



TERM OF REFERENCE

PROGRAMME FIELD COORDINATOR UN-REDD PHASE II PROGRAMME MANAGEMENT UNIT

Objectives

The main objective of the assignment/recruitment of Programme Field Coordinator for UN-REDD Phase II Programme Management Unit (PMU) is to assist Provincial Programme Management Units (PPMUs) in organizing activities in accordance with the approved annual workplan in an efficient way, within schedule and of expected results.

The Programme Field Coordinator will work directly with Provincial Programme Coordinators; report and be accountable to the National Programme Coordinator, National Programme Director (NPD) and Deputy National Programme Coordinator (dNPD) for the implementation of assigned tasks; closely coordinate with focal staff of three UN agencies (FAO, UNDP and UNEP) and PMU staff.

Main tasks of Programme Field Coordinator (PFC)

Tasks assigned to each provincial Programme Field Coordinator are:

- Provide guidance to and support the PPMUs in the the preparation of workplan and financial plan (quarterly, annual and overall) to ensure these plans submitted to PMU timely and in conformity with the Programme Documents, Vietnam - United Nations Harmonized Programme and Project Management Guidelines (HPPMG) and Programme Implementation Manuals (PIM) and PMU's guidance on the preparation and implementation of workplan.
- Propose to PMU on the intergration of PPMU's workplan (quarterly, annual and overall) with PMU's workplans; measures to implement provicial activities in accordance with the approved workplan.
- Provide guidance to , supportthe PPMUs in the preparation of monthly, quarterly and annual progress reports in accordance with regulations and guidance of PMU.
- Provide guidance to and supports the PPMUs in preparation of TORs for inputs to implement PPMUs' activities as planned (for examples: ToR for PPMU staff, consultants, contracts for consulting services, training and procurement...) to submit to relevant agencies for review and approval.
- To ensure coordination - on approach, progress and quality - between national and provincial activites; and between inputs and services provided by parties to implement assigned activies in the Provinces.

- Cooperate with PMU staff in quality assurance of all Programme activities, results and outcomes at the provincial level
- Provide assistance to missions, including technical trips, from Hanoi to the Provinces and from the provinces to Hanoi to work with PMU..
- Other tasks as assigned to by NPD, dNPD and National Programme Coordinator.

Minimum Qualifications and Experience

- Holding Bachelor Degree of Forestry, Environmental Science, Natural Resources Management, Environmental Economy or equivalent.
- Having at least 3 years working experience in the field of forestry, or rural development, natural resources management in Vietnam.
- At least 12 months working for ODA projects in provinces in Vietnam.
- Having experience in preparation, coordination and monitoring the implementation of programme activities, technical assistance projects, leadership of working groups, holding of project management certificate will be an advantage.
- Having communication skills and working experience with government agencies, PMU, PPMUs, coordination of national and provincial activities.
- Demonstrate sensitivity of gender, traditional issues.
- Demonstrated skills in communication and making reports in English.
- Good computer skills fluency in Microsoft Word, Excel).

Working location and time

Work at PMU Office on full time basis, with at least 70% time working at the provinces.

Contract Duration:

One year contract with two months of probation. Based on the qualification and performance released in the first year, the contract will be considered for extension until end of the Programme.

Salary level and intitlements

Programme Field Coordinator shall be entitled to salary level and incentives as specified in HPPMG and UN - EU Guidelines for Financing of Local Costs in Development Cooperation with Vietnam (version 2013).