

TERMS OF REFERENCE

PP1 Programme Consultant

Position PP1 Programme Consultant	Contract duration 12 months (extendable)
Supervisor Project Coordinator/Programme Manager	Duty station AAV Hanoi office with frequent travels to Local Rights Programmes (LRPs) of AAV
Key working relationship All AAV staff and others as required	Commencement date As soon as possible
Working time Full time (7.5 hours per day, Monday to Friday)	Budget/Fee Programme staffing budget

1. General Context

ActionAid is an international development agency whose aim is to fight poverty worldwide. Founded in the United Kingdom in 1972, for over 40 years, ActionAid works to support the poorest and most excluded people in 47 countries in Africa, Asia and the Americas in securing their rights and eradicating poverty. In Vietnam, ActionAid started working since 1989 and established its Representative Office in Hanoi in 1992. Since then, ActionAid Vietnam (AAV) has operated in over 20 provinces in mountainous and remote regions. The organization is well recognized as one of the leading INGOs significantly contributed to the poverty reduction and community empowerment in Vietnam.

Under the framework of Country Strategy Paper 6 (2018-2023), AAV has established its Programme Priority 1 to “Improve people’s capacity to build safe communities, and adapt to climate change and disasters with alternative sustainable livelihoods”. In more details, AAV focus on supporting vulnerable groups, especially ethnic minority women and youth develop value chains on community based tourism (CBT) and organic farming products.

As part of the above process, AAV is seeking candidates for Programme Consultant. This TOR is developed to define the scope of work, general responsibility and expected deliveries, as well as other terms and conditions of the mentioned position.

2. Scope of work and deliverables

Programme Consultant has responsibility in supporting the development and implementation of value chain programme, focusing on Community based Tourism (CBT) and climate resilient organic farming models. Programme/Project cycle is provided, from designing, planning, implementation, monitoring & evaluation, to documentation. Programme Consultant works closely with and will report to Project Coordinator.

Key responsibilities / accountabilities	Deliverables
1. Develops budgeting and planning of programme/projects	<ul style="list-style-type: none"> ▪ The programme/projects are designed in line with Country Strategy Paper, contributing to the achievement of Programme Priority 1. ▪ Plan and budget for the programme/project are developed in line with AAV’s guidelines, introduced to Management team of

	Supporting Programme for Development (SPD) of Local Rights Programmes (LRP) in charge.
2. Implements the programmes and projects in charge	<ul style="list-style-type: none"> ▪ Activities of the programme/projects are implemented according to the agreed plan. ▪ Data analysis and value chain monitoring are provided. ▪ Existing institutions and organizations that have a good understanding of the local business and political context and who could be partners in the implementation of the project are identified and scoped. ▪ The establishment of farmer groups/ cooperatives is supported with technical and financial resources. ▪ Supply contracts and other legal documents in charge including benefit sharing are prepared. ▪ MOUs and other legal documents of related LRPs are well prepared and got approval on time. ▪ Partnership relations at different levels are reviewed periodically based on participatory methodologies.
3. Participates in researches, policy advocacy and networking	<ul style="list-style-type: none"> ▪ Policy research to identify potential issues and actors for advocacy works is conducted. ▪ Advocacy events and campaigns are organized in collaboration with Programme Communication Officers. ▪ Active participation in technical working groups, networks, and campaigns locally and internationally is carried out.
4. Delivers monitoring and evaluation of programme/projects	<ul style="list-style-type: none"> ▪ Programme and project impact assessment process and methodology with specific evaluation indicators are prepared, in collaboration with Monitoring & Evaluation Officer. ▪ Systems for effective monitoring and reporting of the objectives in charge are developed and implemented. ▪ Sufficient supports in monitoring and evaluating related programme/project objectives' activities to partners are provided.
5. Ensures the documentation and reporting of the programme/projects	<ul style="list-style-type: none"> ▪ Monthly report and working plan are produced and submitted. ▪ Appropriated and updated inputs for donors' reports are synthesized and timely delivered to related functions, based on agreed format and level of details. ▪ Manuals, guidelines, documentations and lessons learned on the programme/project objectives in charged are compiled and shared at district and provincial level are facilitated. ▪ Updated information of technical programme/projects activities is provided to all related partners.
6. Conducts fundraising activities and donor services	<ul style="list-style-type: none"> ▪ Fundable ideas are identified and formulated into at least 3 concept notes/proposals per year in collaboration with partners and other departments of AAV. ▪ Relation with different donors and development agencies operating at the local/regional level are established and developed. ▪ Donor's services are provided as required.

7. Provides technical advice/support and capacity building to AAV's staff and partners on value chain development	<ul style="list-style-type: none"> Needs and opportunities for capacity building for the farmers/communities, staff and partners are identified; technical support and trainings are provided so that they can respond to the needs of the value chain actors. Value chain guidance, manuals, hand-on experience documents are collected, translated, compiled and disseminated to concerned bodies.
8. Safety & Security	<ul style="list-style-type: none"> The Safety and Security Plan, Procedures and guideline by AAI and AAV are followed. The safety and security procedures for staff are implemented. Risks for staff safety and security are timely reported to Security Focal Person or Head of Department.
9. Others	<ul style="list-style-type: none"> Other tasks assigned by line manager are well performed.

3. Qualification required

Education <ul style="list-style-type: none"> Bachelor's degree in agriculture, business, rural development, or related fields 	Work experience <ul style="list-style-type: none"> Minimum 2 years of experience in conducting value chain (community-based tourism and/or climate resilient organic farming models), including assessments and determining appropriate interventions to enhance market access for the rural poor. Experience in farm and firm level production cost and profit analysis desired.
Technical knowledge/skills <ul style="list-style-type: none"> Excellent negotiation, facilitation and presentation skills Knowledge of value chain theories, guidance, and understanding of local level issues Demonstrated leadership, versatility and integrity. Proven report & proposal writing skills 	
Language <ul style="list-style-type: none"> Excellent English & Vietnamese language 	
Attitude <ul style="list-style-type: none"> Sociable, responsive, committed Team work Integrity and supportive Result oriented and accountable 	Adherence to: <ul style="list-style-type: none"> Human rights-based approach Poverty and injustice eradication Gender equality

4. Budget

- The budget of the position Programme Consultant will be charge to Programme Priority 1 - Staffing budget.
- Expected salary range: VND800,000/working day – VND1,000,000 per working day (Negotiable basing on experience and expertise)

5. How to apply

- Written application in English together with full curriculum vitae, scan of certified degrees should be sent to job.aav@actionaid.org (please indicate subject as: Application for Programme Consultant)

- Deadline for application: 14 days from the day of advertisement announcement.

TOR Prepared by

Verified by

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