

## **Terms of Reference**

*FFI's mission is to conserve threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science, and which take into account human needs. FFI's strategy to achieve this mission is to work with in-country organisations at all levels to support them in identifying and implementing country led sustainable solutions.*

### **Fauna & Flora International - Vietnam Programme**

is recruiting a

### **Project Manager – Western black-crested gibbon**

*The FFI Programme in Vietnam is implementing projects to conserve Tonkin snub-nosed monkeys at Khau Ca Species & Habitat Conservation Area and Quan Ba district of Ha Giang province, Cao Vit gibbons at Trung Khanh Species & Habitat Conservation Area of Cao Bang province, Delacour langurs at Kim Bang forest of Ha Nam province, Northern white-cheeked gibbons at Pu Mat National Park of Nghe An province, Grey shanked douc and Northern yellow-cheeked gibbon at Kon Plong forest of Kon Tum province, and Western black-crested gibbons at Mu Cang Chai Species & Habitat Conservation Area of Yen Bai province and Muong La Nature Reserve of Son La province.*

*Western black-crested gibbon (*Nomascus concolor*) is now Critically Endangered (IUCN) with a global population of fewer than 1,400 individuals globally in 2006. The number today is likely far lower. It has been reduced to a few patches of primary forests, mostly due to tremendous deforestation, illegal hunting and wildlife trade, and weak law enforcement. In Vietnam, the contiguous forest block of Mu Cang Chai Species Habitat Conservation Area (MCC SHCA) and the Muong La Nature Reserve (MLNR) represent the country's last viable population, comprised of 19 groups and around 80 individuals. The conservation of this population in Vietnam is of critical importance not only from a genetic standpoint, but also as a distinct, separate and thus 'insurance' population against continued declines in neighbouring China and Laos. Most important to conservation efforts in the combined Mu Cang Chai – Muong La PA complex and buffer zone has been the operating the Community Conservation Teams (CCTs) established by FFI since 2003 with 22 CCT members (14 people/three teams in Mu Cang Chai and 10 people/three teams in Muong La).*

*With very high rates of biodiversity and endemism, notably in herpetofauna, avifauna, trees/flora and primates, two contiguous protected areas, MCC SHCA with its area 20,293 hectares and MLNR with its area 15,800 hectares, are among the most intact in terms of the forest ecosystems and the assemblage of terrestrial wildlife, which elsewhere in Vietnam is being extirpated by hunting and snaring. This contiguous is also home to the globally endangered (EN) Grey Langur *Trachypithecus crepusculus*, the Vulnerable (VU) bird Rufous-necked Hornbill *Aceros nipalensis*, of high conservation value (EN) Temminck's Tragopan *Tragopan temminckii* and Asian Golden Cat *Catopuma temminckii*.*

*Recently, FFI has secured funding to support the conservation of Western black-crested gibbons in Mu Cang Chai and Muong until June 2024 with focus on species monitoring, management capacity building for local partners and sustainable livelihood development for buffer zone communities.*

## TERMS AND CONDITIONS

<b>Job type:</b>	Full-time
<b>Start Date:</b>	As soon as possible
<b>Duration:</b>	Two years with potential to extend subject to business need and funding availability
<b>Probation Period:</b>	Two months
<b>Location:</b>	Hanoi based, with regular travel to project site in Mu Cang Chai and Muong La
<b>Hours of Work:</b>	40 hours per week
<b>Salary:</b>	Package US\$1,100 – US\$1,300 gross per month dependant on skills and experience, plus 13 <sup>th</sup> month salary
<b>Reporting to:</b>	Country Programme Manager
<b>Line Manager of:</b>	(TBD)
<b>Key Internal Relationships:</b>	Country Director Finance Manager Technical Advisors
<b>Working with:</b>	The Project Manager will routinely liaise with local government agencies, local communities, and partner NGOs, representing the values and interests of FFI at all times.

## PURPOSE

The purpose of the Project Manager position is to coordinate and conduct, to the highest possible standards, biodiversity conservation project's activities in MCC SHCA and MLNR, which focus on protection of wild populations, research and baseline surveys, biological monitoring, awareness raising and local livelihood development, capacity building for project's partners, and improvement of special use forest management capacity.

## THE ROLE

The Project Manager will be senior staff, highly knowledgeable project management and coordination, and with experience of biodiversity conservation projects. S/He will be responsible for managing, coordinating and implementing project activities in MCC SHCA and MLNR.

## DUTIES and TASKS

Under the supervision of the Country Programme Manager, and where appropriate the Country Director, the Project Manager will spend the majority of his/her time in project coordination of project activities including the following duties and tasks:

### Main Duties:

The Manager will be responsible for leading the implementation of project activities. The duties of the Manager will be broadly split into the following categories:

1. Working in the FFI Country Programme Manager to oversee, develop work-plan and report on technical and financial components of the project;
2. Coordinating and implementing fieldwork activities as described within the project logframe and work-plan;
3. Line-manage the Project Officers/Assistants (TBD).

### **Programme Development**

Drawing from field experience and data (which the Manager will manage), support the development of new concepts and funding proposals, to fund project activities in MCC SHCA and MLNR.

### **Operational Tasks**

- Maintain good working relations with provincial, district, commune and community partners to ensure effective implementation of the project;
- Develop annual work-plan for project following FFI template with support of the Country Programme Manager;
- Work closely with FFI Technical Advisors and local partners to plan and implement project activities;
- Provide Mission Term of Reference (MToR) prior and Back to the Office Report (BToR) after every field trip;
- Review MToR(s) and BToR(s) of assigned FFI staff to this project for specific activities prior and after conducting activities;
- Provide logistical, technical and capacity building support to project partners;
- Work with partners to ensure activities are well implemented and in accordance with high environmental and conservation standards;
- Lead on supporting field visits and field work by visitors (e.g. FFI UK staff or donors), advisors and consultants to project site;
- Support interpretation for Foreign visitors when visiting project site and at meeting with local partners;
- Maintain regular communication with key project partners and counterparts to improve site-based project activity delivery and output quality;
- Manage and report on field trip finances, following FFI budget allocation, cost norms and financial procedures;
- Support the implementation of activities of FFI's conservation projects, including field trip logistics/arrangements, village meetings, community meeting and awareness raising.

### **Financial Management Tasks**

- Develop activity budgets, in close coordination with Country Programme Manager (budget holder);
- Make fund requests, manage project funds for field operations and report on expenditures.

### **Technical Tasks**

- Biodiversity Conservation
  - Coordinate on-going capacity building for rangers of two protected areas on skills for patrol planning and techniques using Spatial Management And Reporting Tool (SMART);
  - Facilitate the assessment and revision of on-going Community Conservation Teams (CCT) at two protected areas;
  - Facilitate training (with support from FFI technical staff) for CCTs to support protected area management boards with SMART patrols, key species monitoring, snare removal and awareness raising;

- Develop a sustainable incentive programme for rangers and CCT members to help motivate them, beyond salary and performance-monitoring (SMART-based);
  - Work with FFI technical staff to help ensure that SMART patrols by rangers and CCT are operational, and provide support to data analysis and the creation / use of SMART reports for adaptive protected area management;
  - Lead on annual snare removal campaign with engagement of CCT members, rangers and with support from local authorities, Youth Union, and volunteers;
  - Coordinate annual market/wildlife trade surveys in the area and develop wildlife crime prevention strategy for each protected area;
  - Co-coordinate gibbon population surveys with Biodiversity Chief Officer, with technical input on design from Technical Advisors;
  - Provide oversight and coordination to long-term gibbon monitoring programme, including assisting with supervision of student researchers.
- Protected area development
    - Lead on training needs assessments and training courses towards the improvement of protected area management capacity for two protected area management boards;
    - With support of FFI experts, conduct annual Management Effective Tracking Tool (METT) for each protected area;
    - Support to strengthen Collaborative Management Advisory Committee (MAC) for protected area collaborative management model in Mu Cang Chai;
    - Coordinate the feasibility study process of upgrading Mu Cang Chai SHCA to a full nature reserve;
    - Coordinate the process of Green List assessment for two protected areas;
- Community Development and Protection
    - Be the focal point and technical lead on improving local livelihood, in support of conservation goals, e.g. the development of agricultural activities and/or forest gardens/sustainable forest management, ecotourism in collaboration with project's partner SRD;
    - Support development and implementation of Knowledge-Attitude-Behaviour (KAB) surveys in each year: baseline, mid-term and project end; surveys on forest use/dependency;
    - Develop an awareness raising and communication strategy for the three levels (scales) and the project – to be delivered through local trainings, events and schools (inputs to the local curricular, plus printed materials and talks/slide-shows), sub-national workshops and study tours, and national fora, combined with FFI's website (dedicated webpage) and social media sites, including a Facebook page in Vietnamese;
    - Support communication and awareness raising activities through / assisting trainings, local events, school visits and talks, workshop and study tours, and through the provision of filed updates and photos to the FFI communications team (in Vietnam and the UK, as required);
    - Coordinate assessments of local agriculture and livelihoods/review of existing farming systems – SWOT and/or gap analysis;
    - Lead on bi-annual data collection on impacts / safeguards – On-going monitoring (M&E).
    - Facilitate consultation and signing of local 'Conservation Agreements' – these will set out the project benefits (i.e. livelihoods support) and the expectations and responsibilities for communities (reduced hunting, protection of the PA forests etc.);
    - Coordinate the development of sustainable finance for conservation through PFES models.

- **Project Administration and Programme Support**

- In close coordination for the Programme Manager, take a lead on role financial management, including monitoring/checking of spending / implementation against budget lines, payment schedules, contractual obligations and costs norms (FFI policy and donors requirement);
- Ensure finances are accounted for in a timely fashion with the FFI Finance Manager as well as with the Country Programme Manager;
- Prepare budgets and cash advances for workshops, trainings, construction and other project activities and ensure appropriate reconciliation of advances to staff, project partners and other agencies;
- Collect appropriate quotations for equipment and service purchases;
- Provide technical and/or logistical support to other FFI project sites as reasonably requested / agreed by the Country Programme Manager;
- Be responsible for communication and collaboration with project's partner Centre for Sustainable Rural Development (SRD) on its livelihood development component.

**Communications**

- Bring to the attention of the Country Programme Manager and personnel working on communications any news-worthy items arising from within the project to ensure that FFI Vietnam Programme's social media pages are updated;
- Share all photos and videos taken during field work/surveys with relevant FFI staff, for use in communications materials, presentations, etc. Photos will be credited as per the contract (i.e. © 'name' / FFI).

**Other Duties**

- Other duties as reasonably required as a Project Manager.
- Translate documents between Vietnamese and English, and vice versa, as required;
- Draft concept notes and support development of proposals with up-to-date data and information;
- Perform other duties as reasonably requested by Senior Management Staff and in line with organisation's priorities to support FFI Vietnam Programme;
- Participate in capacity building activities/programme within and outside the organization if assigned;

**REQUIRED OUTPUTS**

- Annual work-plan with quarterly updates of work-plan and progress reports;
- Mission Terms of Reference and Back to Office Reports for every field trip;
- Field Activity Reports, as required;
- Delivery of activities in accordance with agreed project objectives, budget and work plans, and with the production of associated reports or documentation;
- Technical / project activity reports to Country Programme Manager in accordance with reporting cycle;
- Regular and ad hoc updates to senior staff and communication personnel on project actions, news, discoveries, challenges and success stories;
- Accompanying photos of threatened trees and project implementation actions, including staff and partners at work, for all field trips.

**REQUIREMENTS**

The successful candidate must have, at a minimum, the following skills and experience:

- University degree (preferred Master's degree) with a strong background in conservation or natural resources management;
- Demonstrable project coordination or management experience;

- Experience in working with ethnic minority communities;
- Experience in stakeholder consultation and interview techniques;
- Experience in data collection, analysis and technical report writing;
- Able to travel frequently to project site;
- Language: Excellent English speaking, reading and writing (fluency preferred);
- Software/IT: Fluency in Microsoft Office, including Word, Excel, PowerPoint. Preferred also to have basic knowledge of GIS software;
- Soft skills: Team work / collaboration, good time management, able to work alone, motivated, reliable, enthusiastic and trustworthy.

### HOW TO APPLY

Interested candidates are invited to send a cover letter and CV in English to Ms. Le Hong Viet via email [viet.hong.le@fauna-flora.org](mailto:viet.hong.le@fauna-flora.org) no later than **15<sup>th</sup> September 2021**. Only shortlisted candidates are contacted for interview.

For more information, please visit [www.fauna-flora.org](http://www.fauna-flora.org)