

UN-REDD Viet Nam Phase II Programme

Terms of Reference

Event Coordinator

Background

The UN-REDD Viet Nam Phase II Programme is a part of the United Nations Collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (UN-REDD). Phase II of the Programme was launched in July 2013 after Phase I ran from 2009 to 2012 (Decision 1724/QD-BNN-HTQT dated 29th July 2013). The Programme will assist Viet Nam to implement the National REDD+ Action Programme (NRAP), and benefits from the convening power and expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP). The Programme will be implemented till the end of 2015 with total ODA support (grant) of over USD \$30 million. Vietnam Administration of Forestry (VNFOREST) under the Ministry of Agriculture and Rural Development (MARD) is the Programme Owner.

The overall objective of Phase II is “to enhance Viet Nam’s ability to benefit from future results-based payments¹ for REDD+ and undertake transformational changes in the forestry sector”. This objective will be secured through the following six Outcomes:

- Outcome 1: Capacities for an operational National REDD+ Action Programme (NRAP) are in place
- Outcome 2: The six pilot provinces are enabled to plan and implement REDD+ actions
- Outcome 3: National Forest Monitoring System (NFMS) for Monitoring and Measurement, Reporting and Verification and National REDD+ Information System (NRIS) on Safeguards are operational
- Outcome 4: Stakeholders at different levels are able to receive positive incentives
- Outcome 5: Mechanisms to address the social and environmental safeguards under the Cancun Agreement are established
- Outcome 6: Regional cooperation enhances progress on REDD+ implementation in the Lower Mekong Sub-Region

To implement the Programme, a UN-REDD Programme Management Unit (PMU) is established (Decision 1867/QD-BNN-TCCB dated 13th August 2013), under the leadership of the National Programme Director (NPD), representing the Viet Nam Administration of Forestry (VNFOREST). The NPD will be assisted by a deputy NPD, and together with an overall National Programme Coordinator, will manage the daily operation of the Programme.

¹Note that the term “results-based payments” refers only to the basis for international transfer of funds to Viet Nam.

Objective:

One Event Coordinator will be recruited for the PMU to assist with organizing the logistics for workshops and other larger events.

Scope of work:

The Event Coordinator is expected to assist the technical officers in setting up workshops and other meetings, both in Hanoi and in the provinces. The logistical preparations will lie with the event coordinator.

Specific responsibilities are as follows:

- Prepare an event work plan that includes all major events organized by the Programme;
- Get an oversight of events planned by development partners to ensure no conflict of schedule;
- Liaise with the venue for the event to make sure all necessary equipment are in place, and work with the Procurement Officer to contract a venue;
- Assist the technical officers with preparing invitation letters and liaise with VNFOREST and DARDs to send the invitation out in a timely manner;
- Prepare the list of participants and follow up with participants on their registration;
- Help with preparing all the necessary inputs for the event, including consolidating presentations, documents to be handed out and other inputs;
- Post documentation made available to the participants on the National REDD+ Network website, and also communicate through emails, if needed;
- Ensure workshops and meetings are as green as possible, including sustainable use of paper, electricity and water. Liaise with WWF and Greening the UN Campaign on their Greening Activities;
- Research venues and work with the venues to ensure their fulfil the Green Meeting Criteria.

Expected Results/Deliverables

- Event planning calendar for the next six months;
- Produce a checklist for Green Meetings that will be endorsed by the JCG;
- Produce a list of venues in Hanoi that qualify to host meetings, including their scoring on Green Meetings

Recruitment Qualifications:

Education:

- University degree in Business Management or equivalent;

Experience:

- At least 5 years working experience in coordinating and preparing professional events and workshops, preferably in ODA Programmes;
- Competence in using word processing, spreadsheets and (preferably) databases;

Language Requirements:

- Excellent and demonstrable English language skills

Duration

One year, with two (02)months probation. The contract will be renewable for duration of the Programme.

Duty Station

Hanoi

Expected Places of Travel (if applicable)

To 6 pilot provinces (Lao Cai, BacKan, Ha Tinh, Lam Dong, Binh Thuan and Ca Mau) and other Programme-supported provinces.

Supervision

The Event Coordinator will be supervised by the Programme Coordinator.

Compensation:

The Event Coordinator will be compensated according to Reference Category 3 in Programme Personnel Pro-forma Cost in the EU-UN Cost Norms.²

²The pro-forma cost is all-inclusive. Compulsory social insurance and health insurance will be deducted from the employee's salary according to Social Insurance Law and the Health Insurance Law of Vietnam.