

TERMS OF REFERENCE

Project Operations Manager (PP2)

Position: Project Operations Manager (PP2)	Contract duration 2 years (renewable)
Supervisor: Head of Programme Development (WR and PS)	Duty station Head office with regular travels to the field and internationally as required
Direct reports None	Commencement date As soon as possible from 1 st September 2020
Working time Full time (7.5 hours per day, from Monday to Friday)	Budget/Fee Grade 3, step 1-3 based on AAV's salary scale PP2 staffing budget

1. General Context

ActionAid is an international development agency whose aim is to end poverty and injustice worldwide. Founded in the United Kingdom in 1972, ActionAid registers as an International Federation in the Hague in 2003. It works to walk side by side with the poorest and most excluded people in 47 countries and territories in Europe, Africa, Asia, and the Americas to secure their rights and eradicate poverty. ActionAid Vietnam (AAV) has been operating in urban, mountainous, and remote poor regions of the country since 1989, to promote women's rights, accountable public services, mitigation and adaptation solutions to reduce impacts of the climate change.

Under the framework of Country Strategy Paper 6 (2018-2023), AAV has made commitments to continue (a) strengthening community capacity to build safe communities and adapt to climate change and disasters with alternative sustainable livelihoods (Programme Priority – PP 1); (b) promoting grassroots democracy to advance people's rights to gender responsive public services (PP2) and (c) building space and tools for people's agencies and non-state actors in Vietnam and ASEAN countries to meaningfully take part in making a better society for all (PP3).

Currently, PP2 team is overseeing 4 ongoing projects, 2 of which are now in their final year of implementation. This means all activities and indicators of these two projects will need to be delivered in the next 12 months. At the same time, there are a lot of new initiatives to engage with the stakeholders at national and international levels to prepare for the continuation of CSP 6 deliveries during 2021-2023. Meanwhile, the PP2 team has been working in the shortage of staff as several positions including the Head have been vacant for almost 2 years. Increasing number of proposals and concept notes has brought more funding opportunities for expanding PP2 work which AAV should take forward. All these factors highlight AAV's need to have additional human resource allocated to PP2 team to shoulder workload and take forward emerging opportunities. In this context, this TOR is developed for AAV to recruit a Project Operations Manager (PP2) as an investment of AAV to strengthen our achievements of ongoing projects and prepare for new funding opportunities.

2. Role overview

The Project Operations Manager participates in management of the progress and quality of the projects as assigned by the Head of WR and PS. She/he manages budget of the assigned projects,

ensuring the deliverables of such projects within the specific timeline and with high quality. It is compulsory that ActionAid Vietnam's and related donors' policies that are applied for the projects in charge will be fully complied with.

The Project Operations Manager (PP2) could request for supports from the line manager and related staff from other departments/teams to ensure the job is well performed. She/he has the right to have direct access to the LRPs and partners as required.

3. Scope of work

Key Accountabilities/ Responsibilities:	Activities
[I] Participate in implementation of the assigned projects	<ol style="list-style-type: none"> 1. Implement activities of the projects in charge according to the approved work plan and budget 2. Manage the project spending, submit, monitor and report to line manager on regular basis
[II] Participates in research, policy advocacy and networking	<ol style="list-style-type: none"> 3. Participate in identifying potential issues and actors for advocacy works 4. Contribute to policy briefs and media strategies that inform stakeholders about the policy positions of AAV and our partners 5. Organize advocacy events and campaigns to advocate for policy change or replication of projects results/impacts. 6. Maintain at least 4 news per year for ActionAid's website and social media pages 7. Actively engage existing and potential advocacy partners (legislation and government agencies) for the government to change its policy to include well-grounded evidence and good practices generated under projects work 8. Well communicate AAV's stand and position on issues related to projects work to the 'public', CSOs, media, academia, community, and authorities through timely releases of position statement, policy briefs, research reports, and other essential publications.
[III] Conducts partnerships management	<ol style="list-style-type: none"> 9. Contribute to developing, implementing, and monitoring AAV's partnership strategy and plans. 10. Participate in identifying and initiating strategic networks, alliances, and partnership with government agencies, local right programmes, and academic and research institutions, etc. 11. Contribute to develop productive partnerships with existing and potential partners to collaborate on delivering projects work. 12. Collaborate and exchange information with partners and report on their performance on a periodic basis; ensure effective information flow and communication with stakeholders including partners and international teams
[IV] Supports AAV's partners in planning, budgeting, and	<ol style="list-style-type: none"> 13. Provide annual planning and budgeting guidance to partners in accordance with the guidelines from the annual planning team as well as the related functions.

implementing the projects	<p>14. Review and approve partners' projects concept, work plans and budget, fund requests in order to ensure the alignment to the CSP6 and annual plan and budget</p> <p>15. Regular field level visits are conducted to project areas to provide support and supervision, and guide programme implementation</p> <p>16. Well prepare MOUs and other legal documents of related partners on time.</p>
[V] Conducts projects reviews, monitoring, evaluation, programme learning and reporting	<p>17. Establish and operate monitoring framework, metrics, and reporting systems for the projects; adequate monitoring and evaluation is conducted for all projects.</p> <p>18. Conduct projects reviews and evaluation in line with ALPS</p> <p>19. Prepare projects reports within and outside the organization for shared learning</p>
[VI] Provides technical advice/support and capacity building to staff and partners on the assigned projects	<p>20. Identify needs and opportunities for capacity building for staff and partners.</p> <p>21. Collect, translate, compile, and disseminate projects guidance, manuals, hand-on experience documents to concerned bodies</p>
[VII] New project development and fundraising	<p>22. Design new projects with outcomes, outputs, beneficiaries identified in a log frame or result matrix</p> <p>23. Prepare proposals, concept notes in line with AA strategic plans and donor requirements</p>
[VIII] Others as required	<p>24. Other tasks as assigned by line manager are well performed.</p> <p>25. Provide support to Acting Head of Programme Development (WR and PS) in daily management of PP2</p>

4. Person specification

Education & Certifications	<ul style="list-style-type: none"> • Bachelor degree on political, social science, economics, development, or international studies
Experience	<ul style="list-style-type: none"> • Minimum 3 years of experience working on the projects and community development. • Experience of working within a multi-cultural team

Essential knowledge and skills	<ul style="list-style-type: none"> • Outstanding analytical skills with a strong background in basic research • Excellent management of competing priorities and work under pressure • Fluency in written and spoken English and native/national language • Outstanding programme/project design and programme cycle management and coordination skills • Ability to work on own initiative with minimum supervision and to stay on task • Lead workshops, meetings, and presentations; excellent presentation, communications, and negotiation
Others	Adherence to: <ul style="list-style-type: none"> • Human Rights Based Approach • Gender equality

Prepared by

Reviewed by

Approved by

Chu Thi Ha
Programme Director

Nguyen Thi Hoa
Operation Director

Hoang Phuong Thao
Executive Director

Agreed by

Project Operations Manager