

TERMS OF REFERENCE
Project Operations Manager (PP1)

Position Project Operations Manager (PP1)	Contract duration 2 years
Supervisor: Head of Programme Development (DRR and Livelihood)	Duty station Head office with regular travels to the field and internationally as required
Direct reports None	Commencement date As soon as possible
Working time Full time (7.5 hours per day, from Monday to Friday)	

1. Background

Founded in the United Kingdom in 1972, ActionAid is an international federation, working with over 25 million people in more than 40 countries for a world free from poverty and injustice. ActionAid's head office is in Johannesburg. ActionAid is the only large international development organisation with head office based in Africa, with offices in Asia and the Americas connecting ActionAid's work in Europe.

ActionAid started working in Vietnam since 1989, established its Representative Office in Hanoi in 1992. Since then, ActionAid Vietnam (AAV) has been focusing the work to end poverty and promote sustainable development in over 20 provinces in mountainous, remote, and difficult regions as well as poor urban areas across Vietnam. The organization is well recognized as one of the leading INGOs significantly contributed to the poverty reduction and community empowerment in Vietnam.

Under the framework of Country Strategy Paper 6 (2018-2023), AAV has established two programme priorities (PPs). PP1 is to strengthen community capacity to build safe communities and adapt to climate change and disasters with alternative sustainable livelihoods. PP2 is to promote grassroots democracy to advance people's rights to gender responsive public services.

Recently, PP1 has a new project having been granted by GIZ in Aug 2020 and several ongoing projects funded by other donors, along with the programme funded by child sponsorship mechanism. There is also an agreement and arrangement for a staff from PP1 team to take her acting role in PP2 team. Meanwhile, increasing number of proposals and concept notes has brought more funding opportunities for expanding PP1 work. All these factors highlight AAV's need to have additional human resource allocated to PP1 team to shoulder workload and take forward all emerging opportunities.

2. Role overview

The Project Operations Manager (PP1) participate in management of the progress and quality of AAV's programmes and projects in Ninh Binh, Cao Bang and Ha Noi. She/he manages budget of the projects, ensuring the transparency and accountability in alignment with AAV's related policies and procedures.

The Consultant could request for supports from the other departments/staff to ensure the job is well performed. She/he has the right to the LRPs, and partners as required.

3. Scope of work

Key Accountabilities/ Responsibilities:	Activities
[I] Participate in implementation of the projects funded by CBM and child sponsorship mechanism in Ninh Binh, Hanoi and Cao Bang	<ol style="list-style-type: none"> 1. Implement activities of the programme and projects in charge according to the approved work plan and budget 2. Manage the project spending, submit, monitor and report to line manager on regular basis
[II] Participates in research, policy advocacy and networking	<ol style="list-style-type: none"> 3. Participate in identifying potential issues and actors for advocacy works 4. Contribute to policy briefs and media strategies that inform stakeholders about the policy positions of AAV and our partners 5. Organize advocacy events and campaigns to advocate for policy change or replication of projects results/impacts. 6. Maintain at least 4 news per year for ActionAid’s website and social media pages 7. Actively engage existing and potential advocacy partners (legislation and government agencies) for the government to change its policy to include well-grounded evidence and good practices generated under projects work 8. Well communicate AAV’s stand and position on issues related to projects work to the ‘public’, CSOs, media, academia, community, and authorities through timely releases of position statement, policy briefs, research reports, and other essential publications.
[III] Conducts partnerships management	<ol style="list-style-type: none"> 9. Contribute to developing, implementing, and monitoring AAV’s partnership strategy and plans. 10. Participate in identifying and initiating strategic networks, alliances, and partnership with government agencies, local right programmes, and academic and research institutions, etc. 11. Contribute to develop productive partnerships with existing and potential partners to collaborate on delivering projects work. 12. Collaborate and exchange information with partners and report on their performance on a periodic basis; ensure effective information flow and communication with stakeholders including partners and international teams
[IV] Supports AAV’s partners in planning, budgeting, and implementing the projects	<ol style="list-style-type: none"> 13. Provide annual planning and budgeting guidance to partners in accordance with the guidelines from the annual planning team as well as the related functions. 14. Review and approve partners’ projects concept, work plans and budget, fund requests in order to ensure the alignment to the CSP6 and annual plan and budget 15. Regular field level visits are conducted to project areas to provide support and supervision, and guide programme implementation 16. Well prepare MOUs and other legal documents of related partners on time.

<p>[V] Conducts projects reviews, monitoring, evaluation, programme learning and reporting</p>	<p>17. Establish and operate monitoring framework, metrics, and reporting systems for the projects; adequate monitoring and evaluation is conducted for all projects. 18. Conduct projects reviews and evaluation in line with ALPS 19. Prepare projects reports within and outside the organization for shared learning</p>
<p>[VI] Provides technical advice/support and capacity building to staff and partners on the related projects in charge</p>	<p>20. Identify needs and opportunities for capacity building for staff and partners. 21. Collect, translate, compile and disseminate projects guidance, manuals, hand-on experience documents to concerned bodies</p>
<p>[VII] New project development and fundraising</p>	<p>22. Design new projects with identified outcome, outputs, beneficiaries identified in a log frame and result matrix 23. Prepare proposals, concept note in line with AA strategic plans and donor requirements</p>
<p>[VIII] Others as required</p>	<p>24. Other tasks as assigned by line manager are well performed.</p>

4. Person specification

<p>Education & Certifications</p>	<ul style="list-style-type: none"> • Bachelor degree on political, social science, economics, development, or international studies
<p>Experience</p>	<ul style="list-style-type: none"> • Minimum 3 years of experience working on the projects and community development. • Experience of working within a multi-cultural team
<p>Essential knowledge and skills</p>	<ul style="list-style-type: none"> • Leadership and management • Outstanding analytical skills with a strong background in basic research • Networking, influencing and interpersonal • Excellent management of competing priorities and work under pressure • Fluency in written and spoken English and native/national language • Resource Mobilization for grants and projects • Ability to work independently • Outstanding programme/project design and programme cycle management and coordination skills • Work on own initiative with minimum supervision and to stay on task • Work in diverse circumstances in a culturally appropriate manner • Lead workshops, meetings and presentations; excellent presentation, communications, and negotiation
<p>Others</p>	<p>Adherence to:</p> <ul style="list-style-type: none"> • Human Rights Based Approach • Poverty and injustice eradication

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| | <ul style="list-style-type: none">• Gender equality |
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5. Payment

- The Project Operations Manager (PP1) will be paid based on his/her capacity but not exceed VND 1,200,000 per working day (with 7.5 hours working per day). This rate excludes tax.
- The payments will be made at the first week of the next month, basing on the number of actual working days (to be recorded by the Consultant in timesheet, by timing machine and verified by his/her line manager) and approved monthly report.
- The Consultant will be covered by the accident insurance at basic level as per AAV's policy.