



## TERMS OF REFERENCES

# RURAL HYGIENE & SANITATION PROGRAM MANAGER

**CODESPA** is an International NGO headquartered in Madrid (Spain) and **working in 17 countries around the world**. CODESPA's approach in the fight against poverty is helping low-income communities in developing countries to become fully involved in economic activities, so they can generate income as well as develop their own capacities and human potential. This approach has led CODESPA to be recognized as a highly effective NGO specialized in the field of economic development using market creation, capacity development and microfinance as key tools in the fight against poverty. CODESPA has implemented 730+ projects in Latin America, Middle East, Africa and Asia offering better social and economic opportunities to over 3 million people.

In the field of local market development, CODESPA has an extensive practical experience on low-cost technologies aimed to satisfy poor households' needs on a large scale, such as compacted fertilizers for rice cultivation in Vietnam, or micro silo for grain storage in Angola.

CODESPA opened its **Delegation in Vietnam** in 1999, focusing its work in **Rural Northern Provinces**, through 3 programs: **Climate Change, Sanitation and Hygiene, and Income generation**.

More info in [www.codespa.org](http://www.codespa.org) and [www.rootsolutions.vn](http://www.rootsolutions.vn)

**CODESPA is looking for a qualified candidate to fill the position of Rural Hygiene & Sanitation Program Manager with expertise in sanitation & hygiene promotion and supply chain development to manage the Hygiene and Sanitation Program.** The program focuses in increasing the demand for sanitation services through awareness and marketing campaigns, both at household level and public sites such as schools, and sets up an efficient supply chain with local masons.

The Hygiene and Sanitation Program includes assignments with the World Bank, the Spanish Agency for Cooperation, and private donors.

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| <b>1. Functional Title:</b>            | <b>Rural Sanitation &amp; Hygiene Program Manager</b>                                  |
| <b>2. Length of the contract:</b>      | 6 months (with extension possibility)  |
| <b>3. Working hours</b>                | Full Time  |
| <b>4. Reporting to:</b>                | CODESPA Country Manager in Vietnam   |
| <b>5. Location:</b>                    | CODESPA office in Hanoi (Tay Ho district) and 1/3 of the time in Hoa Binh and Yen Bai. |
| <b>6. Starting desirable date:</b>     | 9 <sup>th</sup> June 2014  |
| <b>7. Duties and Responsibilities:</b> |  |

Under the supervision of CODESPA's Country Manager

***Program strategic direction:***

- Contribute to the strategic development of CODESPA Programme at provincial and national level.
- Identify new opportunities to expand CODESPA's program in Vietnam.
- Formulating new proposal.
- Represent CODESPA in sanitation related events.



- This position will play a critical role in maintaining effective relationships with local partners, government authorities at different levels, donor agencies, the international community of organizations supporting economical activities and local NGOs.

#### ***Program management and coordination***

- Prepare the Program work plans in collaboration with local partners.
- To lead the technical assistance provided the local partners, in order to reinforce the 'learning-while-doing' training process.
- Ensure the quality of the processes and methodology and address capacity building needs of assigned staff in the Project.

#### ***Program implementation***

- Organize and lead the implementation of the CODESPA programs in collaboration with the local partners. This includes to reach the objectives in every key component:
  1. Demand promotion
  2. Technical training
  3. Supply Chain Development
- To conduct training sessions in order to strength the capacity and skills of local partners for project implementation.

#### ***Consulting Services***

- Participate in CODESPA's hygiene & sanitation consulting work.

#### ***Learning, monitoring, evaluation and reporting***

- Elaboration of academic papers to disseminate the project results.
- Create CODESPA H&S toolbox.
- Prepare technical and financial reports.
- Monitoring and evaluation.

#### ***Networking and representation***

- Develop and maintain good relationships to ensure effective communication and sharing of information, take part in networks for experience learning and sharing with other agencies.
- Manage the institutional relations with public institutions, mainly Vietnamese, in order to implement advocacy campaigns and link CODESPA action with running public programs.

#### **Post-Specific Qualifications:**

##### **EDUCATION**

- Academic background in in economics, business, marketing, engineering, heath, etc.

##### **EXPERIENCE**

- At least 5 years of experience in poverty reduction project implementation and management, planning, networking, coordinating, monitoring and evaluation.
- At least 3 years of experience in fundraising and formulating new proposals.
- At least 3 years of experience in hygiene, water and sanitation sector.
- Expertise in supporting rural micro, small and medium business.
- Expertise in behavioural change, marketing and promotion.
- Expertise in project systematization and publications.



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**SKILLS**

- Excellent verbal and written English and Vietnamese communication skills.

**OTHER**

- Availability to stay at least 1/3 of the time in Yen Bai and Hoa Binh provinces.

**SELECTION**

Interested candidates are encouraged to send via email an application letter and CV in English together with a recent picture and cover letter before **9th June 2014** to the following email address: **[vietnam@codespa.org](mailto:vietnam@codespa.org)**. Please indicate in the mail subject "H&S Program Manager".