

## **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 – Kon Tum**

*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 and Northern yellow-cheeked gibbon at Kon Plong forest of Kon Tum province.*

*In 2016, FFI discovered a significant and previously undocumented population of c.500 Critically Endangered and endemic grey-shanked douc langurs (*Pygathrix cinerea*) in Kon Plong District, representing 40-50% of the total global population. Kon Plong, in Kon Tum Province, is a Key Biodiversity Area (KBA) and habitat for another Endangered primate, the northern yellow-cheeked gibbon (*Nomascus annamensis*), among a host of other important species. The KBA has seen dramatic forest degradation and fragmentation in the last ten years: numerous roads, small hydropower projects, and formal and informal expansion of agriculture, all accompanied by resettlement, illegal logging and hunting.*

*Recently, FFI has secured funding to support develop a new protected area in Kon Plong district for long-term conservation of this species and biodiversity values and develop sustainable livelihood interventions for local communities living within the landscape of Kon Plong forest.*

#### **TERMS AND CONDITIONS**

**Job type:** Full-time

**Start Date:** As soon as possible

**Duration:** Two years with potential to extend subject to business need and funding availability

**Probation Period:** Two months

- Location:** Kon Tum City, with regular travel to project site in Kon Plong
- Hours of Work:** 40 hours per week
- Salary:** US\$950 – US\$1,250 gross per month dependant on skills and experience
- Reporting to:** Country Programme Manager
- Line Manager of:** Project Officers in Kon Tum
- Key Internal Relationships:** Country Director  
Finance Manager  
Project Managers  
Technical Advisors
- Working with:** The Project Manager will routinely liaise with local government agencies, local communities, and partner NGOs, representing the values and interests of FFI at all times.

## **PURPOSE**

The purpose of the Project Manager position is to coordinate and conduct, to the highest possible standards, biodiversity conservation project's activities in Kon Tum province, which focus on protection of wild populations, research and baseline surveys, biological monitoring, awareness raising, supporting local livelihood development and capacity building for project's partners.

## **THE ROLE**

The Project Manager will be senior staff, highly knowledgeable project management and coordination, and with experience of biodiversity conservation projects. S/He will be responsible for managing, coordinating and implementing project activities in Kon Tum province.

## **DUTIES and TASKS**

Under the supervision of the Country Programme Manager, and where appropriate the Country Director, the Project Manager will spend the majority of his/her time in project coordination of biodiversity conservation activities including the following duties and tasks:

### **Main Duties:**

The Manager will be responsible for leading the implementation of activities in Kon Tum. The duties of the Manager will be broadly split into the following categories:

1. Working in the FFI Country Programme Manager to oversee, develop work-plan and report on technical and financial components of the project in Kon Tum;
2. Coordinating and implementing fieldwork activities in Kon Tum, as described within the project logframe and work-plan;
3. Line-manage the Project Officers in Kon Tum.

### **Programme Development**

Drawing from field experience and data (which the Manager will manage), support the development of new concepts and funding proposals, to fund project activities in Kon Tum.

### **Operational Tasks**

- Maintain good working relations with provincial, district, commune and community partners to ensure effective implementation of the project;
- Develop annual work-plan for project following FFI template with support of the Country Programme Manager;
- Work closely with Project Officers and local partners to plan and implement project activities;
- Provide Mission Term of References (MToR) prior and Back to the Office Reports (BToR) after every field trip;
- Review MToR(s) and BToR(s) of assigned FFI staff to this project for specific activities prior and after conducting activities;
- Provide logistical, technical and capacity building support to project partners;
- Work with partners to ensure activities are well implemented and in accordance with high environmental and conservation standards;
- Lead on supporting field visits and field work by visitors (e.g. FFI UK staff or donors), advisors and consultants to project site;
- Support interpretation for Foreign visitors when visiting project site and at meeting with local partners;
- Maintain regular communication with key project partners and counterparts to improve site-based project activity delivery and output quality;
- Manage and report on field trip finances, following FFI budget allocation, cost norms and financial procedures;
- Support the implementation of activities of FFI's conservation projects, including field trip logistics/arrangements, village meetings, community meeting and awareness raising.

### **Financial Management Tasks**

- Develop activity budgets, in close coordination with Country Programme Manager (budget holder);
- Make fund requests, manage project funds for field operations and report on expenditures.

### **Technical Tasks**

- Biodiversity Conservation
  - Coordinate capacity building for District Forest Protection Department (FPD) rangers on skills for patrol planning and techniques using Spatial Management And Reporting Tool (SMART);
  - Facilitate the selection, establishment and training (with support from FFI technical staff) for Community Conservation Teams (CCT), selected from key 5-10 communities, to support FPD rangers with SMART patrols, key species monitoring, snare removal and awareness raising;
  - Develop a sustainable incentive programme for PA rangers and CCT to help motivate them, beyond salary and performance-monitoring (SMART-based);
  - Facilitate consultation and signing of local 'Conservation Agreements' – these will set out the project benefits (land-use planning, livelihoods support etc.) and the expectations and responsibilities for communities (reduced hunting, protection of the PA forests etc.);
  - Work with FFI technical staff to help ensure that SMART patrols by rangers and CCT are operational, and provide support to data analysis and the creation / use of SMART reports for PA management
- Protected area development

- Support community consultations and Free, Prior and Informed Consent (FPIC) processes on a new Protected Area (PA) establishment with effected / buffer zone villages regarding a new PA in Kon Plong;
- Coordinate the development a feasibility study for the new PA, covering land and resource use and dependencies, environmental threats and mitigation, boundary options, social risks and mitigation, land use and zoning, habitat assessment, phenology, population viability assessment, biodiversity values and process / phasing;
- Lead on training needs assessments/training courses towards the improvement of forest protection department and PA management board capacity;
- Coordinate the development process for a collaborative PA management plan (facilitated discussion and technical input / drafting);
- With support from the Country Programme Manager, help establish a Collaborative Management Advisory Committee (MAC) institutional development including regulations, scope and memberships, and inclusive of MAC facilitation and technical advice (includes study tours);
- Coordinate development of PA zoning and boundary demarcation in the field using GPS and tablets/SMART phones (also for SMART patrolling);
- Implement the Management Effectiveness Tracking Tool (METT) at baseline, mid-term and project end;
- With support from technical staff, oversee development and implementation of a bio-monitoring protocol, for doucs and key indicators species (TBC), in addition to SMART monitoring;
- Support local volunteer network(s) and undertake annual and ad hoc assessments of local market for illegal wildlife trade, focusing on primates;
- Undertake a desk-based policy review related to sub-national development plans and goals, related law / policy at national and local levels, pertaining to land use, tenure, community-based forest management, collaborative management, protected areas and primate conservation;
- Work close with the Country Programme Manager and Country Director, help to review and develop policy tools. This includes policy briefings and study tours, the sharing of lessons nationally, through working groups and seminars, and aims to facilitate the land use planning and protected area gazettelement components of the project, culminating in approved policy reforms or sub-national plans;
- Work with senior staff, help to coordinate and facilitate a multi-stakeholder process, based around a series of interactive workshops, to develop an agreed upon land use plan for Kon Plong District, which includes a core zone (new PA), buffer zone, agricultural and development zones and habitat corridors;
- Coordinate – and provide technical input where possible – drafting of a land use plan for circulation, review and iteration;
- Lead on (facilitate) participatory, local land and resource use mapping and planning exercises for 'buffer zone' villages in project communes;
- Monitor uptake and usage of the landscape plan via assessment inclusion of local communities in decision making (interviews / questionnaires), proportion of legally secured forest, forest crime rates (reduced) / SMART, and local ethnic minority participation in protected area and land use planning (MAC and METT).
- Community Development and Protection
  - Be the focal point and technical lead on improving local livelihood, in support of conservation goals, e.g. the development of agricultural activities and/or forest gardens/sustainable forest management;
  - Support development and implementation of Knowledge-Attitude-Behaviour (KAB) surveys in each year: baseline, mid-term and project end; surveys on forest

- use/dependency;
- Develop an awareness raising and communication strategy for the three levels (scales) and the project – to be delivered through local trainings, events and schools (inputs to the local curricular, plus printed materials and talks/slide-shows), sub-national workshops and study tours, and national fora, combined with FFI's website (dedicated webpage) and social media sites, including a Facebook page in Vietnamese;
  - Support communication and awareness raising activities through / assisting trainings, local events, school visits and talks, workshop and study tours, and through the provision of filed updates and photos to the FFI communications team (in Vietnam and the UK, as required);
  - Help to design the benefit sharing mechanism and grievance redress mechanism, and support the implementation and monitoring of both;
  - Support the operation of the Community-based Forest Management, forest gardens and activities linked to Village Development Fund(s) or similar approaches;
  - Support community-based forest monitoring (including ground truthing, data collection oversight during forest patrol and forest harvesting for local use);
  - Coordinate assessments of local agriculture and livelihoods/review of existing farming systems – SWOT and/or gap analysis;
  - Coordinate socio-economic baseline surveys (household surveys; interviews) in villages living within the proposed buffer zone of new PA;
  - Support and monitor the development of forest gardens, including the fast growing timber, for local construction uses, and fuel, plus shade grown crops and fruit trees;
  - Lead on bi-annual data collection on impacts / safeguards – On-going monitoring (M&E).
- **Project Administration and Programme Support**
    - In close coordination for the Programme Manager, take a lead on role financial management, including monitoring/checking of spending / implementation against budget lines, payment schedules, contractual obligations and costs norms (FFI policy and donors requirement);
    - Ensure finances are accounted for in a timely fashion with the FFI Finance Manager in Hanoi as well as with the Country Programme Manager;
    - Prepare budgets and cash advances for workshops, trainings, construction and other project activities and ensure appropriate reconciliation of advances to staff, project partners and other agencies;
    - Collect appropriate quotations for equipment and service purchases
    - Provide technical and/or logistical support to other FFI project sites as reasonably requested / agreed by the Country Programme Manager

### **Communications**

- Bring to the attention of the Country Programme Manager and personnel working on communications any news-worthy items arising from within the project to ensure that FFI Vietnam Programme's social media pages are updated;
- Share all photos and videos taken during field work/surveys with relevant FFI staff, for use in communications materials, presentations, etc. Photos will be credited as per the contract (i.e. © 'name' / FFI).

### **Other Duties**

- Other duties as reasonably required as a Project Manager.
- Translate documents between Vietnamese and English, and vice versa, as required;
- Draft concept notes and support development of proposals with up-to-date data and information;

- Perform other duties as reasonably requested by Senior Management Staff and in line with organisation's priorities to support FFI Vietnam Programme;
- Participate in capacity building activities/programme within and outside the organization if assigned;

### **REQUIRED OUTPUTS**

- Annual work-plan with quarterly updates of work-plan and progress reports;
- Mission Terms of Reference and Back to Office Reports for every field trip;
- Field Activity Reports, as required;
- Delivery of activities in accordance with agreed project objectives, budget and work plans, and with the production of associated reports or documentation;
- Technical / project activity reports to Country Programme Manager in accordance with reporting cycle;
- Regular and ad - hoc updates to senior staff and communication personnel on project actions, news, discoveries, challenges and success stories;
- Accompanying photos of threatened trees and project implementation actions, including staff and partners at work, for all field trips.

### **MINIMUM REQUIREMENTS**

The successful candidate must have, at a minimum, the following skills and experience:

- University degree (preferred Master's degree) in forestry, natural resources management or related fields with at least 7 years of work experience;
- At least three years of relevant work experience in natural resources management, biodiversity conservation or related fields (preferred sustainable development and forest management);
- Track records of experience in project coordination and management;
- Experience in working with ethnic minority communities;
- Experience in advocating or lobbying for conservation and sustainability to government and private sector stakeholders.
- Experience in stakeholder consultation and interview techniques.
- Experience in data collection, analysis and technical report writing.
- Knowledge and experience of protected area would be an advantage
- Able to travel frequently to project sites;
- Language: Good English speaking, reading and writing (fluency preferred);
- Software/IT: Fluency in Microsoft Office Suite including Word, Excel, PowerPoint. Preferred also to have basic knowledge of GIS software;
- Soft skills: Team work / collaboration, good time management, able to work alone, motivated, reliable, enthusiastic and trustworthy.

### **HOW TO APPLY**

Interested candidates are invited to send a cover letter and CV in English to Ms. Le Hong Viet via email [viet.hong.le@fauna-flora.org](mailto:viet.hong.le@fauna-flora.org) no later than **8<sup>th</sup> February 2021**. Only shortlisted candidates are contacted for interviewing.

For more information, please visit [www.fauna-flora.org](http://www.fauna-flora.org)