

TERMS OF REFERENCE

Job Title:	National Project Coordinator (NPC)
Type of Requisition:	National Project Personnel
Duty station:	Hanoi (with travel to project sites in the Mekong Delta region as required)
Duration:	12 months with possibility of extension

I. BACKGROUND

With financial support from the Global Environment Fund (GEF) through fund delegation to the Food and Agriculture Organization of the United Nations (FAO), **the Institute of Strategy, Policy on Agriculture and Environment (ISPAE)** is responsible for coordinating the implementation of the project **‘Integrated Sustainable Landscape Management in the Mekong Delta of Vietnam’ (ISLM project)**. Under the leadership of the Ministry of Agriculture and Environment (MAE), the project supports a critical shift towards sustainable agriculture in the Mekong Delta Region, through the development of green value chains and integrated landscape management (ILM). The project responds to the increasing calls for the transformation of agri-food systems in Viet Nam, as outlined in the recently approved National Action Plan for Food Systems Transformation toward Transparency Responsibility and Sustainability by 2030 (NAP-FST). The project also contributes to the objectives of Resolution 120 on Sustainable and Climate-Resilient Development in the Mekong Delta of Viet Nam, which puts the development of sustainable and high-quality agricultural products, sustainable natural resource management and climate resilience at the centre of the MDR development.

Spanning a five-year period from 2024 to 2028 with a total budget of USD 5,354,587, this project is conducted in central agencies and five Mekong Delta provinces: An Giang, Dong Thap, Can Tho, and Vinh Long. Its primary objective is to transform the primary rice production area in the Mekong Delta into a model of integrated sustainable landscape management. Through the promotion of sustainable food production practices, conservation of ecosystems, and facilitation of knowledge sharing, the project endeavors to yield environmental and

social benefits for the region. The project forms part of the regional Sustainable Rice Landscape Initiative (SRLI) led by the public/private Sustainable Rice Platform, as well as the GEF-7 FOLUR Impact Program.

To support the implementation of ISLM project, a Project Management Unit (PMU) is already established by MAE and having an office located at the Institute of Strategy, Policy on Agriculture and Environment (ISPAE). The PMU is responsible for preparing and implementing ISLM project in accordance with guidelines and regulations as well as the annual work plans and budgets which will detail project activities and eligible expenditures.

As part of this project, we are seeking a qualified National Project Coordinator (NPC) to ensure that the project achieves its aims and outcomes, and that the project is executed in high technical standards, including the provision of high level policy advice in coordination with the international and national project consultants/experts and FAO RAP.

II. REPORTING LINES AND OBJECTIVE

Under the direction and supervision of the PMU's Manager/Deputy Project Manager, the NPC will be responsible for ensuring that the project achieves its aims and outcomes, and that the project is executed to high technical standards, including the provision of high level policy advice in coordination with the international and national project consultants/experts and FAO RAP. The NPC will be responsible for providing supervision, support and guidance in the implementation of integrated landscape management activities within the project. This includes developing and implementing strategies, policies, and actions to promote sustainable landscape management and Participatory Informed Landscape Approach (PILA) practices in the Mekong Delta region.

III. DUTIES AND RESPONSIBILITIES

The NPC will execute the following tasks:

- + Technical oversight and monitoring of the implementation of all project activities;
- + Tracking the project's progress and ensuring timely delivery of inputs and outputs and the ownership of the project by all relevant institutions;

- + Ensuring compliance with all OPA provisions during the implementation, including on timely reporting and financial management;
- + Providing necessary supports and assessing the outputs of the project national consultants, who will be hired with GEF funds, as well as the products generated in the implementation of the project, including products and activities carried out by project consultants;
- + Implementing and managing the project's monitoring and communications plans and strategies;
- + Reviewing requests for fund from the OP before submitting to FAO;
- + Maintaining documentation and evidence that describes the proper and prudent use project resources as per OPA provisions, including making available this supporting documentation to FAO and designated auditors when requested;
- + Organizing annual project workshops and meetings to monitor progress and preparing the Annual Budget and Work Plan;
- + Coordination with relevant initiatives in order realise synergies in the scale and durability of impacts;
- + Submitting the six-monthly Project Progress Reports (PPRs) with the AWP/B to the PSC and FAO;
- + Preparing the first draft of the Project Implementation Review (PIR);
- + Supporting the organization of the mid-term and final evaluations in close coordination with the FAO Budget Holder and the FAO Independent Office of Evaluation (OED);
- + Submitting the OP six-monthly technical and financial reports to FAO and facilitate the information exchange between the OP and FAO, if needed;
- + Informing the Project Steering Committee and FAO of any delays and difficulties as they arise during the implementation to ensure timely corrective measure and support.

In addition, the NPC will be responsible for:

- + Supervising of the national project team (e.g. including the Technical Expert on Integrated Landscape and Natural Resource Management, M&E Specialist, Knowledge Management and Communications Officer, PMU Finance Manager).
- + Supporting and facilitating the key project stakeholders, particularly the environment and agriculture sector leads at the MONRE, and between central, provincial and district level Governments, in order to ensure that this results in fully integrated and coordinated implementation of the project by the two OPs (MONRE and IPEA) and landscape-level partners;
- + Providing overall oversight to the implementation of project elements related to policy and institutional strengthening (under Outcomes 1.1, 1.2 and 1.3);
- + Supporting the development and implementation of capacity-building activities for project staff and stakeholders;
- + Monitoring and evaluating the progresses and impacts of project activities;
- + Providing inputs for project reports, presentations, and communications materials;
- + Working with the Project International Chief Technical Advisor to obtain and transfer knowledge of ISLM in Mekong Delta region;
- + Other tasks and responsibilities assigned by the PMU's Manager/Deputy Project Manager;

IV. QUALIFICATION AND EXPERIENCE REQUIREMENTS

Minimum Requirements

- + Advanced university degree (Master's degree or equivalent) in sustainable development, project management, business administration, or related fields;

- + At least 6 years of professional experience working on projects related to climate change mitigation and adaptation, sustainable landscape management, ecosystem-based approaches, natural resource management, or sustainable development;
- + Proven supports and involvement in local climate actions development, including climate change adaptation and mitigation, climate resilience, and mainstreaming climate considerations into policy, planning, and investment decision-making processes; particularly in Mekong Region
- + Demonstrated experience applying gender equality and human rights-based approaches in environmental and climate-related programmes, including ensuring inclusive participation of women, youth, and vulnerable groups in project design and implementation;
- + Proven track record of working effectively with government counterparts, local authorities, development partners, international organizations, and multi-stakeholder platforms in project implementation and coordination. ;
- + Strong understanding of international and national climate and development frameworks, including the Sustainable Development Goals (SDGs), Nationally Determined Contributions (NDCs), and relevant environmental and climate policies of Viet Nam;
- + Demonstrated ability to lead and coordinate multidisciplinary teams, manage complex workplans, and ensure timely delivery of project outputs in close collaboration with diverse stakeholders;
- + Excellent analytical, coordination, communication, and reporting skills, with strong capacity to prepare high-quality technical documents and policy-oriented outputs;
- + Fluency in English and Vietnamese (spoken and written) is required.

Core Competencies

- + Results-based management and delivery orientation;

- + Strong coordination and teamwork in multicultural environments;
- + Effective communication and stakeholder engagement;
- + Relationship building and partnership management;
- + Knowledge sharing and continuous improvement.

Technical / Functional Skills

- + Solid understanding of results-based management (RBM), logical framework approaches, and donor reporting requirements (GEF/UN systems);
- + Strong capacity in preparing technical reports, policy briefs, and donor-quality deliverables;
- + Familiarity with FAO/UN project implementation procedures and operational modalities is an advantage.

V. CONTRACTUAL CONDITIONS

- + The duration of the contract will be for the project implementation period (up to 48 months), subject to annual performance evaluation;
- + The salary will be paid monthly in accordance with the agreement to be signed with the PMU;
- + The position may require travel to the project sites in the Mekong Delta region as required. Travel expenses such as per diem, accommodation, etc. will be reimbursed as per appropriate procedures.

VI. REQUIRED DOCUMENTS

- + CV and cover letter in Vietnamese & English;
- + Post graduate degree (the highest degree);
- + Copy of professional certificates along with English translation, if available.

