FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for Consultant /PSA

Minimum number of years of relevant experience required:  1 year ☐; 5 years ☒; 12+years ☐

<table>
<thead>
<tr>
<th>Job Title</th>
<th>National Programme Officer</th>
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<tbody>
<tr>
<td>Division/Department</td>
<td>FAOR-VN</td>
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<tr>
<td>Programme/Project</td>
<td>UNJP/VIE/049/UNJ-GLOBAL</td>
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<td>Location</td>
<td>Hanoi, Vietnam and possible travel in-country and in the region</td>
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<td>Expected Start Date of Assignment:</td>
<td>ASAP</td>
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<td>Reports to</td>
<td>Akiko Inoguchi, Forestry Officer, FAOR-LA</td>
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<td>Fabien Monteils, Chief Technical Advisor, UN-REDD Programme</td>
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<td></td>
<td>Nguyen Trung Thong, FAO National Coordinator, UN-REDD Programme</td>
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GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Background:
The United Nations Collaborative Programme on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries (UN-REDD Programme) is collaboration between FAO, UNDP and UNEP. It builds on the convening power of its participating UN agencies, their diverse expertise and vast networks, and “Delivering as One” Approach of the United Nations in Viet Nam. The UN-REDD Programme for Viet Nam Phase II is a Joint Programme with the Vietnam Forestry Administration (VNFOREST) within the Ministry of Agriculture and Rural Development (MARD), implemented jointly with UN Participating Organizations of FAO, UNDP and UNEP. Within the partnership, FAO supports Viet Nam in its design and implementation of the National Forest Monitoring System, the planning, design and implementation of the demonstration activities at the provincial level through which the emissions reduction and removals will be promoted, and strengthening forest law enforcement and regional collaboration to reduce displacement of illegal logging.

As part of the Outcome on regional collaboration, Output 6.1 focuses on supporting the FLEGT/VPA process and preparation towards its implementation, as well as in the improvement of forestry sector law enforcement and cross-border timber flow control. The Output also has an activity to explore regional displacement of deforestation and degradation. Output 6.2 focuses on supporting the private sector in the sourcing of legal imported timber, through identification of relevant channels of access and communication with the private sector entities, assistance in accessing tools and guidelines for due diligence/responsible sourcing and improved traceability of timber, and assistance in regional networking among private sector entities. Since this Outcome also has linkages across other Outcomes of the Programme, this assignment will also provide input across various Programme’s activities related to forest law enforcement enhancement, REDD+ pilot implementation and monitoring to ensure the overall success of the Programme.
Objectives:
The objective of the assignment is to be the national focal point for planning, implementing, monitoring and reporting on the activities under Output 6.1 and 6.2 (with priority on 6.2 in 2016), and provide support to other related Programme’s activities as relevant.

Specific tasks:
Under the overall technical supervision of the FAO Forestry Officer (REDD+), in close consultation with the FAO National Coordinator, and the PMU, CTA, and other Program stakeholders the incumbent will perform the following main tasks:

- Establish contacts with key timber associations and assess their status in demonstrating sourcing of legal imported timber
- Collect information and resources on tools and guidelines for due diligence/responsible sourcing and improved traceability of timber from within the country, and globally
- Organize a process of engaging with selected private sector entities to systematically improve their imported timber sourcing practices
- Plan to organize and facilitate a feedback and networking mechanism for the selected private sector entities that have been targeted for improving their sourcing practices to feedback lessons to other private sector entities and FLEGT stakeholders.
- Liaise with the Government focal points at FPD and FLEGT Standing Office of VNFOREST and other stakeholders on Programme activities
- In coordination with Government and relevant stakeholders, develop and monitor workplans
- Develop concept notes and TORs
- Monitor and provide support for activity implementation
- Review and provide feedback and guidance on activity deliverables as submitted by contractors and programme partners
- Provide technical input to various Programme’s activities related to forest law enforcement enhancement, REDD+ pilot implementation and monitoring as necessary.
- Other relevant tasks as identified

KEY PERFORMANCE INDICATORS

Expected Outputs:
1. Overall and specific workplans
2. Concept notes, TORs of activities and contracts
3. Comments on outputs received from contractors etc.
4. Other relevant outputs as identified

Required Completion Date:
On a regular basis, and as required throughout the contract duration.

Required experiences
- University degree in governance and or related field of natural resources management
- More than 5 years’ experience in forestry sector with both government and international organizations.
- Good understanding of the FLEGT/VPA process
- Working experience on FLEGT, TLAS and related issues inside Vietnam
- Working experience and knowledge of the timber processing sector and supply chains
- Working knowledge and experience of REDD+ and sustainable forest management