



ROLE PROFILE

Title	Technical Lead for Climate Change and Environmental Sustainability		
Functional Area	Program Quality and Program Development Department (PQ&PD)		
Reports to	Program Quality Manager		
Location	Country Office	Travel required	Yes
Effective Date	March 2025	Grade	D2

ROLE PURPOSE

In June 2024, PIV reviewed its Country Strategic Plan (CSP). From 2025 – 2027, PIV will implement one Programme and with three portfolio areas, namely Inclusive Social Services, Disaster and Climate Resilience and Economic Empowerment. The Climate Change Technical Lead will be in charge of developing new projects and ensuring quality of ongoing projects related to climate change and environmental sustainability. This includes assigned projects in the disaster and climate resilience sectors, with particular focus on two investment areas:

- Promote locally-led gender responsive and inclusive climate change adaptation
- Promote gender-responsive local solutions for protection and conservation of natural resources

Given the significant and increasing impacts of climate change in Vietnam, the position will also provide support to mainstream climate change and environmental sustainability in the two other key portfolio areas Inclusive Social Services and Economic Empowerment. The position will be accountable for overall program quality assurance in the program operations, ensuring efficient support to the implementing Program Units (PU) and to program partners, programmatic innovation and growth, outcome monitoring and national level networking and advocacy in the context of Climate Change.

DIMENSIONS OF THE ROLE

The main dimensions of the role include:

- Program and proposal development
- Program quality assurance
- Provision of technical supports to PIV and Partners staff
- Being a point person to represent Plan International Vietnam (PIV) in all technical networks in the area of Climate Change and Environmental Sustainability

Together with the PQD team, the Technical Lead needs to contribute to making sure that vulnerable and excluded children, adolescents and young people – particularly girls and young women – are protected from all forms of violence and the gender dynamics that drive it.

ACCOUNTABILITIES

Specific responsibilities and accountabilities include the following:

1. Strengthen Evidence Based Programs

- Provide technical support for the achievement of strategic objectives related to climate change and environmental sustainability
- Assist in the process of development, coordination and dissemination of the sector approach, program logic (Theory of Change), models and best practices

- c. Monitor the progress against achievement of the strategic objective and program outcomes of climate change in the Country Strategy
- d. Provide support in research to build evidence of issues related to climate change and environmental sustainability in priority locations, including on the nexus of climate change and gender
- e. Prepare a National report reflecting on lessons learnt and best practice examples
- f. Institutional learning to make sure PIV can learn and apply best practices from other development organisations
- g. Advocate for the voices of children and youth to be (i) heard in PIV's programming; (ii) involved in decisions on Program Unit (PU) activities that affect their lives; (iii) engaged in climate change adaptation actions; (iv) involved in relevant research and monitoring & evaluation processes.
- h. Provide information and data about the sector as requested
- i. Provide technical capacity building on climate change and environmental sustainability to relevant staff, including programs, business development and program quality teams
- j. Develop tools and guidance documents for the implementation of new approaches

2. Project and Program Development

- a. Stay up to date with innovations and latest developments in climate change and conservation to be able to generate new project ideas adapted to the local context
- b. Be responsible for the development of concept notes and proposals
- c. Engage PUs and communities/partners at early stages of project design
- d. Conduct field visits and stakeholder consultations for project designs
- e. Lead the development, piloting and documentation of relevant technical approaches

3. Program Quality Assurance

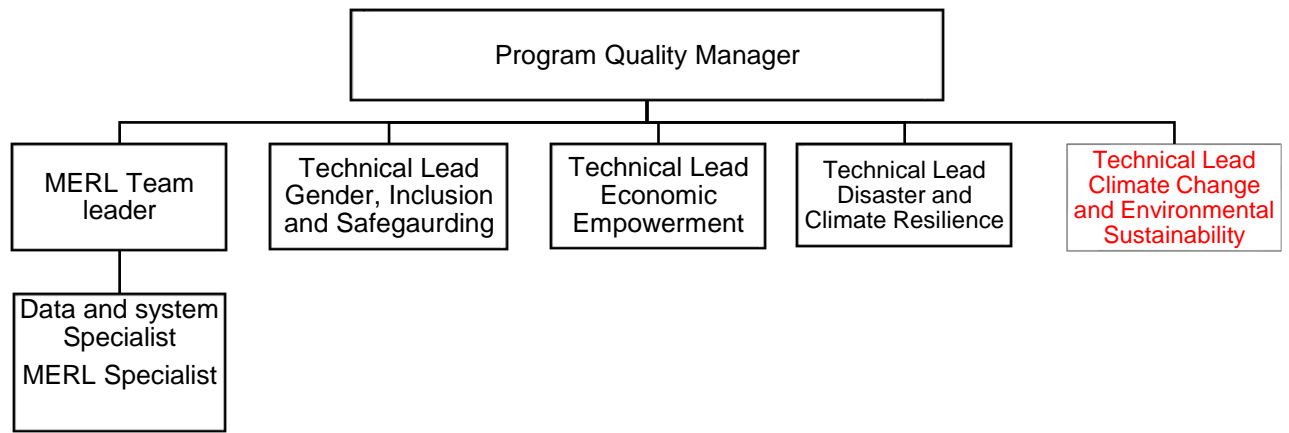
- f. Provide technical support in assessments, baseline and end-line study of projects
- g. Participate in donor visits and meetings when necessary
- h. Analyse gaps in institutional capacity of partners and PUs and help them fill these gaps
- i. Provide technical support to the PUs, partners and project coordinators for the implementation of projects related to climate change and environmental sustainability
- j. Develop training materials and conduct trainings and workshops to strengthen the capacity of local communities and stakeholders.
- k. Conduct field visits for program quality monitoring and support
- l. Support staff in conducting assessments and monitoring
- m. Lead technical redesigns and modifications of grant funded projects and SPAD when required by donors or PI
- n. Lead the documentation of best practices and lessons learnt from climate change and environmental sustainability projects and disseminate as appropriate

4. Networking, Learning and Innovation

- a. Represent PIV at meetings and events with donors, consortium partners, peer organizations and other stakeholders as necessary;
- b. Participate in relevant climate change networks and working groups
- c. Pro-actively engage in relationship building with a variety of partners (from Government to non-state actors), and particularly for new partnerships under the new key investment portfolio areas under the refreshed CSP
- d. Share key achievements on climate change and environmental sustainability work of PIV to stakeholders within the Plan International Inc. Federation
- e. Help PIV to exercise greater influence at the national level through active participation in relevant working groups and engagements with peers, government stakeholders and donors

KEY RELATIONSHIPS

Organizational Chart of the Department



External relationship

Government agencies at all levels; Local CSOs; communities; Private sectors; UN, INGOs; Academic Institutes; Mass media

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

- University graduate in related fields, e.g. environmental studies, sustainability studies
- 3-5 years field experience of managing and designing programs related to climate change adaptation and/or mitigation and/or natural resource conservation,
- Demonstrated prior experience of engaging with relevant stakeholders, including INGOs, local NGOs, government stakeholders and donors
- Specialization and technical knowledge on climate change, including climate-resilient agriculture and locally-led climate action, environmental sustainability, conservation and climate finance
- Experience designing projects
- Excellent oral and written communication skills in English and Vietnam
- Willingness to travel to the provinces and districts on a frequent basis

Desirable

- Training and facilitation
- Project management
- Advocacy, influencing, networking and negotiating skills
- Communicator and influencer
- Experience with working with senior management
- Team player and relationship builder
- Able to work calmly under pressure

PLAN INTERNATIONAL'S VALUES IN PRACTICE

(Please refer to Plan International's value for more details)

- We are open and accountable
- We strive for lasting impact
- We work well together
- We are inclusive and empowering

PHYSICAL ENVIRONMENT

- Most occasionally, working in the country office that is located in Hanoi

- Regularly, the position needs to travel long hours (by air and car) to remote program areas in mountainous regions, and by bike to the communities. The position needs to work with vulnerable people with different languages and cultures
- Less occasionally, the position needs to travel outside the country

LEVEL OF CONTACT WITH CHILDREN

- Mid contact: Occasional interaction with children