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## **JOB DESCRIPTION**

**Position title:** Project Officer of “Prosperous Farmers and Forests Partnerships” (PFFP) and “Stronger Supply Chains, Empowered Communities, Improved Forest Resilience and Biodiversity, & Knowledge Sharing Beyond Borders” (IKEA P7.2), WWF-Viet Nam

**Reports to:** PFFP project manager and IKEA P7.2 project manager, WWF-Viet Nam

**Supervises:** N/A

**Location:** Based in Quang Tri, Viet Nam and traveling to project implementation sites when required

**Date:** August 2024

### **I. Background:**

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>. WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

#### **The Prosperous Farmers and Forests Partnerships project (PFFP)**

The PFFP is a community-corporate partnership model that aims to build sustainable, resilient, and inclusive forest economies. Based on a feasibility study conducted in 2022, WWF will work with a commercial partner, Slow A/S, to transform monoculture coffee plantations to a regenerative agroforestry model that improves farmers’ livelihoods while protecting and improving the quality of a biodiversity corridor in Quang Tri province, between the Bac Huong Hoa and Dakrong Nature Reserves. The coffee will be sold to European off-takers, and these long-term coffee purchase contracts will enable smallholder engagement in a manner which can provide high-quality, fair and forest-friendly coffee coupled with conservation outcomes. The partnership will regenerate nature with coffee in many ways: 1) WWF protects high priority conservation areas in collaboration with local communities, 2) Slow A/S engages communities in regenerative coffee production in buffer zones - with significant benefits to the smallholder farmers, 3) the nature-positive coffee is sold to corporate off-takers who are eager to turn their consumption sustainable, to regenerate lost forests and biodiversity, and 4) profits provide farmers incentives to protect and restore nature, and finance conservation. The partnership demonstrates that protecting forests and empowering smallholders is a commercially scalable business model.

#### **Stronger Supply Chains, Empowered Communities, Improved Forest Resilience and Biodiversity, & Knowledge Sharing Beyond Borders (IKEA 7.2)**

The IKEA-WWF Partnership in the Greater Mekong region (Cambodia, Lao PDR, Myanmar, Thailand, and Viet Nam) has successfully promoted sustainable management and responsible production and sourcing of forest commodities, with a focus on rattan in Lao PDR and Viet Nam, bamboo in Lao PDR, acacia in Viet Nam, and rubber plantations in Thailand, driven by communities and small and medium-sized enterprises (SMEs). However, the forests of the Greater Mekong continue to be threatened, primarily due to the expansion of large- and small-scale commercial agriculture, and legal and illegal



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logging for timber extraction. The region faces additional challenges from mining activities, urbanization, and unsustainable practices that degrade and fragment forest ecosystems, leading to habitat loss and biodiversity decline. These drivers of deforestation and forest degradation pose significant threats to the region's ecological balance, carbon sequestration, and the livelihoods of local communities that depend on forest resources.

The IKEA 7.2 aims to maintain and improve existing forest management, certification, and supply chains for acacia and rattan resources, enhancing forest resilience for biodiversity and smallholder livelihoods, and promoting the scaling up of best practices. Additionally, collaborative partnerships and cross-country knowledge sharing will be crucial, enabling the development of country-specific solutions while leveraging critical data and information analyzed by WWF's regional team. Measuring and monitoring impact, along with effective implementation of best practices, will contribute to improved forest management. The key desired changes will focus on the improvement of the quality of existing sustainable forest management, governance and forest certification of smallholders, especially by transforming mono-acacia plantations into more climate resilient ones by introducing a variety of native species.

## **II. Major Functions:**

The Project Officer (PO) provides support to the project managers of PFFP and IKEA 7.2 in planning, management, implementation, monitoring and reporting of the project activities to ensure compliance with the project objectives, outcomes/outputs and targets, and WWF's contractual obligations. This includes responsibilities for managing, technical, financial and administrative aspects of the project activities in the fields. The PO will also ensure close collaboration with and good coordination of relevant partners and stakeholders in the project implementation.

## **III. Major Duties and Responsibilities:**

The PO will work for the two projects: **(1) PFFP (Equivalent to 50%) and (2) IKEA 7.2 (Equivalent to 50%)**. Besides, the PO will be assigned other tasks based on the actual situation when required.

### **1. Work Plan and budget development:**

In collaborating with the project managers, senior project officer, and counterparts, providing technical, financial and administrative assistance inputs to the development and revision of project work-plans/activity and action plans accordingly.

### **2. Project Implementation:**

#### **2.1. Project activities**

Implement and monitor planned activities to ensure high quality of the project deliverables to achieve its objectives and goals. In particular:

- Making field visits and working with the project implementing partners and stakeholders to seize the local context and get related information for good preparation, planning and implementation;
- Organize introduction/consultation meetings and workshops, study tours or training courses with partners and stakeholders according to the planned activities;
- Provide technical and financial support directly to the PFFP interventions under Output 6;
- Provide technical and financial support directly to the IKEA P7.2 interventions under Output 1, 2, 3 and 5.
- Provide support and inputs/comments to partners and consultants during the activities implementation



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processes to ensure compliance with WWF's policy and strategy included ESSF, and FPIC;

- Implementation of monitoring and evaluation system with M&E team's support which enable convenient and effective reporting;
- Provide inputs to the preparation of technical progress report, annual technical report; and
- Collect meeting minutes, technical guidelines/ reports, training materials, budget expenditure, photos, coffee areas mapping, communication documents and others for storage and reporting.
- Support project team (when required) on administrative tasks such as support logistics (e.g., procurement of field equipment, visits, travels, etc.) for the Project.

### **3. Partnership Development & Networking**

- Together with project managers and teams' members keep closely and regularly contact with the projects' partners, local authorities, consultants and other stakeholders at all levels to ensure the project implementation will be compliant with WWF, donor and project-specific policies, procedures and work instructions; and
- Assisting the project managers in the identification of counterparts or potential partners to implement the project activities as well as suitable candidates for consultancy services and developed JDs/ToRs. Monitoring of the consultants' work as well as providing the technical comments for improving the quality of assignment and consultants' reports.

### **4. Communications**

- Providing inputs to the development of communication products, materials, and campaigns to ensure accurate information of the project with support from the communication team.

### **5. Monitoring and reporting**

- Monitoring and evaluating the implementation of project activities under work-plan/activity plan in project sites, including activities established by forest owners (community forest management boards); local communities; mapped native species nurseries; households and other partners within the projects;
- Support project managers for budget planning and monitoring the budget spending of relevant activities; for project expenditure and contracts with project partners and counterparts, and consultants as well as the revision of project quarterly/annual budget; and
- Support project managers in drafting technical and financial reports every six month or annually according to the requirements of project/donor.

## **IV. Profile:**

### ***Required Qualifications and Experience***

- Graduated degree in forestry, natural resources management, or other relevant fields;
- At least 10 years of practical experience working in the Vietnamese forestry sector with SMEs, forest owners, local authorities and local people in mountainous area;
- Knowledge of forest governance, sustainable forest management, forest restoration, and sustainable forest/ NTFPs supply chain development;
- Knowledge of policy, institutional context related to development and conservation works;
- Experience in working and coordinating with multi-discipline working groups, especially with business sector is an advantage;



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- Good knowledge of data analysis, M&E methodology and using GIS software; and
- Experience working in multi-cultural environment and with international organizations.

***Required Skills and Competencies***

- Good interpersonal and communication skills with the ability to manage and interact at all levels of an multicultural and multilingual organization;
- Research and survey and reporting skills;
- Networking and collaboration skills;
- Planning, organization, time management, facilitation and coordination skills;
- Proficiency in English;
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly; and
- Adheres to WWF's values, which are Knowledgeable, Optimistic, Determined and Engaging.

**V. Working Relationships:**

**Internal:** close working relationship with the line manager and day-to-day working relationship with the project field teams.

**External:** closely work with relevant partners such as Government agencies at the central, provincial, district, and commune levels, as well as NGO partners, communities, and other Stakeholders. Active interaction with donors.