



## TERMS OF REFERENCE

Position	National Project Coordinator
Project	Red Cross Ready – Increasing the capacity, readiness and resilience of National Red Cross in East Asia and Pacific to response to local disasters (Red Ready)
Work Relation	<ul style="list-style-type: none"><li>• Red Ready Project Manager, Project Officers, Project Assistant, M&amp;E Specialist and others focal points from VNRC relevant departments</li><li>• American Red Cross Delegation team, Regional Red Ready team (IFRC and AmCross), Red Ready Countries</li></ul>
Work location	Vietnam Red Cross Office – 82 Nguyen Du, Hanoi 30-50% travel to the field when necessary

### 1. Organizational and Project Background

**The American Red Cross (AmCross)** is a non-profit, volunteer-led, humanitarian organization that helps vulnerable people and communities around the world prevent, prepare for and respond to disasters, complex humanitarian emergencies, and life-threatening health conditions. AmCross has been working in Vietnam through Vietnam Red Cross (VNRC) since 1999 implementing programs in disaster preparedness, readiness to respond, climate adaptation, health, education, WASH and organizational development.

**Vietnam Red Cross (VNRC)** is one of the leading professional humanitarian organizations in Vietnam, active in all 63 provinces, 705 districts and in 11,159 communes with 15,224 paid staff, 361,266 volunteers and 4,416,337 members (According to VNRC Annual Report 2017). VNRC has strong support from the GoVN at all levels, including salaries for key personnel and operational support to the Red Cross chapters and branches. The Government has adopted the ‘Law on Red Cross Activities’ (Law No. 11/2008/QH12) valid from 1st January 2009, which defines the VNRC’s seven core area of activities: Emergency relief and humanitarian aid; Health care; First aid; Donation of blood, tissues, organs and bodies; Tracing of relatives missing in wars, natural disasters and other disasters; Dissemination on humanitarian values; Participation in disaster preparedness and response. The Law puts the VNRC in a unique position to deploy its staff and volunteers to disaster zones, to help people, to access Government funds and to raise funds from the public for DRM.

**The Red Ready project:** The project has been implemented in nine countries (Indonesia, Laos, Malaysia, Mongolia, Myanmar, Papua New Guinea, Philippines, Timor-Leste and Vietnam) in East Asia Pacific to support nine National Societies with the implementation and acceleration of priority actions and plans arising from self-capacity assessments, including Organizational Capacity Assessment and Certification (OCAC) and Preparedness for Effective Response (PER). It has aimed to contribute to long-term sustainable capacity building within the nine National Society headquarters and to provide necessary resources and support to accelerate these efforts within each society, ensuring a deeper engagement with communities and local stakeholders and improve effectiveness and efficiency of humanitarian preparedness and response. In Vietnam, with support from the American Red Cross, the Red Ready program officially started from 15 January 2019 with a design mainly based on the OCAC recommendations (conducted in 2014, updated in 2019), and PER results (conducted in 2018). The project has supported VNRC: increase capacity in organizational development of 30 Red cross provincial chapters; develop VNRC's strategy to 2030, vision to 2045 based on OCAC/BOCA findings and lessons learnt; Strengthen and maintain communication work contributes to increase the visibility of VNRC on humanitarian work and emergency responses; develop VNRC's capacity, effectively documents and communicates its own capacity development plans and progress, mobilizes resources (including its own) for implementation, and fosters a culture of learning and knowledge sharing; Improve capacity for senior staff, focal points on funding mechanisms of traditional and potential donors; Develop disaster-specific resource mobilization strategy based on VNRC overall resource mobilization strategy; Develop resource mobilization plan for highly vulnerable provincial branches; Support target branches to implement prioritized activities that are identified in the resource mobilization plan; Develop Strategic Plan and Operational Plan for VNRC; Develop Guidelines for Project Planning and Monitoring and Evaluation that can be applied across VNRC projects; Organize trainings for project staffs of VNRC key project management unit (at HQ and branches levels) on the M&E Guidelines; Improve reporting capacities for VNRC internally and externally; Provide trainings on PMER for key VNRC key project staffs...In 2021-2021 period, the Project focuses on two themes including: (1) Response Readiness: to ensure that VNRC has sufficient operational capacities through the improvement of disaster need assessments, emergency operation centers and cash transfer programming; (2) Project Management: to ensure that VNRC has an applicable monitoring, evaluation, and reporting system throughout core programs and services, supported by a qualified human resources and tools.

## **2. Duties and Responsibilities**

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The National Project Coordinator (NPC) will work under supervision of Red Ready Project Manager to manage the implementation of Red Ready project activities at VNRC Head Quarter as well as target provincial chapter when applicable. S/He will also coordinate with other relevant VNRC Departments including but not limited to Department of Disaster Management, Department of Human Resource, Department of International Relation, Department of Health Care, Department of Social Works and General Office to

ensure smooth collaboration within the Departments to support the project implementation. S/He must be a strong project manager and is able to develop and mentor team members and work with internal and external stakeholders to achieve common objectives.

### **Project Planning and Implementation**

- Responsible for the project planning and implementation of the project activities in a participatory manner with close consultation with relevant technical departments of VNRC
- Provide overall coordination and necessary support to the focal persons of relevant project departments in their implementation of the work-plan to allow them to implement effectively and efficiently
- If applicable, assist the project target provincial chapters in developing effective implementation plans and alternative project delivery methods to meet tight schedules
- Facilitate the arrangement and coordination of special activities as required by the National Headquarters, such as internal trainings, workshops, meetings
- Monitor and evaluate the implementation of activities to determine more areas for improvement and document best practices.

### **Monitoring and Reporting**

- Ensure the maintenance of effective and efficient oversight, support, quality control and reporting systems and processes.
- Monitor and evaluate the overall progress on achievement of results.
- Ensure field teams are implementing according to the set timeline and facilitates the necessary modifications for catch-up.
- Conduct regular field visits to support field teams, facilitate data validation and monitoring of quality and completeness of data sets.
- Prepare detailed reports including project reports and other relevant monitoring reports as required by VNRC.
- Analyse data collected for accuracy, flag validation or quality issues, contribute to system fixes and make recommendations on project quality and areas for project improvement.
- Seek context-specific and meaningful feedback from staff and programme participants.

### **Representation and Coordination**

- Ensure coordination within the team is maintained, including the VNRC project management unit team members and other Red Ready focal points
- Coordinate meetings for information dissemination and project review requirements
- Represent Vietnam Red Cross in relevant Red Ready Meetings such as Regional Monthly meeting, Regional Quarterly Learning Meetings, and other Technical Meetings with IFRC Technical Leads.

### 3. Qualification

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**Education:** Bachelor's Degree in Community Development, Disaster Management, Public Administration or related field

**Work Experience & Skills:**

- Minimum 3-5 years' experience on related field of work
- Experience in program development, management and delivery
- Excellent reporting writing skills and problem-solving skills
- Excellent written and verbal communication skills, both in English and Vietnamese
- Demonstrated proficiency with applications such as Word, Excel, PPT
- Exceptional interpersonal skills, including coaching and training

**Personal Qualities**

- Ability to make decisions in-line with organizational goals and values
- Ability to manage multiple tasks
- Collaborates with team members to achieve shared outcomes
- Deliver a solutions-based approach

### 4. How to apply

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Applicant should send resume, motivation letter in English and relevant degrees to email [amcrossvn@amcross.org.vn](mailto:amcrossvn@amcross.org.vn) with title: **Application to Red Ready National Project Coordinator**.

Interested candidates are encouraged to submit the application no later than COB, October 15, 2021.

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