

Terms of Reference

Function title:	Support Officer for REDD proposal development and stakeholder consultation
Project title:	The United Nations Collaborative Programme on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries in Viet Nam (UN-REDD)
Duty station:	Hanoi, with travel to provinces
Duration:	November – December 2010
Supervision:	National Programme Director

1. Background

The UN-REDD Viet Nam Programme addresses the complexities of developing REDD-readiness in Viet Nam. During its current Phase I, it builds capacity at the national level to permit the Government of Viet Nam, and especially the REDD focal point, the VNDoF in MARD, to coordinate and manage the process of establishing tools to implement a REDD+ programme that provides an effective, transparent and equitable system of demonstrating real and measurable reductions in emissions from deforestation and forest degradation, and transferring international payments for carbon conservation to local stakeholders in relation to performance standards. Secondly, it builds capacity at the local level through pilots in two districts in Lam Dong province that demonstrate effective approaches to planning and implementing measures to reduce emissions, including participatory monitoring of C-stocks, and to ensure fair and equitable distribution of benefits. Lastly, the UN-REDD Programme generates information to help identify what role REDD+ might play in reducing regional leakage of emissions from forests.

Currently the UN-REDD Programme is developing a proposal for a second phase which will see much broader scale implementation in a number of provinces. This Phase II is expected to make Viet Nam ready to engage in the international REDD+ carbon market.

2. Objectives

- The overall objective of the position is to contribute to the capacity of the UN-REDD Programme Management Unit in developing the Phase II proposal, with particular reference to stakeholder consultation at various levels. The position supports the dissemination of knowledge of the Phase II proposal to diverse audiences in government, civil society and among potential participants in the National REDD Programme.
- The staff member will perform his/her duties under the direct supervision of the National Programme Director of the UN-REDD Programme and under the joint daily supervision of the National Team Leader and Technical Specialist of the UN-REDD Programme.

3. Duties and Responsibilities

- Day-to-day work with the Programme Manager and the Technical Specialist.

- Attend meetings of the National REDD Network, the REDD Technical Working Group and its sub-Technical Working Groups and contribute information and material on the Phase II proposal.
- Develop materials on substantive aspects of the Phase II proposal for use in awareness raising campaigns and stakeholder consultation.
- Participate in the consultative processes with key national stakeholders (including public sector, private sector, civil society, indigenous peoples, NGOs, etc.) on the Phase II proposal.
- Assist in the work of UN-REDD Programme staff as required, and in the preparation of documents, training materials, training and workshops etc.
- Perform other duties and tasks as instructed by the National Programme Director.

4. Qualification and Work Experience

- University degree in Forestry, Natural Resources Management, or similar.
- At least 2 years of professional experience in forestry and forest resource assessment. International experience in this area is an asset.
- Knowledge of the REDD+ mechanism under the UNFCCC and the Vietnamese REDD position and proposal.
- Experience with forest institutions in Viet Nam.
- Proficiency in both spoken and written English.
- Excellent computer literacy.
- Excellent interpersonal skill and high team work spirit.
- Willingness and ability to travel to remote locations.

5. Remuneration Conditions

Dependent on the qualifications and extent of experience. Remuneration will be based on the UN/EU/MPI Cost Norm at VNM-2 level.