



Terms of reference for consultants

Position:	Project Coordinator for the project: <i>Increasing capability of CSOs and SMEs to implement FLEGT requirements</i>
Name:	XXXX
Unit:	SFMI (and NEPCon Project and Fundraising)
Refers to:	Chief Advisor
Staff responsibility:	All Vietnamese staff working for the project

Overall Objective: The Project coordinator will take responsibility to implement all project activities which ensure that the objectives of the project are fulfilled:

- A) to encourage the participation of civil society organisations and the private sector in the FLEGT process by strengthening the capacity of intermediary organisations (i.e., industry associations, NGOs, heads of wood processing villages, private consultants, etc.) that work with hard to reach stakeholders (i.e., SMEs) in the Vietnamese timber industry.
- B) to increase the capability of SMEs to implement systems that allow them to comply with FLEGT legality requirements, by strengthening the capacity of the intermediary organisations that work with them.

These objectives will be achieved by:

- 1) Capacity development and training of 15 intermediary organisations (approximately 50-75 people) in how to implement risk mitigation and conduct due diligence according to FLEGT legality requirements. Intermediary organisations will, in turn, train approximately 300-500 SMEs in how to implement the system.
- 2) Implementation of an awareness-raising campaign that reaches 300-500 hard to reach stakeholders (i.e., SMEs) directly, and thousands more indirectly, to make them aware of TLAS requirements as well as the project results, including a toolkit for legality risk mitigation designed specifically for Vietnamese companies.

Background: NEPCon is a leading organization to assist to implement Due Dilligence systems in the timber trade and processing industry to ensure compliance with the EUTR and legality requirements on international and national scale. In September 2013, NEPCon was officially approved as Monitoring Organisation (MO) by the EU. NEPCon also works with FSC certification and holds several projects financed by organisations like FSC International, ETTF or corporate businesses.

In early 2013, NEPCon prepared a project application to the EU delegation in Vietnam for the grant: *Supporting participation of national civil society organisations and private sector federations/entities in FLEGT VPA related activities*. The partner organisation behind this application is SFMI (Research Institute for Sustainable Forest Management and Forest Certification). The duration of the project is 36 months, though the majority work activities will be implemented during the first 24 months. A total of 115 work months are planned for Vietnamese project staff, among them a full time local Project Coordinator and Secretary. The Chief Advisor has funding for 15 months of work from the project whereas another 6 months are available from relevant NEPCon staff to support the technical implementation of the project. Furthermore, the project will be supported by administrative capacity in Denmark related to EU reporting and financial management.

Job description: The work will consist of the following main activities:

- 1) Management of all Vietnamese project staff (coordination of activities and work done by all experts) – ensuring NEPCon experts build the capacity and contribute where necessary. The task is to implement all defined activities and achieve the expected outputs within the timeline of the project.

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- 2) Representing the project together with the Chief Advisor (towards important stakeholders, the Vietnamese EU delegation, authorities, and others)
- 3) Ensuring acceptance and true value of project outputs for the Vietnamese SMEs and intermediary organisations.
- 4) Engage in the technical activities to be implemented, please refer to “Tasks” below. The technical quality and user friendliness will be the main attention of the Project Coordinator.
- 5) Take overall responsibility of the financial reporting and monitoring of all project expenses covered by SFMI as partner to NEPCon. This implies approval of all expenses before payment.
- 6) In communication with the Chief Advisor to facilitate communication and cooperations with other projects in Vietnam and global initiatives in line with the project objectives
- 7) Contribute to reporting to EU delegation (Inception report, Progress Report and Final Reports) as well as more regular reporting to NEPCon

Role and responsibility: Coordinating and securing the timely implementation of well defined projects activities is the responsibility of the Project Coordinator. The Chief Advisor and Project Coordinator will be in regular communication with each other to ensure project goals are met according to the project timeline. In addition, quality assurance (QA) procedures will be put in place to ensure that QA is checked on every major activity throughout the project’s implementation.

The Project Coordinator is thus responsible for the day-to-day implementation of project activities, reporting to the Chief Advisor, and overall financial responsibility.

Tasks: The following activities are part of the project and are described in detail in Annex 1 Full Application. The number of work months planned for these activities is provided tentatively by the end of each activity:

- 1.1.1 Identify and engage key stakeholders and the target group (2 months)
- 1.1.2 Secure commitment of SMEs to participate in pilot tests (2 months)
- 1.2.1 Analyse and produce a summary of countries, species, product types, and legality verification status for wood imported into Vietnam (3 months)
- 1.2.2 Map supply chains (2 months)
- 1.3.1 Develop a legality risk mitigation toolkit for SMEs in Vietnam (3 months)
- 1.4.1 Training of intermediary organisations (5 months)
- 1.4.2 Pilot tests of the toolkit for legality risk mitigation (4 months)
- 1.4.3 Training of SMEs (2 months)
- 2.1.1 Awareness raising campaign implemented in Vietnam (6 months)
- 3.1.1 Project Dissemination (6 month)
- 4.1.1 Project management (3 month)

Outputs and reporting: As specified in Annex 1 – Full Application and other project documents.

Input: The Project Coordinator will be supported by the Chief Advisor and NEPCon experts as required.