

TERMS OF REFERENCE
Programme Officer Consultant for Southern Regional Office

Position: Programme Officer Consultant	Contract duration: from 22 December 2016 to 19 July 2017 Total estimated working days: 136 days
Supervisor: Southern Regional Programme Coordinator	Duty station: AAV Southern Regional Office with travel when required
Key working relationship: All AAV staff and Partners	Commencement date: 22 December 2016
Working time: Full-time post	Allowance: 800,000 – 1,000,000 VND/working day Budget codes: Programme Officer – Staff cost

1. General Context

Founded in the United Kingdom in 1972, ActionAid (AAI) is an international federation, working with over 25 million people in more than 40 countries for a world free from poverty and injustice. ActionAid's head office is in Johannesburg. ActionAid is the only large international development organisation with head office based in Africa, with offices in Asia and the Americas connecting ActionAid's work in Europe. ActionAid started working in Vietnam since 1989, established its Representative Office in Hanoi in 1992. Since then, it has been focusing the work to end poverty and promote sustainable development in mountainous, remote and difficult regions as well as poor urban areas across Vietnam. ActionAid Vietnam works in partnership with local partners in different provinces and applies Human Rights Based Approach to its entire works.

2. Deliverables of the Consultant

- Assigned activities are performed with quality and within timeline
- Coordination and cooperation with partners at LRPs and national levels are carried out effectively
- Monthly updates are delivered on time and with quality
- All communications need to copy to Line Manager or should be agreed before distribution
- Other supporting tasks should be delivered with quality as agreed with Line Manager

3. Scope of work

The key responsibility of the Consultant is to provide all necessary supports to the development and implementation of AAV's programme and projects in assigned areas; builds capacity for the local partners to ensure the effective and successful delivery of programme/project objectives in Local Right Programmes (LRPs) in charge, including in:

Activities	Timeline							Expected outputs
	1	2	3	4	5	6	7	
Supports partners in programme/activities planning								
Provide support for partners to prepare FAR in timely and high quality manner	x			x				• 4 FARs/quarter (2 for CS and 2 for projects) will be submitted timely and meeting all AAV's requests
Prepare detail monthly work plans reflecting key activities, outputs, outcomes of in charge LRPs, projects	x	x	x	x	x	x		• Monthly working plans with clear expected outputs will be submitted to Line Manager by end of previous month

Provide technical support for partners	x	x	x	x	x	x	x	<ul style="list-style-type: none"> • Technical support will be provided to partners in programme implementation, with closely consultation with Line Manager and relating technical functions
Supports partners in programme and projects implementation								
Provide closely monitoring and support partners improving compliance of financial policy and cost norm and procedure	x	x	x	x	x	x	x	<ul style="list-style-type: none"> • Financial policy applies for partners (including cost norms and procedures) will be fully complied by partners during in charge period.
Support partners to prepare monthly program updates and Quarterly M&E reports	x	x	x	x	x	x		<ul style="list-style-type: none"> • Monthly programme updates and Quarterly M&E reports will be submitted timely and in high quality
Support partners to have basic understanding on Child Sponsorship and implement Child Sponsorship related activities			x	x				<ul style="list-style-type: none"> • 2,000 child profiles will be collected in LRP24 and sent to CS in Hanoi by end of April, 2017
Issues which might impact programme implementation/ partnership are identified and sufficient/appropriate solutions are proposed for improvement	x	x	x	x	x	x	x	<ul style="list-style-type: none"> • Issues timely addressed and solutions proposed to Line Manager/ relating functions
Project management	x	x	x	x	x	x	x	<ul style="list-style-type: none"> • ByggMax and Building disaster resilient communities in Mekong Delta, Vietnam projects' work plans implemented on time and in accordance with donors' and AAV's guidelines/ requirements
Carries out programme monitoring and evaluation								
Conducting regular field-trips to 02 LRPs in charge (at least 50% time at the field to support and monitor)	x	x	x	x	x	x	x	<ul style="list-style-type: none"> • Technical provided for partners to improve performance • Tasks in P.O checklist completed and submitted
Cooperates with AAV's other functions								
Resources are coordinated to effectively support programme implementation at various levels, from local to national	x	x	x	x	x	x	x	<ul style="list-style-type: none"> • Resources (Finance and personnel) are well coordinated
Contribute to proposal development.	x	x	x	x	x	x	x	<ul style="list-style-type: none"> • Inputs/ data for proposal submitted as requested
Support in providing services for donors.								<ul style="list-style-type: none"> • Logistics for donors' field visits well arranged
Partnership Management								
<ul style="list-style-type: none"> • Conduct regularly visit, communicate with in charge Support Programme Development (SPD) and local government agencies to involve them in programming 	x	x	x	x	x	x	x	<ul style="list-style-type: none"> • Partnerships with Local Government/ SPDs strengthen

<ul style="list-style-type: none"> Strictly Follow ActionAid Policies on Child Protection, Safety and Security, IT. 	x	x	x	x	x	x	x	<ul style="list-style-type: none"> All policies and procedures of ActionAid are fully compliant with
Others	x	x	x	x	x	x	x	<ul style="list-style-type: none"> Other tasks assigned by line manager are well performed

4. Qualification required

Education <ul style="list-style-type: none"> University degree on political & social science, economic or development studies 	Work experience <ul style="list-style-type: none"> Minimum 3 years work experience in relevant fields NGO working experience is preferable
Technical knowledge/skills <ul style="list-style-type: none"> Excellent negotiation, facilitation and presentation skills Sound knowledge of local level issues and participatory methodology Expertise on participatory monitoring & evaluation tools and techniques Proven report writing skills, monitoring skills 	
Language <ul style="list-style-type: none"> Advanced level of English & Vietnamese 	
Attitude <ul style="list-style-type: none"> Sociable, responsive, committed Team work Accountable 	Adherence to: <ul style="list-style-type: none"> Human rights-based approach Poverty and injustice eradication Gender equality

5. Budget

- The consultant will be paid with the rate of 800,000 to 1,000,000 VND per working day based on the working experience on monthly basis. The total estimated consultancy fee is from 108,800,000 to 136,000,000 VND.
- The rate is including PIT and insurance coverage (Social, Health, Unemployment Insurance) except for 24/7 Accident Insurance which is covered by AAV. Other terms and conditions are as per the Consultant policy by AAV.

6. How to apply

- Written application letter in English, stating why you are suitable for the post, together with full curriculum vitae, certified copies of available degrees should be submitted by December 08, 2016 to job.aav@actionaid.org, Subject: Application for Programme Officer Consultant – Ho Chi Minh - 2016 or to ActionAid Vietnam, Hanoi Office Attn.: Human Resources & Organizational Development Department, 5th Floor, 127 Lo Duc Street, Hai Ba Trung District, Hanoi
- Only short-listed candidates will be contacted. Applications will not be returned.
- Candidates from (gender, ethnic or others) minority groups are encouraged to apply.