

USAID Climate Resilient Agriculture in the Mekong Delta

SCOPE OF WORK

Provincial Project Manager (PPM)

1. INTRODUCTION

The United States Agency for International Development Climate Resilient Agriculture in the Mekong Delta Project (CRM) works with the Government of Vietnam (GVN) to enhance the resilience of the Mekong Delta's communities, ecosystems, and livelihoods. The overall goal of CRM is to advance low-emissions, climate-resilient, agricultural livelihoods combined with biodiversity conservation to support carbon sequestration, healthy ecosystems, and resilience of vulnerable communities in the Mekong Delta.

CRM works across five provinces of Dong Thap, Kien Giang, Ca Mau, Soc Trang, and Tra Vinh and focus on three interconnected objectives and one cross-cutting theme:

- **Objective 1: Strengthen climate change resilience of the most vulnerable populations.** CRM will engage stakeholders to assess and address vulnerability through enhanced climate information services, resilient livelihood, and safety net models, improved provincial plans, and increased access to finance.
- **Objective 2: Strengthen management and restoration of natural ecosystems to provide ecosystem goods and services.** CRM will take an inclusive participatory approach to identify entry points to support evidence-based transformation of legal and governance frameworks, improve management capacity, and incentivize natural resource conservation.
- **Objective 3: Reduce methane emissions through low-emission and sustainable agriculture practices.** CRM will work with GVN and stakeholders across value chains to assess gaps and opportunities and harness payment for environmental services schemes and other results-based finance mechanisms to reduce intensive rice farming and GHG emissions and drive transformation through a market systems approach.
- **Cross-cutting focus: Develop and implement policies to advance climate actions and biodiversity conservation.** CRM will also work with GVN and stakeholders to enhance development, harmonization, and implementation of policies, as well as to strengthen national and sub-national coordination. CRM will engage key stakeholders to influence and incentivize policy, practice, and behavior in favor of transformation.

CRM will be implemented during the period of 2023-2028 by Winrock International (WI) with a consortium of Vietnamese and international partners. GVN counterparts are the Ministry of Agriculture and Rural Development (MARD) and the Management Board of Forest Projects (MBFPs).

CRM is looking for **three** full-time **Provincial Project Managers** to be based in our respective project provinces namely Dong Thap, Kien Giang, Soc Trang (one PPM per province).

2. POSITION DESCRIPTION

The Provincial Project Manager (PPM) will occupy a full-time position and serve in an important role responsible for supporting the daily coordination and management of all CRM activities implemented in the respective province. The PPM will work in close cooperation with GVN counterparts, including the Provincial Project Management Unit (PPMU), Provincial Forest Protection Sub-department, Provincial Crop Production Sub-department, and other key

stakeholders in the province.

This position will coordinate with other project staff, including regional CRM office in Can Tho, national CRM office in Hanoi, consortium partners, and local government partners to coordinate planning, implementation, and monitor on-the-ground performance to contribute to the achievement of the key results of CRM.

PPM is expected to be based in the provincial CRM office located in the city of the respective province, with frequent travel to the provincial project sites and other places as required for the project's implementation.

3. ROLES AND RESPONSIBILITIES

For Operations and Management (30%)

1. Manage the day to day of the provincial project office and directly supervise field staff in the province including provincial technical officers, financial and administrative officers.
2. Be responsible for facilitating the registration of CRM activities with respective provincial management authorities for international and national visitors to participate in the provincial activities.
3. Oversee identification of logistics and operations needs for monthly activities.
4. Support Hanoi operations team in recruitment, selection, performance management and capacity building for provincial staff.
5. Be authorized for operational approvals based on authorized tasks (if any). Oversee field operations team to complete logistic tasks such as advance and clearance of advances for activity. .
6. Be responsible for building a strong one teamwork, collaboration, coordination and compliance with WI, USAID and GVN policies and procedures. Support the PPMU in preparing Project's correspondence to related stakeholders.
7. Build and maintain productive partnership with PPMU and other key stakeholders, including beneficiaries to facilitate the project implementation (e.g. organization and facilitation of technical meetings, workshops, training, and other activities) smoothly in the province.

For Technical Inputs (50%)

8. Oversee all CRM activities, including technical and cross-cutting (e.g. communications, gender equity and social inclusion or GESI, GIS, environmental mitigation, and monitoring plan or EMMP) in the designated province.
9. Collect data, documents and regulations/policies from local authorities and other stakeholders for work planning process as needed. In coordination with team leaders, identify opportunities for technical interventions, improvement, collaboration, and replication as well as constraints, difficulties and proposed solutions when implementing activities in the field.
10. Manage the process for developing fiscal year workplans with the PPMU; facilitate the integration of the project annual workplan into the provincial development plans (e.g. socio-economic development plans); ensuring that PPMU members are actively involved in the work planning process, project implementation, monitoring, and evaluation activities.
11. Be responsible for assisting the PPMU to develop its monthly workplans (three objectives, cross-cutting topics), and work in collaboration with the Can Tho and Hanoi-based technical teams to carry out the project's activities as planned.
12. Be responsible for ensuring that all CRM activities in the province are implemented in a timely manner, promote learning and sharing of information among different stakeholder and/or provinces.
13. Jointly with the project Objective Team Leaders/Specialists, be responsible for achievement of the province's project indicator targets for all Objectives of CRM.
14. Supervise relevant provincial project technical staff in close collaboration with Objective Team Leaders/Specialists to smoothly carry out the planned activities in the province.

15. Support the Hanoi and Can Tho-based technical teams to supervise performance of service providers/consultants (if any).
16. Act as the “ambassador” and technical focal point between the Hanoi and Can Tho-based technical team and the provincial partners/stakeholders. Promote a “one team” approach to the project’s implementation.

For Monitoring and Reporting (20%)

17. Ensure that progress and results of all project activities in the province are well monitored and timely reported.
18. Collaborate with Monitoring, Evaluation and Learning (MEL) Team for M&E data collection and evidence as the proof for indicator achievement that is reporting to USAID and GVN.
19. Regularly update information on the implementation progress and indicator achievements of activities implemented in the province to the MIS system with support from other provincial staff.
20. Be responsible for reporting of the project activity progress and indicator achievement in the province (quarterly and annually) and submitting them to the PPMU timely. Promote successful activities and support the development of success stories and other knowledge management products.
21. Other tasks required by the direct supervisor.

Supervisory Requirements

The PPM will supervise provincial technical and operations staff within the designated province.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE

- Advanced degree in agriculture, agribusiness, business administration, sustainable development studies, natural resource management, or related field.
- Minimum five years of professional experience in project design, organizing, implementing, monitoring, evaluation, and reporting.
- Experience with diversity, equity, and inclusion related to gender and vulnerable populations and communities.
- Strong provincial connections and understanding of planning processes and direct working experience with provincial government and private partners.
- Previous experience on USAID and/or other donor-funded development programs is an advantage, particularly in the Mekong Delta.
- Experience in supervising staff on a daily basis as manager on previous projects.
- Ability to work effectively with people of diverse backgrounds, to motivate and inspire teamwork.
- Experience in managing an office is a plus.
- Good networking and communication skills.
- Ability and willingness to travel.
- Good written and oral communication skills in English and Vietnamese required.
- Vietnamese national only.

5. SUPERVISOR

The PPM directly reports to the Deputy Chief of Party-Technical.

6. HOW TO APPLY

Interested candidates with the required qualifications and experience are invited to send a letter of interest and a full CV in English to vietnamjobs@winrock.org with subject line of “Your full name – Provincial Project Manager” no later than June 26, 2024.

Applicants do not need to focus their application on a specific province(s). Qualified candidates will be considered for all open PPM positions, and final assignments will be based on best fit for the different provinces’ needs.

We would like to thank all applicants for their interest but only candidates who meet requisite criteria and are shortlisted will be contacted.