

## TERMS OF REFERENCE – Field Officer

**Job Title:** Field Officer (National position)

**Duration:** 1 year contract with possibility for extension

**Reports to:** Deputy Team Leader

**Position Location:** Yen Bai city, Yen Bai province, Vietnam

### SUMMARY OF THE PROJECT

The SMEs Promote Resilience, Inclusion and Innovative Transformation (SPRINT) Project is funded by Global Affairs Canada (GAC) in Vietnam and is being implemented by Cowater International in the province of Yen Bai in northern Vietnam. The Project aims to improve the socio-economic well-being of ethnic minority women (EMW) working in the agricultural sector by elevating their economic status, inclusion in leadership, and agency through the promotion of inclusive business and clean growth. The Project will implement a series of interventions designed to strengthen the performance of EMW-led MSMEs, cooperatives, and producers in the agri-food sector. The primary beneficiaries are EMW living in the province of Yen Bai.

The Project is scheduled to run for a duration of six years from 2023 until 2029. It will respond to critical skill gaps, knowledge gaps, and incentivize innovation and adoption of agriculture resilience and clean growth, including Renewable Energy (RE) and Energy Efficient (EE) solutions among EMW led agri-food businesses.

### SUMMARY OF THE POSITION

The Field Officer will report directly to the Deputy Team Leader (DTL) and will be supporting all the field activities to be implemented by SPRINT in Yen Bai associated with provincial partners, stakeholders, and/or consultants/resource persons. The Field Officer will support activities including Project activities, consultancies, consultations, and training, to achieving the Project's objectives while ensuring compliance with Government, donor, and Cowater policy and guidance, while ensuring inclusion and environment safeguards requirements.

The Field Officer will also serve as provincial focal person, representing SPRINT in the province, closely coordinating with Provincial Cooperatives Alliance (PCA) which acts as Project Owner to ensure SPRINT operates smoothly.

### KEY RESPONSIBILITIES

#### ***Activity Coordination***

- Responsible for ensuring smooth progress and delivery, keeping DTL to be informed periodically (weekly), or immediately alert DTL and the project team of any risks and issues that have the potential to impact on the implementation of project activities or violate the compliance. Support the coordination and implementation of all assigned Project activities as outlined in Annual Work Plans, with a high performance standard, best practices, and in alignment with donor and Government requirements
- Provide technical and local evidence-based inputs to DTL and the SPRINT Hanoi team and provincial stakeholders to effectively implement activities, to update design and working plans (e.g. related beneficiaries selection, capacity building plans, and awareness raising approached to reach MSMEs, cooperatives, farmers and EM communities).
- Together with the PCA, coordinate, collaborate, and support Project activities contracted or undertaken with partners and/or stakeholders.
- Responsible for supporting and hosting assessments, surveys, missions, media, and/or visitors.

#### ***Representation of the SPRINT project in Yen Bai province***

- Represent the SPRINT project in the province, including implementation, partner/stakeholder engagement, and Project support and monitoring.

- Facilitate information sharing and support dialogue with PCA.
- Through PCA coordinate with Yen Bai People's Committee and provincial stakeholders (including DARD and WU) to ensure the project is well tracked and supported by the provincial Government
- Acting as the focal person, closely working with PCA and stakeholders, to provide effective support and follow up of Annual Work Plan activities including reporting, management, and technical support to ensure effective communication and implementation.
- Follow-up and document progress and findings, recommendations and inputs from PCA and other participants/stakeholders, and communicate matter to the DTL.

### ***Monitoring and Evaluation (M&E)***

- Support and coordinate with the M&E Specialist to support M&E tasks in the field. Specifically, assist the M&E Specialist in establishing an M&E Framework for Project monitoring, evaluation, and learning, while ensuring active participation from local partners and targeted beneficiaries.
- Providing M&E support to the M&E Specialist in data collection and/or validation, database management, and follow-up beneficiaries, including MSMEs, cooperatives, farmers, Government members who are partners.
- Work closely with the M&E Specialist to facilitate learning and share lessons learned and best practices.
- In line with agreed Annual Work Plan, the Field officer will coordinate and undertake field visits with PCA/stakeholders to grassroots level, and/or districts/communes to monitor field activities and assess technical progress for timely and effective technical advisory services.
- Work closely with other Project staff to ensure activity alignment with Environment Safeguards and the Gender Assessment.
- Collaborate with PCA and stakeholders to prepare inputs for reports per established reporting schedule.
- Coordinating with Project specialists and the Communication Officer for documentation of Project activities including gathering of information for case studies and reports; and consolidating lessons learned, stories, good practices for dissemination and inputs for reporting.

Undertake any other relevant tasks as directed by the line manager.

### **JOB REQUIREMENTS**

- Bachelor's degree in Social Sciences, Environment, Agriculture, Economic or related fields.
- Minimum of 5 years of work experience in development projects
- Experience in the field of community development, climate change/disaster risk reduction, gender equality promotion programming. Experience with NGO would be an advantage.
- Experience in working with government partners and coordination with multiple project stakeholders. Experience in Northern upland provinces is an advantage, particularly having worked in Yen Bai province.
- Experience in working with EMW, community, value chain actors is preferred.
- Experience in participatory action planning and community engagement.
- Experience monitoring projects and collecting relevant data preferred.
- Knowledge of standard Vietnamese and Government of Canada environmental laws, standards, tools and templates and proven ability to successfully operationalize such regulations and tools.
- Strong communication and reporting skills.
- Fluency in using MS Windows and MS Office packages (Excel, Word, PowerPoint).
- Able to communicate in English (verbal and written) as an advantage.

### **APPLICATION**

Candidates are encouraged to apply no later than **17.00, 16 December 2024**. We thank all applicants, however, only the shortlist will be contacted.

Interested candidates are invited to send an application to [recruitment@sprint-vietnam.com](mailto:recruitment@sprint-vietnam.com) . Please indicate in the subject “**SPRINT – Field Officer – Fullname**”

**Applications must include:**

- A cover letter responding to the selection criteria.
- A Curriculum Vitae.
- Contact details of three referees.

**Cowater is an equal opportunity employer. Women, people with a disability, and people from minority groups are strongly encouraged to apply. We thank you for your interest in building a better tomorrow with Cowater International.**