



TERMS OF REFERENCE THE COORDINATOR FOR CLIMATE CHANGE WORKING GROUP (CCWG) IN VIET NAM

I. BACKGROUND

The Climate Change Working Group in Vietnam (CCWG) was established in 2008 to bring together a diverse range of organizations and individuals, including INGOs, Vietnamese NGOs, development agencies, institutions, professionals, and individuals. Its main objective is to reduce the vulnerability of poor people in Vietnam to the impacts of climate change through NGO coordination, advocacy, and capacity building. The network aims to achieve environmentally and economically sustainable responses to climate change that are socially just.

To fulfill its mission, CCWG members meet regularly to exchange ideas and "lessons learned" in order to enhance the climate change response in Vietnam. We also engage in joint advocacy efforts to ensure pro-poor, inclusive, and effective policy responses. The CCWG operates under the NGO Resource Centre and is coordinated by a core group comprising 13 members from both INGOs and Vietnamese NGOs.

Additionally, CCWG members participate in topic-centered task forces, with the current focus on transitioning Vietnam to a low-carbon future that emphasizes adaptation, resilience, and social justice. The group communicates with approximately 1,400 subscribers through a mailing list and maintains a website on the VUFO-NGO Resource homepage. The current chairperson of CCWG is affiliated with WWF in Vietnam.

Starting from 2023, CCWG has signed a 5-year Memorandum of Understanding (MoU) with the Institute of Hydrology and Meteorology Science and Climate Change (IMHEN) with the support of Friedrich Ebert Stiftung (FES). This agreement signifies continued operations and collaboration between CCWG and IMHEN.

Over the past decade, CCWG has played a vital role in promoting coordination, advocacy, and capacity building among climate change professionals in Vietnam. Its mailing list has steadily grown, reflecting increasing engagement and interest in its initiatives. The group receives grants from FES and WWF, which will be utilized to enhance governance, performance, and impact, as well as strengthen coordination with other networks like DMWG and VNGO Network. Furthermore, these funds will support capacity building activities focused on pro-poor climate change response, climate change mainstreaming, advocacy skills, policy analysis, and monitoring. To effectively carry out these activities, CCWG needs a full-time coordinator.

II. SCOPE OF WORK

The coordinator is expected to work full-time on the effective coordination of CCWG and facilitation of its activities. A 12-month contract in 2024 with possible extension of full-time staff. Frequent travel to both international and domestic sites.

- Coordinate and facilitate effective **knowledge-sharing and learning** among CCWG members regarding climate change initiatives and information, with the goal of maximizing impact and avoiding duplication. This should be done in collaboration with the Chair:
 - Provide support in organizing monthly/quarterly meetings, including developing a coordinated agenda, arranging contact with relevant individuals from government agencies, NGOs, and other institutions.
 - Facilitate the development of annual work plans for CCWG and its sub-groups and assist in monitoring progress and reporting on achievements regularly.
 - Handle requests for information about CCWG, including joining the CCWG mailing list. Any requests related to representing CCWG should be communicated to the CCWG Chair.
 - Assist in organizing workshops and events to promote knowledge sharing and learning within CCWG.
 - Support the coordination of NGO representation in various forums, meetings, and events at different levels.
 - Provide support to task forces and initiatives within CCWG, assisting with meeting coordination and facilitating feedback dissemination to the core group and general meetings.
 - Keep CCWG members updated on the latest news, media coverage, laws, policies, research findings, project documentation, program reports, and other relevant resources related to climate change.
 - Regularly manage and update the CCWG website and mailing list.
 - Proactively build partnerships and foster networking with other networks such as VNGO Network, DMWG, and relevant organizations at all levels of the Vietnamese government. Assess their needs to enhance information sharing and collaboration on climate change programs, promote best practices among CCWG members and partner organizations, and ensure that vulnerable individuals benefit from climate change responses.

- Provide support to the Core Group in the **development and implementation** of network activities:
 - Assist in the development of Terms of Reference (TOR), organizing workshops and events, and managing consultants.
 - Support the coordination of advocacy messages on priority topics identified in the advocacy strategy, including community climate change initiatives and others.
 - Identify channels and opportunities for advocacy, coordinate advocacy efforts among CCWG members, and actively engage in advocacy opportunities such as the Paris Agreement, Nationally Determined Contributions (NDCs), National Adaptation Plans (NAPs), National Climate Change Strategy, and others. This may involve regular interaction with key government agencies such as MARD, MONRE, MPI, as well as key donors.
 - Monitor and follow up on agreements and partnerships with Friedrich Ebert

Stiftung (FES) and the Institute of Hydrology and Meteorology Science and Climate Change (IMHEN).

- Support the strengthening of **capacity building** activities within CCWG:
 - Identify priority capacity building needs related to climate change mainstreaming, advocacy skills, policy analysis and monitoring, as well as technical topics.
 - Support the organization and implementation of training sessions.
 - Help build the capacity of CCWG to effectively monitor and evaluate the changes brought about by project activities.
- Perform other tasks as necessary:
 - Receive requests from members and prepare meeting/workshop reports as required.
 - Carry out additional tasks as agreed upon by the CCWG.

III. HOW TO APPLY

Application package should include:

- Signed Curriculum vitae in English
- Motivation letter

IV. QUALIFICATIONS AND EXPERTISE

Required qualifications for the position include the following:

- University degree or/and master's degree of major development issues,
- At least 3 years of experience in working in NGO environment, if possible,
- Written and oral communication skills (fluent in both Vietnamese and English),
- Strong interpersonal and networking skills,
- Highly organized and self-motivated and flexible,
- Good at computer literacy: word, excel, PPT,
- Interest in climate change topic and NGO work.

The CCWG Coordination Team will make the final selection and provide feedback to the selected candidate by 1st Dec 2023. The interview should be conducted in the period of 4th – 8th Dec.

The selected candidate can start working on 01st Jan 2024 of a 12-month contract with potential of extension annually.

Applications submitted as one file with the subject line “The coordinator for Climate Change Working Group” no later than 27th Nov 2023 to ccwgvietnam@gmail.com.

Due to the volume of applications, it is not possible to respond to all applicants or to establish telephone contact for enquiries or feedback for individual applicants. Accordingly, only shortlisted applicants will be contacted.