

New Year New Challenge

Two National Consultants

CBC: Capacity Building for MESMARD

PPC: Planning, Policy and Strategy

MESMARD PROJECT

Monitoring and Evaluation in Support of Management in the Agriculture and Rural Development Sector

A. THE PROJECT

The Project purpose is to strengthen capacity and awareness in planning, monitoring and evaluation. It will design and test a system of planning and M&E, including the refinement of the 2006-2010 Five Year Plan, and the template for annual reporting and planning. More details are available on vukehoach.mard.gov.vn

The Project has a Working Group (WG) of 52 staff to participate in and execute the Project, divided into six Subgroups (SG) and three Topic Teams (TT). Project resources include short-term consultants, special studies, surveys, and links to other Ministries and projects.

B. MAIN DUTIES of National Capacity Building Consultant CBC

1. Lead the knowledge transfer and capacity building in close consultation with TT CB
2. Integrate WG learning with the WG building of Project outputs and their routine work
3. Advise on a long term strategy in capacity building
4. Update the capacity building program (CBP) for whole project cycle.
5. Advise on training and knowledge transfer activities and methodologies
6. Advise on target learners and update capacity assessments and Personnel Profiles from current activities, needs and demands
7. Prepare resources for and contribute to training courses and workshops.
8. Draft evaluation forms for two-monthly self-assessment of WG staff and conduct and report on the evaluations and guide result based evaluation of training.
9. Consult with other consultants (Planning, M&E, Database, Website) on institutional and competency matters of proposed innovations
10. Draft job functions resulting from innovations in planning and M&E, with changes required in organisation and institutional arrangements at MARD and DARD

C. MAIN DUTIES National Planning Consultant PPC

1. Review and improve the Five Year Plan Framework
2. Comment on the M&E Framework and M&E system
3. Draft the functions of staff to operate an improved planning and reporting process
4. Prepare and present a workshop on policy and strategy in a market system
5. Assist in the design of surveys and studies which will pilot test the M&E system
6. Guide in the use of M&E Report for making policy and planning.
7. Assess the usefulness of M&E information for planning and policy
8. Provide on the job training, advice and mentoring to individuals and SGs
9. Provide advice to Project on individual needs and responses in capacity building
10. Prepare and conduct intensive training in planning, policy and strategy

D. REQUIREMENTS FOR BOTH POSITIONS:

Necessary:

- a) University degree including agriculture and rural development sector subjects
- b) Higher degree, diploma or advanced training in planning, monitoring, evaluation, institutional development, organisation and management, or similar subjects
- c) Minimum ten years work experience in planning or management or training
- d) Experience in GOV PAR activities and exposure to changes for a transitional market economy

- e) Experience of analysis of institutions, organisations and staff work functions
- f) Demonstrable experience in the application of modern project cycle management and planning techniques and the supporting information technology.

Desirable:

- g) Direct experience of MARD and the functioning of its planning and M&E systems
- h) Experience of sectoral and program planning and operational issues.

E. ASSIGNMENT

Beginning early March, each consultant will be contracted for a period of 2 months with a **required 5 days per week to be spent in the Departments**. The Contracts might be extended, with an option for a part-time arrangement.

The Contracts require a letter of permission from your current employer (if any).

F. APPLICATION – DEADLINE 4 pm. 20 February 2008

Please send a CV and a cover letter including required salary, and two references to:

MESMARD: Room 309, Building A10, MARD, 2 Ngoc Ha Street, Ba Dinh, Hanoi

Contact: Le Thi Bich Nguyet Tel: 734 6224

Email: mesmard@gmail.com