

## TERMS OF REFERENCE

<b>Position title:</b>	Expert for climate finance training course to Climate Change Working Group (CCWG) members
<b>Reports to:</b>	CCWG chair persons and coordinator
<b>Supervises:</b>	N/A
<b>Location:</b>	Vietnam
<b>Date:</b>	2-day training course in July or August, 2019

### I. Background:

The Climate Change Working Group in Vietnam (CCWG – <http://www.ngocentre.org.vn/ccwg>), established in 2008, brings together INGOs, Vietnamese NGOs, development agencies, institutions, professionals and individuals to exchange ideas and to discuss 'lessons learned' on how to improve their capacity related to climate change. The network's mission is to contribute to reducing the vulnerability of poor people in Vietnam to the impacts of climate change through NGO coordination, advocacy and capacity building to achieve environmentally and economically sustainable as well as socially just responses to climate change. For the period 2019-2023 the overall objective of CCWG is to *'Promote inclusive Climate Action to support Vietnam in achieving the goals of the Paris Agreement.'*

Related to capacity building, the objective of the network is to ensure NGOs in Vietnam enhance effectively their capacity to respond to climate change and have access to climate change related to information, training courses and funding opportunities.

Climate finance, which refers to domestic or international, public or private funds that seek to support climate change mitigation and adaptation, is one of the key elements for driving climate action and implementation. Being aware of the important role of finance in this issue, in recent years, a great number of donors have been channeling significant funds to support governments and CSOs in responding to climate change. However, experience shows that CCWG members have limited information on how to access these available sources of funding to implement relevant projects in Vietnam.

Against this background, CCWG – under the support from CARE through the Climate Learning and Advocacy for Resilience (CLAR) project – decided to organize a climate finance training course in order to strengthen the capacity of its members in this area.

## II. Objectives:

The overall objective of this assignment is to support CCWG members to have an overall picture of the current status of climate finance and available funding sources to access to.

The specific objectives are as follows:

- To share about global and Vietnamese climate financial sources for climate change response in general and the Paris Agreement in particular;
- To provide a detailed introduction on current sources of funding for PA implementation;
- To provide technical instructions on proposal submission to donors;
- To share practical experiences in proposal development and submission from CCWG members.

## III. Scope of work:

The consultant will work closely with the two CCWG chair persons, technical advisor and coordinator from WWF as well as the other CCWG secretariat team members to undertake the following tasks:

- Consult with CCWG to design a two-day training course:
  - Develop a training agenda and training materials and do a thorough research on available funding sources for CC and PA implementation;
  - Work with the CCWG chair persons, technical advisor and coordinator to finalize the training agenda;
- Conduct a two-day training for CCWG members in the WWF office;
- Submit a brief training report.

## IV. Expected outputs

- Tentative training plan and training materials;
- A two-day training for CCWG members in climate finance;
- A report on the results of the training with specific recommendations to encourage and guide CCWG members to apply for funding from potential donors.

## V. Timing and working days

The training course will take place in 2 days of July or August, the exact dates will be confirmed later based on the trainer and CCWG members' schedules.

The tentative detailed timeline is proposed as follows:

Work	Total days required
Design a two-day training course (agenda, lesson plans, training materials)	
Conduct a two-day training in Hanoi	
Prepare a brief training report	

## **VI. Profile:**

### **Required Qualifications**

- A Master's degree or corresponding qualifications in climate change, energy, environmental management or international development.
- Very good knowledge of climate finance, NGOs' working mechanism and proposal submission procedures.
- Experiences in climate finance training is preferred.
- Ability to work independent as well as part of a team in a diverse setting.

### **Required Skills and Competencies**

- Networking & Team working skills;
- Good communication skills;
- Good planning, organization, time management, facilitation and coordination skills;
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging;
- Respective Competencies: Client orientation, delivery of quality outputs, building effective relationships, communicating effectively.

## **VII. Working Relationships:**

### **Internal:**

WWF-Vietnam and CCWG: Works in close collaboration with the WWF-Vietnam CCWG chair persons, technical advisor and coordinator as well as the CCWG secretariat team.

### **External:**

Liaise and work with government agencies, CCWG members, companies and international and local NGOs, if required.

## **VIII. Expression of interest**

Interested candidates can email applications to [anh.vuquoc@wwf.org.vn](mailto:anh.vuquoc@wwf.org.vn) including Curriculum Vitae, total working days with a daily rate, and total estimated cost. Please mention the reference subject **"Expert for Climate Finance Training to Climate Change Working Group (CCWG) in Vietnam"**

**DEADLINE FOR APPLICATION: 17:30 PM (GMT+7) Thursday, 24<sup>th</sup> June, 2019.** We regret that only short-listed applicants will be contacted and thank you for your understanding.

*Hanoi, 24<sup>th</sup> May, 2019.*