

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.

*FFI has been working in Vietnam since 1998 with its focus on conserving Vietnam's most threatened primate species and karst landscapes. Its on-going projects are to conserve Western black-crested gibbons (*Nomascus concolor*) in Mu Cang Chai Species & Habitat Conservation Area of Yen Bai province and Muong La Nature Reserve of Son La province, Cao Vit gibbons (*Nomascus nasutus*) in Trung Khanh Species & Habitat Conservation Area of Cao Bang province, Delacour langurs (*Trachypithecus delacouri*) in Kim Bang forest of Ha Nam province, Northern white-cheeked gibbons (*Nomascus leucogenys*) in Pu Mat National Park of Nghe An province, Grey shanked douc (*Pygathrix cinerea*) and Northern yellow-cheeked gibbon (*Nomascus annamensis*) in Kon Plong forest of Kon Tum province, and Tonkin Snub-nosed monkey (*Rhinopithecus avunculus*) in Khau Ca Species & Habitat Conservation Area and Quan Ba district of Ha Giang province.*

In Quang Binh, FFI had been a long time working in Phong Nha – Ke Bang National Park with five key components, including: (1) Build capacity for park staff in biodiversity surveys, monitoring and law-enforcement; (2) Support in establishment and protection of habitat corridors; (3) Support and facilitate the process of land use planning and land allocation for the buffer-zone communes; (4) Support buffer-zone communities with biodiversity conservation linked livelihoods enhancement; and (5) Establish and promote trans-boundary cooperation in nature conservation. This project ended in 2014. FFI is launching a new project in Quang Binh (Phong Nha – Ke Bang National Park, Khe Nuoc Trong Nature Reserve and its bufferzone communities).

The USAID-funded Biodiversity Conservation (BCA) is a 5 year-program (started from July 2020 to June 2025) implemented by WWF in collaboration with FFI and other organizations. The programme aims to maintain and increase forest quality and protect and stabilize wildlife population in high conservation value provinces (Quang Binh, Quang Nam, TT Hue, Quang Tri, Ha Tinh, and Lam Dong).

WWF takes lead of project implementation in Vietnam and FFI takes entire role to lead implementation in Quang Binh province under framework of the whole project in 4 Strategic Approaches (SA), which are following:

- SA1. Promote Conservation-Friendly Enterprises in Forest Dependent Communities*
- SA2. Strengthen Management of Special Use and Protection Forests*
- SA3. Increase Functionality of Law Enforcement Systems for Forest and Wildlife Crimes*
- SA4. Reduce Local Demand on wildlife products through Behaviour Change Methodologies*

Fauna & Flora International - Vietnam Programme

is recruiting a

Project Technical Coordinator

To coordinate and provide technical support to the implementation of activities under SA4 (above) under FFI's project in Quang Binh, with the following terms and conditions:

TERMS AND CONDITIONS

Job type:	Full-time
Starting date:	As soon as possible
Duration:	Three years fixed term contract with option to extend (project ends in June 2025)
Location:	Based in Dong Hoi City, Quang Binh Province
Hours of Work:	40 hours per week
Salary:	From US\$900 to US\$1,100 gross per month (13 months/year)
Reporting to:	Project Manager – Quang Binh (Line Manager) SA4 Demand Reduction Lead (technical oversight)
Line Manager of:	N/A

Key Internal

Relationships:	FFI Country Director FFI Country Programme Manager FFI Finance Manager/Officer Technical Advisors (Biodiversity and Protected Area & Law Enforcement)
Working with:	The Project Technical Coordinator will routinely liaise with Provincial government agencies, District and Commune government agencies, local communities and community-based organisations, and partner INGOs/NGOs, representing the values and interests of FFI at all times.

PURPOSE

The purpose of this Project Technical Coordinator position is a full-time position to coordinate, provide technical support, and implement project activities described under SA4 Demand Reduction of the BCA project in Quang Binh under strategic directions of the SA4 Lead.

THE ROLE

The role will be filled by a mid-career project coordinator. This position will be working in close collaboration with the Provincial Project Management Unit (PPMU), the SA4 Demand Reduction Lead, FFI project team in Quang Binh, FFI Vietnam Programme senior management and technical staff, local partners and other stakeholders in the province to coordinate, provide technical inputs, and implement activities.

The successful candidate will have a proven track record in wildlife conservation, awareness raising, wildlife trade and wildlife crime prevention, with strong coordination and facilitation skills.

MAIN DUTIES

Under supervision of the Project Manager, working in close collaboration and coordination with the Lead and staff of SA4 Demand Reduction, liaising closely with other Project Technical Coordinators, and where appropriate the Country Director and Programme Manager, coordinate SA4 activity implementation in Quang Binh, with the specific duties as following:

Technical Input

- Provide technical inputs to assist the SA4 Demand Reduction Lead in development of strategic plans/campaigns on Social Behaviour Change Communication (SBCC) and activity planning that aims to reducing wildlife product demand of existing and potential consumers in Quang Binh;
- Participate in desk study/literature review on wildlife demand and wildlife products trafficked in Vietnam and conduct such for Quang Binh in particular to identify needs/gaps and plan for further research;
- In collaboration with the technical team of SA4 Demand Reduction, conduct baseline surveys on wildlife demand before conducting awareness raising campaigns and conduct re-assessment surveys based on agreed plans in Quang Binh;
- In collaboration with the technical team of SA4 Demand Reduction, conduct demand reduction campaigns to reduce desirability of wildlife products in targeted villages and communities around national park, nature reserve and protection forest in Quang Binh;
- Provide technical inputs to the development of the Situational Crime Prevention (SCP) framework to provide practical strategies for addressing the drivers of wildlife crime;
- Maintain relationship with the private sectors, civil society organizations, and other local stakeholders as allies in reducing wildlife demand;
- Provide inputs from the field for writing of lessons learned, success stories and other promotional materials for submission to USAID;
- Manage and facilitate the work of consultants hired to implement demand reduction activities in Quang Binh;
- Carry out other tasks assigned by the Line Manager.

Operational Management

- Act as the FFI project in Quang Binh focal point and liaison between the project team and the local partners for SA4;
- Lead and be responsible for all activity technical reporting requirements under SA4;
- Coordinate and collaborate with provincial partners for effective and efficient implementation of activities;
- Carry out other tasks assigned by the Line Manager, and also the SA4 Demand Reduction Lead (with approval from FFI);
- Ensure compliance with institutional Health & Safety policies and procedures and Area Risk Assessments to manage and minimise risk within the FFI – Vietnam Country Programme procedures, and ensure that operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity.

Financial Management

- With the support of the Project Finance and Admin Officer in Quang Binh, ensure that:
 - Accurate expenditures and follow financial regulations of FFI and donor;
 - Compliance with FFI internal financial policies and procedures;
 - Compliance with contracts and grant agreements
- Manage budget for activity, ensuring that spending is cost-effective, compliant with institutional and donor requirements and compliant with Vietnam laws. Spending must align with stated project objectives and facilitate effective conservation actions, in line with the deliverables enshrined in the (all) project documents (donor grant agreements or contracts);

Partnership Development

- Proactively identify, develop and nurture relationships and partnerships with third parties, including local government agencies, local communities and community-based organisations, partner NGOs etc;
- Ensure meaningful consultation with appropriate stakeholders in the development and implementation of work at the aforementioned sites;

Programme Representation

- Where requested by the FFI Country Programme Manager, represent FFI project at various national and international fora to showcase the FFI's work, network and develop opportunities;
- Represent FFI at key fora, including consultations, negotiations, meetings, workshops and briefings.

Communications

- Bring to the attention of the Project Manager /Country Programme Manager any news worthy events, outcomes or stories arising within the scope of work;
- Provide regular information/updates and materials to support the creation of communication outputs (website, blogs, social media, etc.) to the Country Programme Manager/Country Director and communication staff (VN and/or UK).

REQUIRED QUALIFICATIONS and EXPERIENCE

- University degrees in marketing, communication, or in relevant fields, with experience in Social and Behavior Change Communication;
- More than 5-year working experience in the field of communication or wildlife conservation wildlife trade in Vietnam
- Understanding of socio-economic, conservation and development issues in Vietnam in general and specific experience working conservation sector in Quang Binh;
- Knowledge domestic and international demands on wildlife products
- Knowledge of the policy/institutional context related to wildlife crime prevention and trafficking;
- Experience of working in multi-cultural environment and with international organizations.
- Working experience with USAID-funded and FFI or WWF projects is an asset.

REQUIRED SKILLS and COMPETENCIES

- Good presentation, communication & interpersonal skills;
- Strong ability to work in complex teams and under matrix management structures;
- Influencing & Networking skills;
- Report writing skills;
- M&E skills;
- Fluency in written and spoken English;
- Demonstrating FFI behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly;
- To adhere to FFI values, which are:
 - We act with integrity
 - We are collaborative
 - We are committed
 - We are supportive & respectful
 - We get things done

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 no later than **30th January 2023**. Only shortlisted candidates will be contacted for interviewing.

FFI is an equal opportunities employer.

For more information about FFI, please visit <http://www.fauna-flora.org>