



**FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS**  
**Terms of Reference for Consultant/PSA**

<b>Name:</b>	
<b>Job Title:</b> National consultant – Annual Plenary Meeting (Policy dialogue)	
<b>Division/Department:</b> FAO Vietnam Programme	
<b>Programme/Project Number:</b> UNJP/VIE/054/UNJ – (Enhancing NAMA Readiness in Viet Nam)	
<b>Location:</b> Vietnam, Hanoi and relevant provinces	
<b>Expected Start Date of Assignment:</b>	<b>Duration:</b> 03 months (with possibility of extension subject to funding availability in 2015)
<b>Reports to: Name:</b> TBD	<b>Title:</b> FAO VN Programme Officer

**GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED**

**1. Background**

Viet Nam has urgent needs to develop greenhouse gas (GHG) mitigation options from agriculture sector as communicated through the biannual National Communications to the UNFCCC. In preparation of suitable mitigation options, the Government of Viet Nam has approved “Plan of GHG emissions management” through the Decision No. 1775/QĐ-TTg 21 November 2012 where the development of NAMA framework is considered a key step for such management. However, the capacity to streamline and implement readily applicable emission-reduction pathways that enable the country to successfully balance socio-economic development targets with reduction in GHGs emission targets is currently limited.

Agriculture not only suffers from the impacts of climate change such as reduction of productivity and high level of food insecurity. The agricultural sector is also responsible for 43 per cent of national GHG emissions in Viet Nam in the year of 2000 (SNC, 2010). But agriculture has the potential to be an important part of the solution, through reducing a significant amount of the emissions. As an increasingly industrialized food producing country, alternative systems that convert excess agricultural by-products into food, energy, and fertilisers such as household biogas and nutrient-rich biogas slurry for smallholder farmers are proposed in Viet Nam. These systems potentially represent lower carbon pathways than business as usual and are known as “integrated food-energy systems” (IFES). While the scaling up of such integrated farming systems combined with biogas technologies or agroforestry systems are a potential low-emission pathway, it needs to be determined whether they are sustainable in environmental, economic and social aspects, and whether an enabling environment exists to facilitate their replication and large-scale dissemination.

Due to the large potential of IFES to reduce GHG emissions while ensuring food security, these systems have been suggested as a pilot case to exercise the development of an agricultural NAMA in Viet Nam. A significant progress has been made with the development of relevant IFES in Viet Nam in the past decades however, an overarching framework that ensures both food security and low carbon pathway of the country is still missing: more diversified mitigation options from sub-sectors and scale of economy are still a challenge to success. Besides household and commercial manure treatment systems, emissions from crop production within the wide variety of Viet Nam specific IFES cases, those that are based on wetland rice cultivation is of particular importance to Viet Nam due to its large contribution driven by methane emission. And the socio-economic benefits of IFES on livelihood, climate change and other direct environmental benefits need to be fully recognized among farmers, national experts, and policy makers of Viet Nam.

Analytical methodologies need to be urgently applied to define current and potential IFES pathways that minimise inefficiencies and thereby form the basis for an agricultural NAMA. Policy makers and national experts have to be trained in these analytical methodologies, and most importantly, government policy has to be promoted to encourage both industrial producers and smallholders to actively participate in the sustained application of lower carbon emission pathways of food and energy production.

## 2. Objectives of the Project

The goal of this project is to support ‘climate-smart’ agriculture through Integrated Food-Energy Systems (IFES) and to improve the national capacity for planning and implementing agriculture NAMAs in Viet Nam.

This project will contribute outcome that the national capacity will be developed to enable the adoption of NAMA from agricultural production practices using IFES as a pilot with a focus on integrated crop-livestock systems and renewable energy options. On impact level, the project outcomes may positively influence in reducing fossil fuel based energy and fertilizer use in the lowlands of Viet Nam, while, at the same time, sustainably increasing agricultural productivity and improving the resilience of smallholder farming systems to climate change and variability.

This project will contribute following outputs: (i) policy guidelines for building NAMA systems in agriculture sector of Viet Nam; (ii) improved technical capacity of national experts for data collection on GHG emissions, modelling of emission factors and interpretation to define mitigation options in agricultural sector; (iii) increased capacity of national policymakers to design and implement climate smart agriculture policies and; (v) increased readiness of national policymakers to develop policies that promote and support the NAMA implementation and so contribute to international initiatives to combat climate change.

## 3. Scope of service

**Overall task:** Support for policy advocacy component of the project including gap analysis within the following areas: agriculture and rural development, climate change, green growth and wherever applicable. Produce a policy brief for annual plenary meeting and prepare technical materials for policy dialogue (annual plenary meeting). Work closely with the national project coordinator and the national project director of the project and liaise with FAO staffs to facilitate implementation of the project Output 3 with attention to, but not limited to the following project activities:

A2. Organize annual plenary meetings and produce a policy brief per each plenary meeting

A4. Identify policy gaps to be filled to mainstream NAMA development into the agricultural and rural development policy

### **Core tasks include:**

Under the overall supervision of the national project coordinator and the technical supervision of the FAO programme officer, the consultant will undertake the following activities:

- Provide technical support for preparation of annual plenary meeting (name subject to change, the nature of this meeting is a stakeholder process that specifically involves policy dialogue) for consultation of the policy guidelines and briefs;
- Prepare and submit policy brief(s) to the responsible department under MARD for review, prior to the annual plenary meeting;
- Prepare technical documents and materials necessary to the annual plenary meeting;
- Submit the policy briefs to the member of the national climate change steering committee, a.k.a. the minister of MARD
- Perform policy gap analysis taking into account key messages of the IFES analytical framework for Vietnam prepared by the project and contribute to the development of national guideline for IFES NAMA;
- Take part in policy discussions/webinars/conference calls with FAO VN, FAO Regional office and HQs if necessary;
- Support for development of IFES NAMA mainstreaming strategies to be input into the annual plenary meeting.

## 4. Reporting

The consultant will report to the FAO Vietnam office

## 5. Qualifications/selecting criteria

- Minimum 3 year professional experience in policy analysis and/or policy advocacy or related field;
- Proven track of record in organizing multi-stakeholder policy dialogues;
- Good knowledge and proven experience on policy issues in climate change, sustainability, integrated agricultural production, and bioenergy in Vietnam;
- Excellent communication skills, ability to write a succinct yet comprehensive policy briefs, and ability to communicate with diverse high level stakeholders;
- Current knowledge of Climate Smart Agriculture is a plus;
- Strong coordination and time & project management skills;
- Past work experience liaison with the Ministry of Agriculture and Rural Development is a plus;
- Strong network in the Agriculture and rural development sector;
- Strong competency in (verbal and written) English and Vietnamese;
- Ability to work under tight deadlines and to handle multi-tasking;
- Computer literacy especially in the use of Microsoft Office software;
- Advanced university degree (Masters or PhD) in relevant field;
- Must be Vietnamese national.

**KEY PERFORMANCE INDICATORS**

Expected Outputs: stated below.

Required Completion Date:  
20 December 2014 (with possibility of extension subject to funding availability in 2015)

- Policy gap analysis (October 2014)
- A policy brief (November 2014)
- Annual plenary meeting is organized (December 2014)
- Key findings and recommendations from policy dialogue forums submitted to the minister of MARD (December 2014).