



VIETNAM FORESTS AND DELTAS PROGRAM

Hanoi, 4 December, 2014

Position: Trainer(s) on Project Cycle Management in Nam Dinh and Long An

1. Background

The USAID Vietnam Forests and Deltas Program (VFD) was awarded to Winrock International by the United States Agency for International Development (USAID) as a Cooperative Agreement on September 25, 2012. Winrock implements the program in direct partnership with Vietnam's Ministry of Agriculture and Rural Development (MARD) and through sub-awards with the American Red Cross (ARC), the Center for Sustainable Rural Development (SRD), SNV – Netherlands Development Organization (SNV), and the Vietnam Red Cross (VNRC). On December 24, 2013, the Minister of Agriculture and Rural Development approved the "Detailed Project Document" by the decision 3040/QĐ-BNN-HTQT that provided legal status for the program to begin implementation.

The USAID's Vietnam Forests and Deltas program will support acceleration of Vietnam's transition to climate-resilient, low emission, sustainable development by improving land-use planning and forest and natural resource management and engaging communities in development of action plans to address climate risks and vulnerabilities. The program will inform ongoing GVN efforts to develop and implement its National Target Program to Respond to Climate Change and the nascent Green Growth Strategy. Through an evidence-based cycle of analysis, demonstration, evaluation, and replication, the team will empower GVN, communities, and nongovernmental organizations to develop inclusive, equitable solutions tailored to the unique characteristics and challenges of Vietnam's forests and deltas. The Winrock team's approach prioritizes linkages between mitigation and adaptation to develop a comprehensive, integrated response to climate change.

Vietnam Forests and Deltas will focus on two main areas:

- Support adoption of land-use practices that slow, stop, and reverse emissions from deforestation and degradation of forests and other landscapes, and

- Increase resilience of people, places, and livelihoods in delta areas through assistance on adaptation and disaster risk management.

One of expected results of the project is to provide the capacity building and technical assistance to government agencies and social organizations in management, administration, or additional areas and enable them to access, manage and utilize the effective of resources.

To support the required capacity building activities to the government agencies, technical departments and social organizations, VFD is seeking an experienced consultant to implement the following requirements:

2. Scope of Work and Activities:

The Consultants will be responsible to provide training on Project Cycle Management to the government agencies and technical departments in Nam Dinh and Long An including staff of DARD, DONRE, VNRC in Nam Dinh and Long An, Provincial Women's Union, Youth Union, Farmer's Union. The Consultants requires to review existing projects which is implemented by relevant technical departments and agencies; to identify strengths, weakness, opportunity and threaten (SWOT) of existing projects and to provide training to improve knowledge on project cycle management. The Consultants will required to demonstrate skills, methods and knowledge on Project Cycle Management Skills and using participatory training, on the job training approaches.

The Consultants will be expected to perform the following duties under the overall supervision of Team Leader of Adaptation. He will coordinate and cooperate with Nam Dinh and Long An Provincial Project Management Units and relevant field coordinators.

- Reviewing existing projects and programs which are implemented by relevant technical departments in Nam Dinh and Long An provinces to ensure that management issues will be identified and evaluated.
- Based on the results of reviewing and analyzing to develop participatory training program on Project Cycle Management with its aim is to improve project management skills of relevant technical departments and its members.
- Training program should be focused on participatory needs assessment, proposal writing, planning, implementation, budget planning and management; monitoring and evaluation, human resource management and reporting of a project/ program to ensure that project management will be integrated into whole cycle of project implementation.
- Provide three (03) day training program for each province of Nam Dinh and Long An technical departments (25 – 30 participants) in participatory and on the job

training approaches to ensure that participants are able to absorb the learnt knowledge sufficiently and apply into project management.

- Write final training report which reflect results of the training, recommendations of participants and proposed follow up work plan.

Expectations from the trainees are able to:

- Understand development of project log - frame and apply the log - frame in concrete project contexts
- Understand participatory needs assessment and plan, especially in aspect of livelihood development, climate change adaptation and gender mainstreaming.
- Understand and apply learnt knowledge on writing skills on project proposals based on results of participatory need assessment.
- Understand participatory project implementation and project cycle management, especially projects related to livelihood development, climate change adaptation and gender mainstreaming.
- Understand and develop project monitoring and evaluation indicators and frameworks.
- Conduct projects evaluation and write project evaluation reports.

3. The working time of the consultants, time and location of training

The total working days of 2 consultants (a lead-trainer and a co-trainer) is expressed in the table:

Positions	Working Days		
	Preparation for trainings	Conducting trainings	Writing reports
Lead-trainer	3	6	2
Assistant	1	6	0
Total of working days	4	12	2
	18		

Training courses will be organized in Nam Dinh and Long An in the end of December, 2014 and beginning of January, 2015.

4. Final Products and Deliverables (in both Vietnamese and English)

- ✓ Approved training program and working schedule
- ✓ Final training documents and materials in Microsoft Word
- ✓ Final training reports for Nam Dinh and Long An

5. Required qualifications and experience

- At least Master degree (or equivalent experience) in the related field
- Minimum ten (10) years of professional experience in a field related project management and training;
- Proven skills in capacity building of local government agencies, with experience providing trainings on the above mentioned topics;
- Previous working experience with USAID funded project is an advantage
- Fluent in written and spoken Vietnamese and English.

6. Application Procedure

Interested candidates with the right qualifications and motivation are invited to send: 1) Full CV in English; 2) Proposal addressing the understanding of the assignment (including relevant background); 3) short methodology, 4) work plan, 5) budget proposal, 6) evidence of technical capacity and relevant experience; 7) three references, including contact details by email to the following address: winrockvfd@gmail.com, son.le@winrock.org with subject line of “**Application for Trainers on Project Cycle Management**” no later than **5 p.m on December 16th, 2014**.

Only shortlisted candidates will be contacted for interview.