

## Sustainable Natural Resource Management Project

(Employer: KOKUSAI KOGYO CO., LTD.)

**Job Title:**

Provincial Coordinator in Lai Chau Province

**Date:**

2016/6/21

### Job Description:

#### BACKGROUND

The Sustainable Natural Resources Management (SNRM) Project is a bilateral technical cooperation project funded and assisted by the Japan International Cooperation Agency (JICA) with the project duration of five years from August 2015 to August 2020. It consists for four key components covering policy development (Component 1), REDD+ and sustainable forest management in the Northwest (Component 2), biodiversity conservation in Lam Dong (Component 3), and information and knowledge sharing (Component 4).

The Project Component 2 specifically works on the development/revision of PRAPs, and their pilot implementation in select pilot sites in the Northwest provinces (Dien Bien, Lai Chau, Son La, and Hoa Binh).

#### GENERAL DESCRIPTION OF TASKS AND OBJECTIVES TO BE ACHIEVED

Under the overall supervision of the Chief Advisor and Technical Advisor in REDD+, the guidance of the Administrative Coordinator, direct technical guidance of the Livelihoods Development and Forest management Experts, and in coordination with the government counterparts at different levels, the Provincial Coordinator will be responsible for organizing forest management and livelihood development activities under existing or being prepared Provincial REDD+ Action Plan (PRAP) in one commune in Lai Chau Province.

Based on the socio-economic survey carried out under SNRM (July - September 2016), village level REDD+ options in forest management and livelihood will be analyzed with consultation of villagers. Then the options will be organized as Village Level Forest Management and Livelihood Development Plan for each village in the pilot communes. As per the plan forest management (as per FPDP) and livelihood development activities will be carried out in each village. Forest and livelihood status of villages are expected to be enhanced by the forest management/livelihood development activities. Forest area change will be assessed through FPD of commune level.

The Provincial Coordinator is expected to supervise technical officers (forest management and livelihoods development, two in each province), collaborate with three other Provincial Coordinators in other provinces in the project, and communicate and work well with government officers (DARD, Sub-DOF, DPC and CPC (forest guards, extensionists and planning officers) and villagers (leader, extensionist and leaders of Farmer/Women/Youth unions and others).

Specifically, the Provincial Coordinator will be responsible for the followings:

- To supervise, monitor and support the day-to-day work of technical officers on forest management and livelihood development and administrative staff hired by the project.
- To systematically collect and store the relevant data, information, reports, and other materials related to forest management and livelihoods development activities under the project on the provinces, pilot communes and villages in the pilot communes;
- To conduct REDD+ introduction workshop at pilot communes;
- To prepare forest management and livelihood development plan with technical officers, facilitators (CPC officers) and villagers;
- To organize regular (monthly) meeting with PPMUs or DPC/CPC to report the progress, achievement, and remaining issues and to get endorsement of the plan.
- To undertake forest management and livelihood development activities at each village
- To provide supplementary support to the development/revision of PRAP, mainly through facilitation of data

collection, logistic support to meetings and workshops, and coordination with the provincial government agencies, upon request from the PRAP development team.

- To evaluate ongoing and completed project activities as per indicators specified;
- To ensure the feasibility, efficiency, profitability, sustainability, and risk management of the project-supported forest management and livelihoods development activities;
- To develop and/or revise technical guidelines, manuals, rules/regulations, and tools as required;
- To build the capacity of the village management boards and Commune/village level government officers through provision of training courses, workshops, and other capacity building activities;
- To provide technical guidance and advice, and facilitate necessary remedial actions against identified problems and issues related to the village level forest management and livelihood development activities;
- To assist the project experts in translation and interpretation
- To assist administrative, financial and logistic requests, including but not limited to formulation of plan for expenditure, payment for activities, etc
- Perform other duties as requested by the project.

<b>Job Location:</b>	Duty Station: Lai Chau, Viet Nam May include frequent travel to the pilot commune, Lai Chau	<b>Joining Date:</b>	July 2016 (negotiable)
<b>Employment Type:</b>	Full-time 12 months contract with possibility of extension	<b>Monthly Salary Range:</b>	Negotiable with an indicative remuneration package according to the UN-EU Cost Norms (2015)
<b>Supervision</b>	The Provincial Coordinator will report to Forest management, Livelihoods Development and PRAP Development Japanese Experts (and under the instructions of other project experts as appropriate)		
<b>Expected outputs</b>	<ol style="list-style-type: none"> <li>1) Supervision of Socio-economic Survey (conducted by sub-contractor) and collection of additional data if required</li> <li>2) Organizing REDD+ introduction workshop at pilot communes</li> <li>3) Preparation of Village level forest management and livelihood development plans</li> <li>4) Organizing Facilitator Training for DPC/CPC/village level government officers</li> <li>5) Organizing forest management and livelihood development activities in each village with technical officers, facilitators and villagers as per the plan</li> <li>6) Supervision of the technical officers on forest management and livelihood development and administrative staff of the pilot project</li> <li>7) Supplementary support to the development/revision of PRAPs</li> </ol>		

**Skills:**

Technical Competencies and Experience Requirements:

- At least eight years of professional and field experiences in forest management and livelihoods development in rural areas
- At least three years of project management on forest management and livelihoods development project
- Understanding of the policies and institutional mechanisms related to forest management, livelihood development and REDD+ preparation activities;
- Ability to develop capacity of the counterpart staff and villagers through formal and informal training, OJT, and other methods;
- Proven ability to work and establish good working relationships with government staff and villagers;

- Proven ability to work as a team with other colleagues and supervisors as well as people with different backgrounds;
- Professional time and work management skills and disciplines;
- Ability to undertake frequent field visits to the project pilot sites;
- Good report writing and documentation skills;
- Familiarity with Microsoft Office applications and the internet applications;
- Working knowledge of written and spoken English and Vietnamese; and
- Knowledge of local minority languages, especially Thai and/or Hmong, an asset.

<b>Years of Experience:</b>	Minimum eight years of professional experiences in the related field	<b>Education:</b>	Academic Qualifications: <ul style="list-style-type: none"> <li>• University degree in a field relevant to forestry, rural development, economics, rural finance, and livelihoods development.</li> </ul>
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**Please Send Application by email or directly to:**

<b>Name:</b>	Shogo TAI Nguyen Thi Hue	<b>Email:</b>	Shogo_tai@kk-grp.jp huenguyenthi.snrm@gmail.com
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<b>Address:</b>	1710, 17F, DMC Tower, 535 Kim Ma Str, Ngoc Khanh Ward, Ba Dinh Dist, Hanoi
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<b>Phone:</b>	04-6274-1458
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<b>Project website:</b>	For the project background and other information: <a href="http://www.vietnam-redd.org/Web/Default.aspx?tab=project&amp;zoneid=110&amp;itemid=1178&amp;lang=en-US">http://www.vietnam-redd.org/Web/Default.aspx?tab=project&amp;zoneid=110&amp;itemid=1178&amp;lang=en-US</a>
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