



ROLE PROFILE

Title	Project Officer for ZCRA project		
Functional Area	Program Implementation		
Reports to	Province Partnership Manager of Quang Binh or Quang Tri		
Location	Quang Binh/ Quang Tri	Travel required	Yes
Effective Date	1st January 2025 to 31 December 2027	Grade	C1

ROLE PURPOSE

Plan International (PI) is an independent child rights and humanitarian organization dedicated to ensuring children live free from poverty, violence, and injustice. We unite children, communities, and like-minded individuals to create lasting, positive changes in children's and young people's lives. PI equips children, especially girls and women, who are often marginalized, with the skills and confidence to claim their rights for a fulfilling future. With over 80 years of experience and active in more than 75 countries, Plan International Vietnam (PIV) aims to support 2 million girls in Vietnam to learn, lead, decide and thrive.

PIV is set to implement the first cycle of the "Zurich Climate Resilience Alliance" (ZCRA) project in 10 communities in Quang Tri and Quang Binh provinces from January 2024 to December 2027. This project applies the Climate Resilience Measurement for Communities (CRMC) framework, which includes the Alliance's framework for measuring community climate resilience and a practical tool for implementation. The ZCRA's objectives in Vietnam are:

- Community resilience to climate-induced natural hazards in Quang Tri, Quang Binh, is enhanced through gender-responsive and inclusive disaster risk management (DRM) planning.
- Local government authorities in rural, peri-urban, and urban areas across Vietnam will facilitate the implementation of inclusive, community-based climate resilience actions.
- National government agencies will create an enabling environment for youth-centered climate resilience initiatives and adopt the DRM planning approach piloted at the commune and district levels.

In Quang Tri and Quang Binh, Plan International Vietnam (PIV) will collaborate with provincial Red Cross Organization, local authorities, primarily at the commune and district levels, to implement the project, while maintaining close collaboration with ISET for national activities and advocacy efforts.

DIMENSIONS OF THE ROLE

The Project Officer, under the supervision of the Provincial Partnership Manager, will be responsible to deliver the project's activities in accordance with the approved work plan and donor's compliance in assigned locations.

ACCOUNTABILITIES

Take the role of Local Project Lead that align with CRMC:

- Allocate time for research activities, including coordinating with the research team, data collection team, and members, reviewing methods (quantitative, factors/indexes), and ensuring consistency and completeness of information during the research period.
- Support the Project Coordinator and M&E Specialist in analyzing results and making informed decisions.
- Manage and organize community-specific information for assigned areas.
- Develop and select appropriate research methods and assess data sources within the communities.
- Assign tasks to field workers and oversee their activities
- Conduct T-line studies to gather immediate information following disasters.

Project delivery

- Collaborate with partners and stakeholders to develop clear, detailed project activity plans, ensuring transparency and ease of implementation at the assigned location in consultation with Project Coordinator.
- Coordinate with partners and stakeholders to ensure project implementation and monitoring align with the project design, including gender-transformative approaches and child participation, contributing to Plan International's goal of supporting 2 million girls in Vietnam to learn, lead, decide, and thrive.
- Regularly report and share working schedules and activities with the Provincial Partnership Manager (PPM) and Project Coordinator for optimal project support and partnership management at the provincial, district, and commune levels.
- Conduct monitoring trips with the involvement of local partners and project's participants as per the M&E plan to track project activities, outputs, and results, providing necessary monitoring data, including photos, for project reporting and donor requirements.
- Prepare the progress update, quarterly and annual reports for the assigned and submit them to the Project Coordinator for consolidation, or prepare ad-hoc reports as requested.
- Ensure all technical supports of Project Coordinator are integrated into the project implementation.
- Assist and coordinate donor or NO visits as needed.
- Provide logistical and technical/financial support during external consultants' visits, and participate in consultations with consultants when required.
- Ensure all documentation is retained in compliance with Plan International Vietnam (PIV) and donor requirements.

Partnership

- Establish and maintain strong relationships with partners at various levels, local authorities, and beneficiaries in the assigned communities.
- Collaborate with the Provincial Partnership Manager (PPM) and Project Coordinator to implement advocacy and influencing activities with relevant partners and local authorities at commune, district, and provincial levels. This includes efforts to mobilize resources, scale up successful project models after the pilot phase, and support advocacy efforts.
- Maintain an open and accountable communication mechanism with partners at all levels to ensure timely information exchange and prompt resolution of any issues arising during project implementation.

Internal networking

- Actively engage in technical networks within Plan and the ZCRA to learn and share lessons learned and best practices.
- Contribute to program innovation by communicating ideas and proactively proposing solutions to challenges in implementation.
- Participate in monthly Technical Management Committee (TMC) meetings with CHNO and the Project Coordinator, providing project progress updates as required.

Others

- Provide support on administration and financial management when required.

KEY RELATIONSHIPS

Internally with:

- a. Program Unit in Quang Binh/ Quang Tri (Provincial Partnership Manager, Area Financial Facilitator, Area Logistic Officer and other colleagues)
- b. Project team in Country Office (Project Coordinator, M&E Specialist, Influencing Coordinator)
- c. Technical Lead on Disaster Risk Reduction based in Country Office.
- d. Other PIV Teams (Finance, Communication, M&E...) (where and when applicable)
- e. ZCRA Global Coordinator based in Switzerland (rarely and when applicable)

Externally with:

- The Red Cross of Quang Binh/ Quang Tri
- Department of Agriculture and Rural Development in Quang Binh/ Quang Tri province and the project implementation project districts.
- Department of Natural resources and Environment Development in Quang Binh/ Quang Tri province, program implementation district areas (when applicable)

- District Core Group of project implementation district areas
- Communal People's Committees in the selected communes.
- The ZCRA and its members individually (rarely)

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Qualification

- University graduate or equivalent in relevant field

Experience

- Minimum of 5 years-experience working in community development projects/Disaster Risk Management projects; experience with the ZFRA/FRMC is advantaged.
- Demonstrated record of experience in project implementation and monitoring
- At least 3 years-experience in working with partners at district and commune levels
- Experience of working with children and communities and in partnership with different stakeholders and Plan International system/structure.
- Competence in English
- Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills

Knowledge and skills

Essential

- Demonstrated knowledge on disaster risk management policies, climate change response strategies and programs in Vietnam.
- Demonstrated extensive knowledge on community development, participatory approach
- Good organizational and administrative skills
- Good interpersonal, influencing, negotiation skills
- Ability to work independence and as a team
- Able to communicate in English both oral and written.
- Good level of computer proficiency

Desirable

- Demonstrated knowledge or experience in resilience programming.
- Experience in related project/program funded by the Zurich foundation; experience in flood resilience alliance and/or flood resilience measures for community is advantaged.
- Experience in project management and building partnership at provincial/national level.

PLAN INTERNATIONAL'S VALUES IN PRACTICE

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

PHYSICAL ENVIRONMENT

S/he will be working in the Program Unit located in Quang Binh/ Quang Tri province.

LEVEL OF CONTACT WITH CHILDREN

Mid contact: Occasional interaction with children