**Vacancy Announcement**

**Project Officer, Grassroots Capacity Building for REDD+ in Vietnam**

**Application Deadline – July 21, 2013**

**Background**

RECOFTC – The Center for People and Forests is a not-for-profit international organization with its headquarters in Bangkok, Thailand. The Center specializes in capacity building for community forestry and devolved forest management. RECOFTC engages in strategic networks and effective partnerships with governments, non-government organizations, civil society, the private sector, local people, and research and educational institutes throughout the Asia-Pacific region and beyond. With 25 years of international experience and a dynamic approach to capacity building – involving research and analysis, demonstration sites, and training products – RECOFTC delivers innovative solutions for people and forests.

To find out more please visit [www.recoftc.org](http://www.recoftc.org/).

RECOFTC will soon be launching its new 5 year strategic plan 2013-2018 in October 2013. In addition to its regional work, RECOFTC will increase its impact by consolidating and expanding its engagement in eight program countries- Cambodia, China, Indonesia, Lao PDR, Myanmar, Nepal, Thailand, and Vietnam. RECOFTC will continue to engage with other countries in the region and beyond where it can add value and play an important mutual learning role.

The Asia-Pacific region is undergoing remarkable economic and social transformations. Unprecedented growth in China, Thailand, Vietnam, India and Indonesia alongside emerging efforts to overcome poverty in countries such as Cambodia, Lao PDR, Myanmar, Nepal and Papua New Guinea are having massive impacts on the forests and local communities of the region. Therefore the rational for this is “to make a difference on the ground for people and forests through the demonstration of proven practices and processes. Lessons learned from these focal countries will be documented and made widely available through knowledge management”.

**RECOFTC in Vietnam**

RECOFTC has been working in Vietnam for more than 10 years, playing a major role in developing in-country capacity to practice community forestry. Our training curricula are used in the country's forestry universities, and we have directly trained hundreds of the country's forestry professionals. RECOFTC has carried out studies and independent evaluations of Vietnam's forestry policies and programs, including a review of its Community Forest Management pilot program and a national capacity-building needs assessment. RECOFTC country program in Vietnam is working to help ensure continuing community forestry efforts work for both its people and its forests.

RECOFTC has been deeply involved in REDD+ processes in Vietnam since 2008, particularly related to capacity building in REDD+, REDD+ governance and benefit sharing. Till date, it has provided awareness raising in REDD+ for over 1,000 participants from government organizations, Vietnamese and international NGOs, local officials and communities. RECOFTC Vietnam is actively engaged in the development of the national REDD+ action plan. RECOFTC Vietnam is also an active member of the Climate Change Working Group (CCWG), a coalition of Vietnamese and international NGOs working on climate change. It facilitates information sharing, capacity building and coordination among non-governmental organizations in Vietnam and between non-governmental organizations and government in relation to climate change responses. RECOFTC is a core member of the group and chair the thematic area on climate change mitigation.

The Grassroots capacity building for REDD+ project is in implementation in Vietnam since 2010, with funding support from Norwegian Agency for Development Cooperation (Norad). Since its inception, the project has organized a number of training and capacity building activities at various levels, from national down to the grassroots level, in four provinces, Bac Kan, Ha Tinh, Lam Dong and Ca Mau. The project will continue working in Vietnam until December 2015, subject to the continued funding support from Norad.

**POSITION SUMMARY**

RECOFTC is looking to recruit a Project Officer (PO) for the Grassroots Project in Vietnam. The PO is primarily responsible for continuing with the implementation of the activities of the Grassroots Capacity Building for REDD+ project in Vietnam as per the agreed plan with Norad and in close coordination with RECOFTC Vietnam Country Program Coordinator and Training Coordinator/National Project Coordinator. The PO will also liaise very closely with the regional project management team and the partner organizations. The overall objective of such an approach is to develop the capacity of stakeholders so that the message of REDD+ is conveyed clearly and transparently to the stakeholders, helping them to take informed decision to take part in the ongoing REDD+ process in the country.

**The position of Project Officer is for Vietnamese national and will be based in Hanoi with frequent travel to project areas and in the region.**

Specific responsibilities of Project Officer under the Grassroots Project will include:

**RESPONSIBILITIES AND DUTIES**

**Coordination, communication and outreach**

* Together with the regional project team and Training Coordinator/National Project Coordinator, take forward the coordination and implementation of the grassroots project activities in Vietnam.
* Provide support to National Project Coordinator for coordinating with National REDD Taskforce/Working groups and other climate change networks in the country, and liaisoning with relevant officials/members or department (s) on a regular basis to disseminate the projects’ achievements and lessons learned and represent the project in national and international events related to REDD+ in the country.
* Provide support to Training Coordinator/National Project Coordinator for closely coordinating with partner organizations to ensure the timely completion of the project plans and activities

**Development/revision of training and capacity building materials for REDD+**

RECOFTC in partnership with partner organization have developed a range of training and resource material on REDD+ in Vietnamese. These materials need to be regularly updated with inclusion of emerging issues in REDD+, such as social and environmental safeguards, including integration of gender in REDD+ discussions, concept of Free, Prior and Informed Consent (FPIC) in REDD+, technical capacity building for carbon measurement, benefit sharing mechanisms etc. The PO will take a lead in facilitating the review and updating of these materials and products.

Besides training materials, project aims to develop other resource materials aiming to build the capacity of grassroots level facilitators, particularly on social safeguards. Such materials will need to be translated into Vietnamese from English, and therefore the PO will have the responsibility to identify a translator, designer and printer to publish such products and coordinate their wider dissemination in the country.

**Deliver the training and awareness program on REDD+**

* Together with the National Project Coordinator, the PO will lead in delivering a range of training and capacity building programs on REDD+ at national, sub-national and grassroots level in the identified locations in partnership with partner organizations.
* At the grassroots level, the focus will be mainly on organizing awareness raising activities, consultation events, focused group discussion, policy roundtables, and issue based discussions. The PO will have responsibility to lead the organizations of these events in partnership with local partners.

**Documentation of project experiences, lessons learned and their dissemination**

* Together with National Project Coordinator, identify and coordinate with potential partner organization/consultant which can help in documenting lessons learned from the grassroots project, and disseminate them widely, including multi-stakeholder discussions, policy forums, and bringing out discussion papers and policy briefs in Vietnamese and English languages.
* In consultation with the partner organizations, National Project Coordinator and regional project team, identify and suggest key themes for organizing documentation of lessons learned and approaches for disseminating them through appropriate communication channels.
* Together with National Project Coordinator, coordinate the organization of the policy dialogues, focused group discussions and consultations at the grassroots level by engaging grassroots stakeholders, policy makers at the local level, CSOs, NGOs, women, ethnic minorities and other key stakeholders in the identified project areas.

**Monitoring and evaluation**

* The PO will need to coordinate the monitoring and evaluation of the project activities in the country. This will need to be done in close coordination with partner organizations and the regional project team.
* For monitoring and evaluation, PO will be responsible for compiling data from all training events in excel format and share them with regional project team.
* Together with National Project Coordinator, the PO will also be responsible for documenting experiences of the project beneficiaries and stakeholders in order to assess the outreach and impacts of the project activities.
* As part of regional and national level reflection and experience sharing workshops, the PO together with National Project Coordinator will actively participate in such events and take the responsibility of sharing the progress from Vietnam in coordination with the partner organizations.

**Preparing Annual Plans**

* Together with the National Project Coordinator, the PO will also be responsible for preparing annual plan of action for the grassroots project with budget estimates and realistic timelines and submit them to regional team for approval

**Reporting**

* Coordinate with partner organizations to ensure timely submission of technical and financial reports of planned project activities as per the agreed terms and conditions.
* Other than reports from the partner organization, the PO will also be responsible to send monthly report of the progress of the project activities and his/her engagement in other related activities of the grassroots project.

**Contribution to other activities of RECOFTC in Vietnam**

* Provide support to RECOFTC’s other ongoing projects as required
* Network with other natural resource and environment organizations and projects to share and learn lessons on capacity building for community forestry;
* Contribute in the development of Vietnam Country Engagement Strategy development
* Perform other tasks as are assigned from time to time by the Country Program Coordinator or the Regional Project Coordinator based in Bangkok

**QUALIFICATION AND EXPERIENCE**

The PO will have the following essential and desirable qualifications and experience:

**Essential**

* Bachelors degree in Education or Natural Resource Management (Masters qualification desirable)
* Minimum 5 years working experience in teaching and development of training materials
* Good knowledge on Climate change issues, especially REDD+
* Demonstrable strong experience in applying participatory tools and methodologies in capacity building or training programs
* Demonstrated experience in training course design, development, delivery, coordination, planning, networking, facilitation and material development
* Proven ability to write in a clear and concise manner and to communicate effectively orally. Ability to prepare capacity building or training concept note, training proposal, and report.
* Good written and verbal Vietnamese and English
* Sound knowledge of Microsoft Office applications including MS Excel.
* Vietnamese National Only
* Available for regular travel to the field

**Desirable**

* Experience in natural resource management in Southeast Asia
* Output and outcome oriented
* Experience in working with international organizations

**General**

* In addition to job specific skills and experience, the applicant should possess the following characteristics (including attitudes and skills):
* Interpersonal communication skills, individually and in-groups, with an ability to work as an active member of teams. This implies flexibility and open-mindedness.
* Posses leadership personality, and able to take on and solve problems quickly and efficiently;
* Hands-on experience and able to work independently with minimum supervision;
* Initiative and ability to make informed independent judgments (which is not inconsistent with an overall team approach)
* Ability to work in a variety of cultural and institutional contexts.

Interested candidates are requested to submit CV and a cover letter indicating why they are suitable for this position along with salary requirements and current contact details of three referees, including recent supervisors to HR@recoftc.org. Please quote the position title in the subject line of the email. Only short‐listed candidates will be notified. RECOFTC has a competitive compensation package. However, offers shall be based on salary history, relevant experience and qualifications of the selected candidate.

To learn more about RECOFTC, please visit our website [www.recoftc.org](http://www.recoftc.org)

**Women candidates are strongly encouraged to apply. RECOFTC is an equal opportunity employer and the successful candidate will be selected based on merit.**

\*RECOFTC reserves the right to offer the position at a lower grade.