

TERMS OF REFERENCE

FSSP Civil Society/Democratic Governance Technical Specialist (CS/DG TS)

1. Background

Canada has provided Official Development Assistance (ODA) to Vietnam for more than two decades. The focus of Canadian bilateral programming includes democratic governance in terms of support for the strengthening of the role of civil society and citizen participation, particularly women, in the development of social and economic policies. This programming is managed by staff at the Canadian Embassy in Hanoi. Partnerships for Development Innovation (PDI) is a category of Canadian ODA managed from Canada and implemented through Canadian civil society organizations (CSOs) in partnership with Vietnamese civil society organizations (CSOs), universities and institutions.

Vietnam presents a challenging context for democratic governance programming as well as for civil society writ large. On one hand there is growing recognition by the Government of Vietnam (GoV) of the important role that civil society organizations can play in the development process. On the other hand, the current enabling environment, in particular the regulatory framework, presents many obstacles for the development of strong civil society organizations. In this context donors such as Canada are looking for ways to enhance the participation of civil society organizations in Vietnam's ongoing development processes; to identify opportunities for working with the GoV to improve the enabling environment; and to support the development of a vibrant civil society.

Since 1991, Canada has provided funding to Canadian CSOs (non-governmental organizations, universities and colleges, volunteer sending organizations) to work in Vietnam. In 2013-14, PDI disbursed \$4.8M through Canadian civil society partners in Vietnam, accounting for approximately 2% of total Canadian official development assistance (ODA) to Vietnam. Canadian civil society partners have a significant presence in Vietnam, with over 15 partners currently implementing projects including the Canadian Francophonie Scholarship Program. This significant presence and interest in Vietnam presents an opportunity to enhance Canada's presence in Vietnam and to create synergies with bilateral programming. However, it also presents a challenge in terms of ensuring a coordinated approach to the delivery of Canadian ODA in Vietnam.

In order to ensure Canada spends its ODA effectively and efficiently, the Development Section (DEV) at the Embassy requires additional technical, analytical and advisory support to assist with Canada's engagement (policy dialogue and programming) in civil society issues in Vietnam. There is also a need to for specialist support to help ensure that to the greatest extent possible all Canadian interventions involving civil society partners is mutually reinforcing and complementary.

The Vietnam Field Support Services Project (FSSP) is a Global Affairs Canada (GAC) funded bilateral development project. Its purpose is to provide administrative, technical, logistical and financial management support to GAC's development assistance program in Vietnam in order to maximize the developmental results and overall program impact.

The Canadian Learning and Information Company Ltd. (CLIC), which is the local implementing agency for the FSSP, seeks to retain will the services of a full-time local civil society/democratic governance technical specialist (CS/DG TS) to meet GAC requirements for technical assistance in the area of civil society participation and democratic governance.

2. Objectives

The objective of the local Civil Society/Democratic Governance Specialist (CS/DG TS) is to ensure GAC gains a better understanding of civil society issues relative to Canada's development priorities in Vietnam (e.g. Law on Associations, Law on Access to Information, and Decree 93) and how these should be addressed. The CS/DG TS will support the GAC development (DEV) program in Vietnam to fulfill the following objectives:

- i. Enhance Canada's ability to identify, assess, analyse and report on civil society issues (including media freedom and participation) and trends in Vietnam in a timely manner, including Canada's civil-society related programming;
- ii. Enhance Canada's ability to contribute to policy dialogue with the GoV as well as CSO and other development partners on civil society issues (including media freedom and participation) in Vietnam;
- iii. Enhance Canada's ability to identify innovative mechanisms for supporting the development of civil society in Vietnam;
- iv. Identify synergies and opportunities for coordination between DEV bilateral and PDI programming/projects in Vietnam;
- v. Enhance the ability of the Embassy DEV team to monitor PDI projects and contribute to results reporting and/or briefings.

3. Scope of Services

The indicative scope of technical support services envisioned for the CS/DG TS includes, but is not limited to:

- i. Collect and analyse data and provide written analysis and regular reporting on emerging civil society issues and challenges (including media freedom and participation), as well as on civil society policies, strategies and planning documents, outlining linkages with GAC's policy framework and country program priorities;
- ii. Identify the scope of civil society engagement in current DEV bilateral projects/programs in Vietnam and identify opportunities for further integrating civil society organizations.
- iii. Identify possible synergies between current and planned bilateral and Partnerships for Development Innovation (PDI) branch programs/projects;

- iv. Provide planning and monitoring support to Embassy DEV officers for civil-society oriented bilateral development projects;
- v. Provide advice to the Embassy DEV team on opportunities, needs and entry points for policy dialogue and action on civil society issues (including media freedom and participation), including on possible cooperation with other donors;
- vi. Provide advice to the Embassy DEV team on Vietnamese project approval processes relating to Decree 93;
- vii. Attend, and assist in preparing Canada's position for, civil society-related partnership groups/working groups and policy dialogue;
- viii. Review and provide written input into the assessment of proposals for Vietnam submitted to Global Affairs' Partnerships for Development Innovation (PDI) branch;
- ix. Carry-out monitoring of Canada-funded projects with PDI partners as requested and provide support to PDI missions in Vietnam;
- x. Develop and maintain a network of Canadian and Vietnamese non-governmental, development partner and government contacts working on civil society issues;
- xi. Participate in, and contribute to, Canada's civil society network activities and, as relevant, to other conferences, seminars and workshops and prepare notes to debrief/report to the Embassy on findings and possible implications (or application) to its programs;
- xii. Maintain an overview of development partner mechanisms for supporting civil society and identify innovative mechanisms for strengthening civil society organizations in Vietnam;
- xiii. Maintain an up-to-date knowledge of civil society engagement in corporate social responsibility initiatives in Vietnam;
- xiv. Maintain up-to-date information on Canada-funded civil society partners in Vietnam, including organizational profiles and information on partner activities, projects and programs;
- xv. Maintain up-to-date information on Canada-funded interns and volunteers in Vietnam (location and host organization);
- xvi. Support the Embassy and DEV partners in policy dialogue efforts in Vietnam.

4. Deliverables

The range of deliverables the CS/DG TS may be requested to produce is broadly framed below to include but not be limited to:

- i. Quarterly (or more frequently as required) list of new relevant reports, studies, etc. (including links to document and synopses of contents);

- ii. Analytical briefings (oral and/or written), as requested;
- iii. Written opinions/inputs on Global Affairs Canada's Development Program, project-specific and other documents;
- iv. Reports (written and/or oral) on meetings/events attended;
- v. Provision of technical assistance to local executing agencies;
- vi. Analyses, reviews, and input to GAC's development program planning and reporting exercises;
- vii. Review and technical input into project reporting; and
- viii. Any other services or professional products that may be defined over the contract period.

5. The Assignment

This is a full-time position (37.5 hours per week) over an initial 12-month period with the opportunity for renewal four times (another 96 months) should GAC demand for a full-time services continue. The successful candidate will be employed by the Canadian Learning and Information Company Limited (CLIC) which is the implementing agency for the Vietnam Field Support Services Project (FSSP). In no way can the successful candidate be considered to be or represent themselves as an employee, servant, partner or agent of GAC. A competitive salary and remuneration package will be offered to the successful candidate in line with UN/EU cost norms and commensurate with their skills and experience. The anticipated start date for this assignment is December 1, 2016 or as soon thereafter as can be arranged.

The CS/DG Technical Specialist must be available for travel within Vietnam or international if required. Travel expenses will be paid in accordance with applicable travel policies.

The location of work is the FSSP office located at 115 Tan Hung Dao, Hoan Kiem District, Hanoi. The CS/DG Technical Specialist will be supervised by and report to the the Director of the FSSP and will maintain close working relationships with GAC clients and participate in Canadian Embassy-based activities as required.

6. Qualifications

Education: A minimum of a Master's Degree in a social science or other relevant discipline is required.

Languages:

- Fluency in spoken and written English and Vietnamese

Experience:

- A minimum of ten (10) years of relevant work experience;
- A minimum of six (6) years' experience working in connection with Official Development Assistance (ODA) programming' with a minimum of three (3) years' experience with a bilateral funding agency preferred;
- A minimum of five (5) years' experience working with or in the CSO community in Vietnam; and
- A minimum of three (3) years' experience working in positions where policy dialogue and advocacy was a fundamental element of the assignment.

Knowledge:

- Thorough knowledge of development issues in Vietnam, in particular as they relate to democratic governance/civil society (including media stakeholders);
- Thorough knowledge of the legal framework governing the work of international and Vietnamese civil society organizations in Vietnam;
- Thorough knowledge of civil society in Vietnam;
- Thorough knowledge of political party policies in Vietnam and their impacts on governance and the public sector;
- Knowledge of donor programming priorities and modalities for supporting Vietnamese civil society organizations; and
- Knowledge of democratic governance issues, including human rights, media freedom and ethnic minority issues, as well as capacity building practices in Vietnam.

Skills and Abilities:

- Strong analytical and critical thinking skills;
- Ability to prepare various types of concise written products in a timely manner;
- Proven ability to create and maintain networks with a wide-range of stakeholders;
- Ability to make substantive contributions in team settings as well as independently/proactively;
- Strong communication and advocacy skills in both English and Vietnamese;
- Ability to formulate and execute effective strategies and tactics for achieving planned objectives;
- Proficiency in Results-based Management (RBM); and
- Computer proficiency (MS Word, Excel).

Advantages:

- French language skills;
- Knowledge of Global Affairs Canada's ODA policy and programming frameworks and processes in general and specifically with respect to Vietnam.

How to Apply and Selection Criteria

Candidates are invited to submit a Personal Statement of Motivation which explains why you believe you are the most suitable candidate for the position (maximum 500 words) and their CV (maximum four (4) pages using 11-point font) by email before the deadline for applications noted below.

Candidates will be assessed through a three-stage process as follows:

- i. Personal Statements of Motivation and CVs will be assessed on the basis of content, presentation and responsiveness to minimum and other stated qualifications;
- ii. Shortlisted candidates will be invited to undertake a written exercise at the FSSP office to provide additional basis for assessing skills and knowledge levels.
- iii. Shortlisted candidates will be invited to an interview with the selection panel to assess skills and knowledge.

Candidates will be assessed according to the following weighted criteria:

Letter of Motivation & CV	5%
Education	10%
Written Exercise	30%
Interview	55%

Please send your application (Statement of Motivation and Resume) by email to: lanhuong@vnfssp.org. Kindly quote “**FSSP CS/DG Technical Specialist Recruitment**” in the subject of the email. Applications must be submitted in English.

Applications for this position will be accepted until **Thursday November 3rd, 2016, at 4:00 p.m.** **Applications received after this date and time will not be considered.**

This opportunity is open only to persons legally permitted to work in Vietnam. We thank all applicants for their interest, but will only contact those who pass the initial screening. Only applicants short-listed will be contacted for the written exercise and interview which will be conducted during the month of November, 2016.