

TERMS OF REFERENCE

Project Operations Manager (PP1)

Project: Strengthening the resilience of communities in dealing with natural disaster – continuation (BfdW2)

Position Project Operations Manager (PP1)	Contract duration 2 years (renewable)
Supervisor: Head of Programme Development (DRR and Livelihood)	Duty station Head office with regular travels to the field and internationally as required
Direct reports None	Commencement date As soon as possible from 1 st November 2021
Working time Full time (7.5 hours per day, from Monday to Friday)	Budget/Fee Grade 3, step 1-3 based on AAV's salary scale PP1 staffing budget

1. Background

Founded in the United Kingdom in 1972, ActionAid is an international federation, working with over 25 million people in more than 40 countries and territories for a world free from poverty and injustice. ActionAid's head office is in Johannesburg. ActionAid is the only large international development organisation with head office based in Africa, with offices in Asia and the Americas connecting ActionAid's work in Europe.

ActionAid started working in Vietnam since 1989, established its Representative Office in Hanoi in 1992. Since then, ActionAid Vietnam (AAV) has been focusing the work to end poverty and promote sustainable development in over 20 provinces in mountainous, remote, and difficult regions as well as poor urban areas across Vietnam. The organization is well recognized as one of the leading INGOs significantly contributed to the poverty reduction and community empowerment in Vietnam.

Under the framework of Country Strategy Paper 6 (2018-2023), AAV has made commitments to continue (a) strengthening community capacity to build safe communities and adapt to climate change and disasters with alternative sustainable livelihoods (Programme Priority – PP 1); (b) promoting grassroots democracy to advance people's rights to gender responsive public services (PP2) and (c) building space and tools for people's agencies and non-state actors in Vietnam and ASEAN countries to meaningfully take part in making a better society for all (PP3).

Under the PP1 directorate, the project '*Strengthening the resilience of communities in dealing with natural disaster - continuation*' was approved by Bread for the World (BfdW) in July 2019. It is implemented in 06 communes/wards of Ke Sach district, Soc Trang province and Tra Vinh city of Tra Vinh province in 3 years (2019-2022).

2. Role overview

The Project Operations Manager (PP1) participates in management of the progress and quality of the project as assigned by the Head of DRR and Livelihood. She/he manages budget of the assigned project, ensuring the

deliverables of such project within the specific timeline and with high quality. She/he will ensure that ActionAid Vietnam's and related donor' policies will be fully complied with.

The Project Operations Manager (PP1) could request for supports from the line manager and related staff from other departments/teams to ensure the job is well performed. She/he has the right to have direct access to the local project areas and partners as required.

3. Scope of work

Key Accountabilities/ Responsibilities:	Activities
[I] Participate in implementation of assigned project	1. Implement activities of the programme and projects in charge according to the approved work plan and budget 2. Manage the project spending, submit, monitor and report to line manager on regular basis
[II] Participate in research, policy advocacy and networking	3. Participate in identifying potential issues and actors for advocacy works 4. Contribute to policy briefs and media strategies that inform stakeholders about the policy positions of AAV and our partners 5. Organize advocacy events and campaigns to advocate for policy change or replication of projects results/impacts. 6. Maintain at least 4 news per year for ActionAid's website and social media pages 7. Actively engage existing and potential advocacy partners (legislation and government agencies) for the government to change its policy to include well-grounded evidence and good practices generated under project's work 8. Well communicate AAV's stand and position on issues related to project's work to the 'public', CSOs, media, academia, community, and authorities through timely releases of position statement, policy briefs, research reports, and other essential publications.
[III] Conduct partnerships management	9. Contribute to developing, implementing, and monitoring AAV's partnership strategy and plans. 10. Participate in identifying and initiating strategic networks, alliances, and partnership with government agencies, local right programmes, and academic and research institutions, etc. 11. Contribute to develop productive partnerships with existing and potential partners to collaborate on delivering project's work. 12. Collaborate and exchange information with partners and report on their performance on a periodic basis; ensure effective information flow and communication with stakeholders including partners and international teams
[IV] Supports AAV's partners in planning, budgeting, and implementing the project	13. Provide annual planning and budgeting guidance to partners in accordance with the guidelines from the annual planning team as well as the related functions. 14. Review and approve partners' project's TORs, work plans and budget, fund requests to ensure the alignment to the CSP6 and annual plan and budget 15. Regular field level visits are conducted to project areas to provide support and supervision, and guide project implementation

	16. Well prepare MOUs and other legal documents of related partners on time.
[V] Conduct project reviews, monitoring, evaluation, programme learning and reporting	17. Establish and operate the project monitoring framework, metrics, and reporting systems for the projects; adequate monitoring and evaluation is conducted for all projects. 18. Conduct project's reviews and evaluation in line with ALPS and donor's requirements 19. Prepare project's reports within and outside the organization for shared learning
[VI] Provide technical advice/support and capacity building to staff and partners on the assigned projects	20. Identify needs and opportunities for capacity building for staff and partners. 21. Collect, translate, compile, and disseminate projects guidance, manuals, hand-on experience documents to concerned bodies
[VII] Develop new project for fundraising	22. Design new projects with outcomes, outputs, beneficiaries identified in a log frame and result matrix 23. Prepare proposals, concept note in line with AA strategic plans and donor requirements
[VIII] Others as required	24. Other tasks as assigned by line manager are well performed.

4. Person specification

Education & Certifications	<ul style="list-style-type: none"> • Bachelor degree on social science, economics, development studies and agriculture
Experience	<ul style="list-style-type: none"> • Minimum 3 years of experience working on similar projects and community development. • Experience of working within a multi-cultural team
Essential knowledge and skills	<ul style="list-style-type: none"> • Outstanding analytical skills with a strong background in basic research • Fluency in written and spoken English and native/national language • Outstanding programme/project design and programme/project cycle management and coordination skills • Ability to work on own initiative with minimum supervision and to stay on task • Lead workshops, meetings; excellent presentation, communications, and negotiation
Others	Adherence to: <ul style="list-style-type: none"> • Human Rights Based Approach • Gender equality

Prepared by

Reviewed by

Approved by

Head of Programme Development

Operations Manager

Executive Director

Agreed by

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