



## **TERMS OF REFERENCE**

### **Assistant for Climate Change Working Group (CCWG) in Vietnam**

#### **I. BACKGROUND**

Vietnam is one of the countries in the world most vulnerable to climate change. Rising sea levels, greater-intensity storms, floods and droughts and other effects of global warming all threaten the livelihoods, lives and productive assets of the Vietnamese people and especially vulnerable groups, threatening to revert the country's remarkable achievements of recent decades in poverty reduction. The Vietnamese government, donors and communities fully recognize the threats that climate change impacts pose to the country and its people. However, there remain serious challenges in implementing policies adequately and extending the benefits to those most vulnerable to climate change.

The Climate Change Working Group in Vietnam (CCWG) was established in 2008 which brings together INGOs, Vietnamese NGOs, development agencies, institutions, professionals and individuals. The network's mission is to contribute to reducing the vulnerability of poor people in Vietnam to the impacts of climate change through NGO coordination, advocacy and capacity building to achieve environmentally and economically sustainable as well as socially just responses to climate change. Its members meet regularly to exchange ideas and 'lessons learned' on how to improve the climate change response in Vietnam and engage in joint advocacy to achieve pro-poor, inclusive and effective policy responses.

CCWG functions under the auspices of the NGO Resource Centre and is coordinated by a core group of 12 members both from INGOs and Vietnamese NGOs. In addition, CCWG members engage in topic-centered task forces of which currently one is operating on Mainstreaming Gender Equality and Women's Empowerment into Climate Change Response and another one on Mainstreaming CC into SEDP and Sectoral Policies. CCWG has a mailing list of approximately 1,400 subscribers and maintains a website under the VUFO-NGO Resource homepage. The current chair of CCWG is with WWF in Vietnam.

In the past ten years CCWG has been promoting coordination, advocacy and capacity building amongst climate change professionals, constantly increasing subscribers to its mailing list. The Working Group is receiving grants from CARE International in Vietnam, Oxfam International in Vietnam, Friedrich Ebert Stiftung (FES) and WWF. The funding should help to improve the governance, performance and impact of CCWG and its coordination with other networks such as DMWG, VNGO Network as well as strengthening its capacity building activities for NGOs in pro-poor climate change response, climate change mainstreaming, advocacy skills, policy analysis, monitoring etc. A fulltime assistant is required to support CCWG in its operations.

## II. SCOPE OF WORK

The CCWG assistant is expected to work fulltime to support coordination of CCWG and facilitation of its activities. At least 10 months contract as the consultancy with possible extension. Frequent travel to both international and domestic sites.

- Coordinate and ensure a good sharing and learning among CCWG members on climate change initiatives and knowledge on climate change in order to maximize impact and minimize overlap with the support of the Chair:
  - o Support to organize monthly meeting including a coordinated agenda, necessary contacts with resource people from government agencies, NGOs and other institutions, minutes taking and logistics support,
  - o Coordinate the development of annual work plans for the CCWG and its sub-groups, and support regular monitoring and reporting back of achievements,
  - o Support to organize the sharing and learning workshops and events of CCWG,
  - o Support the coordination of representation of NGOs in forums meetings and events at different levels,
  - o Support the task forces and initiatives within CCWG with their meetings and coordinate their feedback to the core group and general meetings,
  - o Pro-actively build partnerships and promote networking with other networks such as VNGO Network, DMWG, EMWG and all relevant organizations and the Government of Vietnam at all levels. Assess their needs to further develop information sharing and cooperation on climate change programs, promoting improved development practices amongst CCWG members and partner organisations as well as ensuring that vulnerable people benefit from climate change responses.
- Assistance in organizing events:
  - o Be responsible for logistic arrangements, including preparing cost plan, asking for permits, inviting participants, selection of venue and relevant administration tasks (quotations, contract and payment to supplier etc.),
  - o Organizing permits and visa from Vietnamese authorities, if needed,
  - o Travel arrangements (e.g. flight bookings and inland transportation) and accommodation for speakers from Vietnam, international participants, if needed,
  - o Preparing agendas for the respective meetings, as well as work programs for speakers,
  - o Collecting and distributing presentation and relevant documents,
  - o Taking notes, writing reports,
  - o Collecting invoices/receipts,
  - o PR (reporting on FB, taking/selecting pictures, drafting press releases, if necessary), and drafting activity reports.
- Knowledge management:
  - o Contributing on TOR development for consultancy assignment, organizing a series of interviews and meetings with CCWG core members to collect information and finalize the research,
  - o Support in preparation for workshops and conferences including agenda development, permission, invitation, speakers and partners arrangement in order to ensure all activities implemented successfully.

- Creating and continuously updating an online platform containing all relevant documents and information in preparation for COP25.
- Translation of relevant documents (such as official letters for Vietnamese authorities, preparation materials for Vietnamese-speaking delegation members) from English to Vietnamese or vice-versa.

### **III. SELECTION CRITERIA**

**Required qualifications for the position include the following:**

- University degree of major development issues,
- Experience in working in NGO environment if possible,
- Written and oral communication skills (fluent in both Vietnamese and English),
- Strong interpersonal and networking skills,
- Highly organized and self-motivated and flexible,
- Good at computer literacy: word, excel, PPT,
- Interest in climate change topic and NGO work.

**Interested candidates should submit the following documents:**

- a. Full CV in English
- b. Motivation letter

**Closing date to apply for this application: 30<sup>th</sup> Jan 2019 and be ready for interview on 1<sup>st</sup> Feb 2019 if possible. The selected candidate can start working on 11<sup>st</sup> Feb 2019.**

Please send your application to Mr. Vu Quoc Anh at [anh.vuquoc@wwf.org.vn](mailto:anh.vuquoc@wwf.org.vn)

Due to the volume of applications, it is not possible to respond to all applicants or to establish telephone contact for enquires or feedback for individual applicants. Accordingly, only shortlisted applicants will be contacted.