***Terms of Reference***

*FFI’s mission is to conserve threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science, and which take into account human needs. FFI’s strategy to achieve this mission is to work with in-country organisations at all levels to support them in identifying and implementing country led sustainable solutions.*

**Fauna & Flora International - Vietnam Programme**

is recruiting a

**Project Manager – Tonkin Snub-nosed Monkey**

*The FFI Programme in Vietnam**is implementing projects to conserve Western black-crested gibbons at Mu Cang Chai Species & Habitat Conservation Area of Yen Bai province and Muong La Nature Reserve of Son La province, Tonkin snub-nosed monkeys at Khau Ca Species & Habitat Conservation Area and Quan Ba district of Ha Giang province, Cao Vit gibbons at Trung Khanh Species & Habitat Conservation Area of Cao Bang province, Cat Ba langurs at Cat Ba National Park of Hai Phong City, Delacour langurs at Kim Bang forest of Ha Nam province, Northern white-cheeked gibbons at Pu Mat National Park of Nghe An province, and Grey shanked douc at Kon Plong forest of Kon Tum province.*

*In Ha Giang, FFI has been working since 2003 to conserve Tonkin Snub-nosed Monkey (Rhinopithecus avunculus). This species is one of the 25 most endangered primates in the world (Mittermeier et al., 2012), it is also listed in the IUCN Red List of Threatened Species as Critically Endangered (IUCN, 2013). With the population likely resting at fewer than 200 individuals, recent surveys indicate that potentially the only breeding populations reside in the Tung Vai Protection Forest, which hosts a population of around 21 individuals, and at Khau Ca Species & Habitat Conservation Area (SHCA), which supports a population of around 117 - 121 individuals (FFI unpublished data, 2017). FFI’s on-going interventions to conserve these two breeding populations include improvement of forest patrol efforts through 6 Community Conservation Team (CCT) members at Khau Ca and 10 CCT members at Tung Vai, development of proposed new protected area in Tung Vai, development of habitat corridor between Khau Ca and Du Gia, improvement of species monitoring, improvement of local livelihood and raising awareness, and improvement of collaborative management of protected area through Management Advisory Committees (MACs).*

**TERMS AND CONDITIONS**

**Job type:** Full-time

**Starting date:** As soon as possible

**Duration:** One year with potential to extend subject to business need and funding availability

**Location:** Hanoi, with regular travel to project sites

**Hours of Work:** 40 hours per week

**Salary:** Package (inclusive) US$1,100 – US$1,200 gross/month dependant on skills and experience

**Reporting to:** Country Programme Manager

**Line Manager of:** Project Officer - Primate

Project Assistant – Ha Giang

 Programme Volunteers and students - TBC

**Key Internal**

**Relationships:** Country Director

Country Programme Manager

Finance Manager

Project Managers

Technical Advisors

Programme Officers and Support Staff

Community Conservation Teams (CCT)

**Working with:** The Project Manager will routinely liaise with local government agencies, local communities and community-based organisations, and partner NGOs, representing the values and interests of FFI at all times.

**PURPOSE**

The purpose of this Project Manager position is to oversee biodiversity conservation implementation in Ha Giang focussing on a critically endangered primate species, the Tonkin snub-nosed monkey. The manager will ensure sound operational and financial management and compliance with internal policies and procedures, contracts/grant agreements and relevant statutory and regulatory frameworks. Tasks include coordination and technical leadership of the ‘Tonkin Snub-nosed Monkey Project’ in Ha Giang.

**THE ROLE**

The role will be filled by a mid-to-senior career project manager. This position will be working in close collaboration with FFI and government staff and will provide mentoring and build capacity to support the on-going work of the projects. The position requires direct line management of project staff to ensure effective planning and implementation of projects, ensuring that deliverables are completed to standard and in a timely fashion.

The successful candidate will have a proven track record in project management, ideally in the conservation field, with strong financial management, written and verbal communication and interpersonal skills. Relevant experience of environmental protection and/or wildlife conservation, are very much desirable, but not essential. The successful candidate will also have experience of community development, community outreach and education, or similar ‘people-orientated’ work.

**MAIN DUTIES**

Under the supervision of the Country Programme Manager, working in close collaboration and coordination with the Finance Manager, liaising closely with the Technical Advisors, Biodiversity/Technical team, project staff, and where appropriate the Country Director, manage project interventions in Ha Giang, with the following duties:

**Operational Management**

* Lead and manage FFI’s project activities and associated budgets in Ha Giang (Tonkin snub-nosed monkey conservation projects);
* Provide strong and motivational line management and mentoring to field staff through objective setting, continuous performance management, annual appraisals, training provision and personal development planning to ensure the efficient and effective delivery of the programme;
* Support project staff to ensure they understand and are aligned with the strategy of FFI Vietnam and FFI as a global institution;
* Convene staff on a regular basis to advise the Country Director / Country Programme Manager on operational matters and outputs;
* Support project team members to ensure work plans are in place, to meet project aims, objectives and timelines, and ensure that projects are implemented in line with work plans and within budget and ensure alignment between staff workplans, budgets and deliverables as per donor requirements, and coordination of project staff;
* Conduct annual performance appraisals for staff that the position line manages;
* Support the implementation of effective monitoring and evaluation of projects, ensuring timely adaptation as required to meet project aims, objectives and timelines, and support the dissemination of lessons learned;
* Ensure compliance with institutional Health & Safety policies and procedures and Area Risk Assessments to manage and minimise risk within the FFI Vietnam Country Programme procedures, and ensure that operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity.

**Financial Management**

* With the support of the Vietnam Finance Manager, ensure that for projects/funds managed by this position, there is:
* Accurate financial management
* Compliance with internal financial policies and procedures
* Compliance with contracts and grant agreements, including co-financing and procurement requirements
* Manage donor budgets for Tonkin snub-nosed monkey conservation funds (donors), ensuring that spending is cost-effective, compliant with institutional and donor requirements and compliant with Vietnam law. Spending must align with stated project objectives and facilitate effective conservation actions, in line with the deliverables enshrined in the (all) project documents (donor grant agreements or contracts);
* Review advance requests and acquittals for project staff in accordance with FFI financial procedures, ensuring that these are appropriately costed, budgets are available and costs are attributable to the donors;
* Work with the Finance staff and Country Programme Manager to produce financial donor and institutional reports. Be aware of donor grant agreements to ensure financial management is in alignment with spending.

**Technical Input**

* Provide technical/advisory input on Tonkin snub-nosed monkey conservation planning and actions, furthering FFI’s efforts to conserve biodiversity – and to include / support to: setting priorities, project design, development, implementation and monitoring;
* Provide technical advice as required to partner organisations and individual community-based initiatives;
* Working with senior management help to ensure there is timely and accurate technical donor and institutional reporting for projects managed by this position;
* Coordinate protected area law enforcement actions, including the coordination of Community Conservation Teams;
* Oversee the collection of SMART data, as part of protected area/forest and species monitoring;
* Support protected area management/managers and (where appropriate) the development and/or implementation of PA management and species action plans;
* Lead the planning and coordination of research activities (related to forest/habitat, key species, local livelihoods etc.);
* Co-develop community development/livelihood activities and community education / outreach plans and materials, and lead on implementation;
* Coordinate and support implementation of our local/community conservation education work, including support to other FFI project sites.

**Partnership Development**

* Proactively identify, develop and nurture relationships and partnerships with third parties, including local government agencies, local communities and community-based organisations, partner NGOs etc.
* Ensure meaningful consultation with appropriate stakeholders in the development and implementation of biodiversity work at the aforementioned sites
* Liaise with government counterparts (of projects), building effective working relationships, to ensure the delivery of FFI Vietnam’s objectives and to ensure that FFI Vietnam’s work is aligned with government policy
* Build and maintain links and communications with relevant government agencies responsible for development of policy related to conservation in Vietnam

**Programme Representation**

* Where requested by the Country Programme Manager, represent FFI Vietnam at various national and international fora to showcase the programme’s work, network and develop opportunities
* Represent the gibbon conservation elements of the FFI Vietnam Country Programme, developing its profile and promoting its work to third parties, including government agencies, communities, NGOs, for-profit entities, academic institutions, funders and donors, and media
* Represent FFI at key fora, including consultations, negotiations, meetings, workshops and briefings

**Communications**

* Bring to the attention of the Country Programme Manager /Country Director any news worthy events, outcomes or stories arising within the country programme;
* Provide regular information/updates and materials to support the creation of communication outputs (website, blogs, social media, etc.) to the Country Director and communication staff (VN and/or UK).

**Programme Development**

* In collaboration with the Country Director and Country Programme Manager, input to project concepts and funding proposals, in line with approved strategic plans and FFI’s project cycle;
* Work with the Finance team to ensure accurate budgeting, staff and overhead charging and cost recovery in funding proposals and resulting contracts and grant agreements;
* Help senior managers to develop and nurture relationships with prospective and existing funders and donors, and hosting donor visits as required.

 **PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills** | * Excellent project management skills with proven experience in project design, development, implementation, risk management and evaluation
* Excellent financial management and numeracy skills, including budgeting, reforecasting and procurement
* Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence
* Strategic vision and strategic planning skills
* Demonstrable skills in monitoring and/or research protocol design related to project evaluation, including data collection, analysis, storage and usage
* Excellent community consultation / outreach or other person-to-person skills
* Strong verbal communication, networking and interpersonal skills, with ability to present, negotiate and persuade at all levels with confidence and credibility
* Strong written communication skills, including report and proposal writing
* Strong prioritisation and time management skills
* Good English language skills (spoken and written)
* Good Microsoft Office skills
 | * GIS skills, e.g. ArcGIS
* Ability to lead in the design of biodiversity survey methodologies
* Fluent English language skills (spoken and written)
* Technical conservation skills related to protected area management planning, law enforcement and management of natural resources
* Specific protected area M&E skills including SMART and METT
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| **Knowledge and experience** | * First degree in natural resource management, forestry or transferable skills sets
* Proven track record in managing contracts
* Proven track record in managing teams to deliver projects
* Management of project budgets in excess of USD 50,000
* Substantial project management experience, with a focus on natural resources / biodiversity or transferable skills
* Experience of developing and/or effectively using M&E systems
* Proven track record of empowering staff, clients, counterparts etc.
* Experience in awareness raising and/or environmental education (EE) or similar activities
* Experience in the design/implementation of projects, ideally conservation activities
* Experience undertaking or supporting research
* Proven track record of working successfully with government counterparts
* Proven track record in project development and fundraising, with experience inputting to project proposals and nurturing and managing donor relationships
* Experience in event planning/ logistics and workshop facilitation
* Experience managing and coordinating inputs from third party contractors
* Understanding of the statutory and regulatory frameworks within which to operate
 | * Advanced degree or equivalent qualification in biodiversity conservation or relevant field
* Substantial professional experience working in biodiversity conservation
* Specific experience supporting protected area management, protection and monitoring
* Experience leading in the design/implementation of conservation-orientated (i.e. results-based) sustainable livelihood interventions
* Experience leading in awareness raising and/or environmental education activities
* Experience in community development and/or poverty reduction activities related to protected area threat reduction
* Experience leading projects/activities focused on primate conservation
* Experience leading conservation research / published author (e.g. in scientific journals)
* Experience using Theory of Change (or similar logical frameworks)
* Experience using FPIC
* Experience developing Terms of Reference for third party contractors
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| **Behavioural qualities** | * Commitment to FFI’s mission and vision
* Commitment to organisational and legal compliance
* Commitment to responsible management of donor funds
* Rigorous and diligent approach to work
* Able to recognise and set priorities
* Outcome-driven
* Adopts proactive and pre-emptive approach to work
* Team player, demonstrating ability to seek out and harness the views and contributions of others
* Ability to build positive personal and organisational relationships
* Ability to work within a multi-cultural environment
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Interested candidates are invited to send a letter and CV to Ms. Le Hong Viet via email viet.hong.le@fauna-flora.org no later than **19th June, 2019**. Only shortlisted candidates will be contacted for interviewing

For more information about FFI, please visit <http://www.fauna-flora.org>