



## TERMS OF REFERENCE

Position	Project Officer
Project	<ul style="list-style-type: none"><li>• Comprehensive Model for Community Resilience in Vietnam (CMCR)</li><li>• Greening Red Cross and Red Crescent Disaster Risk Reduction (Greening DRR)</li></ul>
Work Relation	<ul style="list-style-type: none"><li>• Project Manager, Project Officers, Project Assistant, M&amp;E Specialist and others focal points from VNRC relevant departments</li><li>• Project Management unit of Thanh Hoa, Quang Binh and Thua Thien Hue Provincial Red Cross Chapters</li><li>• American Red Cross Delegation team, Consortium partners (Save the Children, Plan International, CRS and HelpAge International)</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

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**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. From 2013, AmCross expanded its focus on urban resilience and started to build capacity for VNRC staff and local governments on urban Community-Based Disaster Risk Management (CBDRM). AmCross and VNRC have been working closely with relevant ministries to adapt the CBDRM Program into urban settings.

**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 Comprehensive Model for Community Resilience in Vietnam (CMCR) project:** The project will be implemented by a Consortium comprising of American Red Cross (AmCross, as lead) working with and through Vietnam Red Cross (VNRC), Save the Children (Save), Plan International (Plan), Catholic Relief Services (CRS), and HelpAge International (HAIV).

The goal of the project is to ensure targeted communities, schools and its diverse groups are more resilient to multi-hazards through reinforcing Disaster Risk Reduction and Management (DRRM) structures, enhancing capacities, and optimizing resources on preparedness and readiness at community level. The project builds on lessons learnt from the three phases of the previous USAID/BHA funded “Building Resilience to Natural Hazards in Central Vietnam” project, which was implemented from 2015 until Sep 2021. As such, the Consortium will utilize previously developed and tested DRR packages such as: Community Based Disaster Risk Management (CBDRM) and School Based Disaster Risk Management (SBDRM) training packages that include standardized participatory assessment tools and approaches and the inclusion of older people; methods and tools for Early Warning System; disaster resilient shelters; and tools and guidance to integrate Disaster Risk Reduction (DRR) measures in commune-level Socio-Economic Development Plan (SEDP). The project will support 16 communities (in rural and urban areas) of Ha Giang, Son La, Quang Binh and Thua Thien Hue provinces in 24 months (Oct 2021-Sep 2023) and plans to reach 9,852 people directly and another 57,250 people indirectly.

**The Greening Red Cross and Red Crescent Disaster Risk Reduction Project:** is a 36-month, global project with the Goal to increase the resilience of communities facing natural hazards in diverse settings, including urban, rural or island contexts, through applying evidence-based Nature-based Solutions (NbS) in collaboration with expert partners and local stakeholders.

Over three years of implementation period, the project will achieve the following 3 objectives, including: (1) To enable communities and National Societies to design and implement DRR projects incorporating nature-based solutions in diverse settings; (2) To develop new and revise existing Eco- Disaster Risk Reduction and Green Response /Recovery tools and guidelines based on the real time learning from the project implementation; (3) To promote Nature-based Solutions and disseminate lessons learned within and beyond the Red Cross Red Crescent network aimed at improving stakeholder capacity at the community, national, regional and global levels. While Objective 2 and Objective 3 are at global level, Objective 1 will be implemented at three target countries, including Jamaica, Philippines, and Vietnam across three communities in each of these countries. In Vietnam, the project will be implemented in 21 months (October 2021 –June 2023) in three communities of Thanh Hoa province, piloting tools and approaches, such as the Enhanced Vulnerability and Capacity Assessment (EVCA), and City-wide risk Assessment toolkit used by Red Cross Red Crescent network

## **2. Duties and Responsibilities**

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The Program Officer (PO) will work under supervision of CMCR and Greening DRR Project Managers to manage the implementation of the above-mentioned projects activities at VNRC Head Quarter as well as target provincial chapters. 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.

The primary function of this position will be to support, coach, facilitate and motivate local level Red Cross staff and authorities and to ensure high quality technical standards and timeliness of implementation.

### **Project Planning and Implementation**

- Responsible for the planning and implementation of the project activities in a participatory manner with close consultation with relevant technical departments of VNRC and respective Provincial Red Cross chapter to ensure those activities are implemented according to agreed plans and budgets
- Ensure high quality of service provided to communities
- Proactively identify problems, develop innovative solutions and strive to maintain momentum of project activities
- Facilitate the logistic and technical arrangement for trainings, meetings, workshop and field visits for official visitors.
- Facilitate beneficiary accountability, participation and ownership as part of program/project implementation
- Support in translations as needed

### **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.
- Conduct regular field visits for attending, coordinating and monitoring project activities. Provide technical observation, comments and recommendations for the chapters while implementing the activity.
- Responsible for Indicator tracking table (ITT) management, track and record indicators.
- Responsible for collating and reviewing the pre and post test results in order to provide a unique and standardized system of evaluation including tools development and update for monitoring activities implemented in the field
- 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.
- Support the production of standardized, timely and accurate internal and donor reports including monthly and quarterly narrative reports on project implementation.

### **Financial management**

- Provide financial oversight and assure cost effectiveness of program activities.
- Keep track on VNRC advance, disbursement and BVA of the project with the support of financial team.
- Ensure expenses meet donor intent, are reasonable, and within approved budgets.

### **Representation and Coordination**

- Ensure coordination within the team is maintained, including the VNRC project management unit team members and other Consortium focal points
- Coordinate meetings for information dissemination and project review requirements
- Coordination, collection and consolidation of information from VNRC, IFRC, and other partners, during times of disaster and disaster response operations.
- Represent Vietnam Red Cross in relevant project meetings such as Technical Lead meetings, Regional Coordination meetings...
- Perform any other work-related duties and responsibilities that may be assigned by the supervisors

### **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
- Experience in the urban environment and/or familiarity with the targeted Provinces
- Experience with the development and delivery of DRR/CCA training and participatory workshops
- Experience in gender and gender analysis to take into consideration the differing needs of men and women, would be an advantage
- 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
- Ability to work both independently and with a proven record of effective teamwork across multiple organizations and stakeholders at both local and national levels
- Deliver a solutions-based approach

### **4. How to apply**

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Interested applicant should send the resume, motivation letter (in English) and relevant degrees to email [amcrossvn@amcross.org.vn](mailto:amcrossvn@amcross.org.vn) with title "Full name\_Application for the Project Officer position"

Interest candidates are encouraged to submit the application no later than **23.59PM, Oct 31, 2021.**

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