criteria-based assessment and will receive support to enhance their training capacity through modernization of pedagogical equipment, new curricula, programs for teachers and management... GIZ and Expertise France will develop jointly all planned activities, under the supervision of the Ministry of Education and Training (MoET) of Vietnam.

The project has 3 specific objectives:

1. Enhancing governance and coordination among the institutions and stakeholders involved in the TVET sector and the implementation of its policies and strategies.
2. Increasing quality and coverage of skills development programmes for young women and men and other vulnerable groups in their diversity in accordance with national and international labour market demands for climate action and green and digital transitions.
3. Improving recognition of TVET among Vietnamese young men and women and other vulnerable groups in their diversity as a viable educational option in the framework of the green and digital transition.

#### About the role

**Type of contract:** Service contract (part-time 50%, national position)

**Duration:** Up to 110 working days over a 12-month period (estimated 50% level of effort), invoiced on the basis of actual days worked.

**Duty station:** Hanoi, Vietnam, with regular travel to project provinces

**Starting date:** July 2026

**Technical supervision:** Technical Advisor

**Internal relations:**

- VETVET personnel

- EF support staff
- International and national short-term experts
- Other project teams of EF Vietnam portfolio

**External relations:**

- GIZ (in lead of the GIZ-EF consortium)
- EU Delegation (donor) upon to supervisor's request
- Government partners (MoET, DVECT, provincial authorities, etc.)
- Partner vocational colleges supported by EF
- Private sector partners and enterprises
- External evaluation consultants and research institutions

## **Role and responsibilities**

Under the technical supervision of the Technical Advisor, the Consultant will provide technical services to support the development, implementation and maintenance of the project's MEAL system. The position holder will ensure systematic data collection, rigorous analysis, and evidence-based reporting to support project management decision-making and donor reporting requirements.

The following list of tasks and responsibilities is not exhaustive, and may evolve according to needs.

### **MEAL Framework and Data Management**

- Maintain and update the project's MEAL framework aligned with EU requirements and to the needs of GIZ and EF
- Update the project's logical framework, including indicators, baselines, and targets
- Develop data collection tools and prepare MEAL work plans and calendars
- Maintain the project database and ensure data quality assurance protocols

### **Monitoring and Evaluation**

- Lead key data collection activities including baseline, midline, and endline studies
- Train project staff on data collection tools and methods
- Conduct monitoring visits to partner colleges to validate data quality
- Monitor project progress against indicators and prepare monitoring reports with analysis of trends
- Support planning and implementation of project evaluations (mid-term, final, external)
- Coordinate with external evaluators and provide necessary data and documentation

### **Accountability and Learning**

- Prepare regular MEAL reports (quarterly, annual) for project management and contribute to donor reports
- Prepare data visualizations and document success stories and lessons learned
- Facilitate learning sessions with project staff and partners
- Implement beneficiary feedback mechanisms and ensure timely response to feedback
- Contribute to project adaptive management through evidence-based recommendations

### **Coordination and Capacity Building**

- Coordinate MEAL activities with GIZ counterparts to ensure harmonized approach
- Provide MEAL guidance to project staff and college partners
- Liaise with external evaluators and government partners on data sharing and reporting

### **Deliverables**

Indicative deliverables

- Updated MEAL framework and tools;
- Quarterly monitoring reports;
- Updated indicator database;
- Inputs to donor reports;
- Support to project evaluations;
- Other deliverables agreed with the Technical Advisor.

The Consultant shall submit invoices based on the actual number of working days effectively performed, together with the corresponding timesheets and agreed deliverables.

## About you

### Professional competencies and experiences:

- Master's degree in statistics, monitoring and evaluation, social sciences, development studies, or related field
- Minimum 4 years of experience in MEAL for development projects, preferably in education or skills development sector
- Demonstrated experience in implementing MEAL frameworks and logical frameworks
- Strong quantitative and qualitative data analysis skills
- Proficiency in data analysis and visualization tools (Excel required; SPSS, STATA, R, Power BI, or Tableau is an advantage)
- Experience conducting surveys and data collection activities
- Knowledge of EU reporting requirements and procedures is highly desirable
- Experience working with education institutions or TVET sector is an advantage
- Proven ability to prepare high-quality reports and presentations
- Understanding of results-based management

### Behavioural competencies:

- Strong analytical and critical thinking skills with excellent attention to detail
- Strong written and verbal communication skills, able to present complex data clearly
- Systematic and organized approach to work with ability to prioritize effectively
- Ability to work independently and meet deadlines
- Proactive problem-solving orientation and flexibility to adapt to changing requirements
- Strong interpersonal skills and ability to work effectively in multicultural teams
- Ethical approach to data management and confidentiality
- Results-oriented with focus on learning and continuous improvement

### Language skills:

- Fluency in Vietnamese (native level);
- Excellent command of English (written and spoken);
- Knowledge of French is an asset but not mandatory.