



## PROJECT FOR SUSTAINABLE FOREST MANAGEMENT IN THE NORTHWEST WATERSHED AREA

### Terms of Reference

<b>Job Title:</b>	Small-scale Animal Raising and Animal Health Management Specialist		
<b>Duty Station:</b>	Dien Bien Phu, Viet Nam		
<b>Expected Start Date of Assignment:</b>	15 December 2014	<b>Duration:</b>	8 months
<b>Reports to:</b>	Livelihoods Development Expert		

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

Under the overall supervision of the Chief Advisor, the administrative guidance of the Administrative Coordinator, direct technical guidance of the Japanese expert in livelihoods improvement, and in coordination with the government counterparts at different levels, the Small-scale Animal Raising and Animal Health Management Specialist will be responsible in supporting the planning, implementation, and M&E of the livelihoods improvement (animal raising) related activities under the Project.

Specifically the Small-scale Animal Raising and Animal Health Management Specialist will:

- Ensure the feasibility, efficiency, profitability, sustainability, and risk management of the project-supported livelihoods activities (animal raising including but not limited to the raising of cow, sow/pig, chicken and fish and biogas system) through review of the plans, implementation monitoring, and evaluation of completed activities;
- Collect, analyze, and store systematically the relevant data, information, reports, and other materials related to livelihoods improvement through animal raising and animal health management;
- Monitor, supervise, and support the day-to-day work of extensionists, reviewing their extension reports, providing technical guidance and advice, and facilitating necessary remedial actions against identified problems and issues;
- Provide and/or technically support the training courses related to livelihoods improvement through animal raising and animal health management;
- Develop and/or revise technical guidelines and manuals for the parts related to animal raising and animal health management;
- Prepare and provide presentations and lectures related to livelihoods improvement through animal raising and animal health management at training courses, seminars, workshops, and other events;
- Record the project activities (notes, photos, videos, and others) and organize them systematically in the project network folder;
- Provide interpretation and translation services as necessary; and
- Perform other related duties as required by the Project.

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<b>KEY PERFORMANCE INDICATORS</b>			
<b>Expected Outputs:</b>	1) The final report summarizing the progress of work under one's responsibility:		<b>Required Completion Date:</b> 14 June 2015
<b>REQUIRED COMPETENCIES</b>			
<b>Academic Qualifications:</b>			
<ul style="list-style-type: none"> <li>• University degree in a field relevant to livelihoods improvement especially related to animal raising and/or animal health management.</li> </ul>			
<b>Technical Competencies and Experience Requirements:</b>			
<ul style="list-style-type: none"> <li>• At least ten years of professional and field experiences in livelihoods improvement especially related to small-scale animal raising and/or animal health management or other relevant fields;</li> <li>• Understanding of the policies and institutional mechanisms related to livelihoods improvement especially related to small-scale animal raising and animal health management at both national and provincial levels;</li> <li>• Ability to develop capacity of the counterpart staff through formal and informal training, and OJT, and other methods;</li> <li>• Proven ability to work and establish good working relationships with government staff and development agencies/projects;</li> <li>• Proven ability to work as a team with other colleagues and supervisors as well as people with different background and ethnic backgrounds;</li> <li>• Professional time and work management skills and disciplines;</li> <li>• Ability to undertake frequent field visits to the project pilot sites;</li> <li>• Good report writing and documentation skills;</li> <li>• Familiarity with Microsoft Office applications and the internet applications;</li> <li>• Working knowledge of written and spoken English and Vietnamese; and</li> <li>• Knowledge of local minority languages, especially Thai and/or Hmong, an asset.</li> </ul>			