

KEY POSITION INFORMATION			
Job Title	Development Facilitator	Hay Grade	13
Reports To	ADP Manager		
Department/Group	Field Operations	Location	Binh Chanh District UADP, Ho Chi Minh City

#### **WORK CONTEXT / BACKGROUND:**

WVV's Area Development Programs (ADP) focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. ADPs are mainly funded by sponsorship funds, and are a phased approach to development, involving clear and consistent assessment, design, implementation, reporting, monitoring and evaluation and reflection phases. Each ADP is tailored to the needs of a specific community in alignment with WVV's strategic priorities. WVV works closely with district and commune local authorities and local partners to implement program activities. A uniqueness of WVV's ADP approach and structure is that team members are based at district level where the ADP is located, which enables them to work closely with government partners and communities on a daily basis.

The current ADP structure is based on sectoral approach with one staff in charge of one sectoral project. In FY11, WVV pilots the full IPM in 3 ADPs and the revised ADP structure in 7 ADPs. Under each ADP, there will be 6-8 staff, including 1 ADP manager, 1 Sponsorship Facilitator, 1 Finance Officer/Bookkeeper, 1 ADP Coordinator and 2-4 Development Facilitators (DFs) who are in charge of all projects and programme activities for around 2 assigned communes/wards in their ADP (from assessment to planning, implementation, monitoring, evaluation and transition). For each cluster (3-5 ADPs), there are 4 technical cluster staffs: Health/Watsan/HIV/AIDS; Education/Child Participation; Agriculture/Economic Development; DME/Capacity Building. DFs will be coached by the ADP Manager programmatically and the technical cluster staff technically. One of the strengths of this structure is to allow better integration of the program toward Child Well being Outcomes.

#### **PURPOSE OF POSITION:**

The purpose of the Development Facilitator is to serve as a catalyst, partnership broker, and builder of the capacity of local partners, facilitating the development process toward the improved and sustained well-being of children within their families and community, especially the most vulnerable children.

ROLE DIMENSIONS	END RESULTS EXPECTED	TIME SPENT
<b>Relationships Building &amp; Partnering</b>	- Close and constructive relationships are built with a range of different partners in the communities in order to	15%

	<p>understand their realities and facilitate development processes effectively toward the well-being of children in the assigned communes;</p> <ul style="list-style-type: none"> <li>- WV's identity, mission, vision, values and programming approach are communicated in ways that are contextually appropriate and clear.</li> <li>- Good assistance is provided to ADP Manager in raising awareness of WVV's Christian, child-focused and community-based philosophy and approach to development among local community partners.</li> <li>- Social networks analysis are undertaken in order to understand the functions various stakeholders fulfill, power dynamics, potential for partnership and capacity building needs.</li> <li>- Networking and connections are facilitated among local stakeholder groups and between local partners and others outside the area who can contribute their resources for the well-being of children. (Local stakeholders groups may include formal and informal community-based organizations, businesses, other NGOs and local government agencies);</li> <li>- New partners within and outside the communities are actively searched; the opportunities that these partners can work together toward shared priorities for child well being are identified; then partnership arrangements with them are initiated, developed and managed.</li> </ul>	
<p><b><u>Capacity Building for Communities &amp; Partners</u></b></p>	<ul style="list-style-type: none"> <li>- The capacity of partners (C-PMB; VDBs and other partners) and community groups are built in order to deliver the joint outcomes effectively; to maintain and monitor the effectiveness of their partnership over time; to facilitate their local community development plans/initiatives.</li> <li>- Assistance is provided to communities and partners to prepare and implement community-managed disaster preparedness plans to ensure that these plans strengthen the resilience of communities for disasters and reduce disaster risks and assist partners in local management of disasters.</li> </ul>	15%

<p><b><u>Program Management in assigned communes</u></b></p>	<ul style="list-style-type: none"> <li>- Planning processes is effectively facilitated with community members – especially the most vulnerable children and people, and within community based groups;</li> <li>- Actively collaborate with ADP Coordinator, Sponsorship and Technical Staff in project planning, implementation, monitoring and reporting processes of all project activities relevant to assigned areas for an effective program integration, under the support and coaching of the ADP Manager;</li> <li>- Support is provided to develop and implement participatory monitoring and evaluation tools and measurements of program/project effectiveness to track the delivery of joint outcomes;</li> <li>- Facilitate / Support partners to conduct regular reflections with the communities to review the progress, results and areas for improvements;</li> <li>- Mobilize / Facilitate partners and community groups to actively participate in the baseline survey, annual or mid-term reviews and evaluation for sharing and learning;</li> <li>- ADP resources are ensured to be used in an efficient way and followed WVV financial guidelines.</li> <li>- Document good lessons learnt during the programed implementation; actively participate as an ADP team member in all areas, including sharing good lessons learnt feedback, reflection and learning.</li> <li>- Help with necessary administration tasks of the ADP as required</li> </ul>	<p>50%</p>
<p><b><u>Sponsorship</u></b></p>	<ul style="list-style-type: none"> <li>- Registered children's presence are monitored in collaboration with Sponsorship Facilitator and sponsorship volunteers network or hamlet facilitators network as per sponsorship standards;</li> <li>- The well-being status of RC is monitored, documented and reflected regularly in periodic reflections meetings of the ADP team in collaboration with Sponsorship Facilitator, the sponsorship volunteers network and hamlet facilitators network and other ADP staff;</li> </ul>	<p>20%</p>

	<ul style="list-style-type: none"> <li>- Logistics are arranged for the orientation and training sponsorship volunteers, hamlet facilitators and other related local partners;</li> <li>- Logistics are arranged for meetings with RC's parents and community local people at village/commune levels as per sponsorship requirements, in cooperation with the sponsorship volunteer network, hamlet facilitators to raise the awareness of WV's sponsorship, update the ADP's programming interventions, their progress and accomplishments in community;</li> <li>- The sponsorship orientation materials (adapted with local context as possible) are distributed to all RC's parents and non-RC's parents, in collaboration with Sponsorship Facilitator.</li> <li>- Stories about RC and their families documenting significant changes in their life, achievements, best practices and learning experiences are compiled for WV publications and shared within the Partnership, in collaboration with Sponsorship Facilitator.</li> </ul>	
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<b>No. Direct Report:</b>	0	<b>Positions Supervised:</b>	-
<b>Other Reporting Relationships</b>	None		
<b>Financial Authority</b>	None		
<b>Annual Total Budget</b>	Around 100,000 USD		
<b>Decision Making Authority</b>	Within WV Policies and Guidelines		

Important Functional Relationships:		
Contacts	Reason for Contact	Frequency of Contact (Daily, Weekly, Monthly)
ADP Manager	To get overall guidance and approval	Daily
ADP Team Members	Collaboration	Daily

National Coordinators/ Technical Cluster Officers	Technical Support	Weekly
Government Partners	Project Operation including Assessment, Design, Implementation, Monitoring and Evaluation.	Daily
Hamlet Facilitators/Volunteers	Project Operation including Assessment, Design, Implementation, Monitoring and Evaluation.	Daily
Other NGOs, CBOs, FBOs, Businesses...	Partnering, Networking, Relationship Building	Occasionally

Major Challenges:	
Challenge	Possible Approaches/Solutions
- The requirement of being based at the project sites in the remote areas, living far away from the family.	- Area Allowance is given to support transportation and accommodation costs. - Staff care activities
- Work under high pressure with continuous changes and new initiatives to adopt.	- Be trained on Change Management Skills, Time Management and Planning Skills.

Knowledge, Skills, Abilities:		
<i>(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)</i>		
<b>Education</b>	- Bachelor degree - Major in education, public health, community development, social work and/or business administration.	- Essential - Preferred
<b>Knowledge &amp; Skills</b>	- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes. - Basic knowledge and understanding of key aspects of development work; including health, education, economic development, HIV and AIDS programming, food security, cross-	- Essential  - Essential

	<p>cutting themes (e.g. gender, child protection, environment, disability), and integration of advocacy and disaster management in development programming.</p> <ul style="list-style-type: none"> <li>- Knowledge in capacity building for local stakeholders/partners.</li> <li>- Skills in facilitation of development processes, including organisation, mobilisation and influence of partners (especially at commune level) and networking among different development partners.</li> <li>- Demonstrated capacity in project management, with conceptual understanding and required competency in DME functions.</li> <li>- Strong interpersonal skills and well-developed written and oral communications skills in Vietnamese.</li> <li>- Fair English skill.</li> <li>- Solid computer skills in Word, Excel, PowerPoint and email.</li> <li>- Ability to think critically and reflect.</li> </ul>	<ul style="list-style-type: none"> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- At least 2 years work experience in community development.</li> <li>- Experience in program implementation, community mobilization and participatory approach would be an advantage.</li> <li>- Experience in capacity building for local stakeholders/partners.</li> <li>- Experience of working with ethnic minorities.</li> </ul>	<ul style="list-style-type: none"> <li>- Essential</li> <li>- Preferred</li> <li>- Essential</li> <li>- Preferred</li> </ul>
<b>Work Environment</b>	- Working in team environment and under minimum supervision	
<b>Core Capabilities:</b>	<b>Achieving Capabilities:</b> Achieving quality results and service Practicing accountability and integrity Communicating information effectively	
	<b>Self-Managing Capabilities:</b> Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness	
	<b>Thinking Capabilities:</b> Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity	

	<b>Relational Capabilities:</b> Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups
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Prepared by PnC Department:	Date:
Reviewed by Operations Director:	Date:
Agreed by Hiring Manager:	Date:
Accepted by the Job Holder:	Date