



TERMS OF REFERENCE

Support Coordinator for Climate Change Working Group (CCWG) in Viet Nam

I. BACKGROUND

Vietnam is one of the countries in the world most vulnerable to climate change. Rising sea levels, greater-intensity storms, floods and droughts and other effects of global warming all threaten the livelihoods, lives and productive assets of the Vietnamese people and especially vulnerable groups, threatening to revert the country's remarkable achievements of recent decades in poverty reduction. The Vietnamese government, donors and communities fully recognize the threats that climate change impacts pose to the country and its people. However, there remain serious challenges in implementing policies adequately and extending the benefits to those most vulnerable to climate change.

The Climate Change Working Group in Vietnam (CCWG) was established in 2008 which brings together INGOs, Vietnamese NGOs, development agencies, institutions, professionals and individuals. The network's mission is to contribute to reducing the vulnerability of poor people in Vietnam to the impacts of climate change through NGO coordination, advocacy and capacity building to achieve environmentally and economically sustainable as well as socially just responses to climate change. Its members meet regularly to exchange ideas and 'lessons learned' on how to improve the climate change response in Vietnam and engage in joint advocacy to achieve pro-poor, inclusive and effective policy responses.

CCWG functions under the auspices of the NGO Resource Centre and is coordinated by a core group of 12 members both from INGOs and Vietnamese NGOs. In addition, CCWG members engage in topic-centered task forces of which currently one is operating on Mainstreaming Gender Equality and Women's Empowerment into Climate Change Response and another one on Mainstreaming CC into SEDP and Sectoral Policies. CCWG has a mailing list of approximately 1,400 subscribers and maintains a website under the VUFO-NGO Resource homepage. The current chair of CCWG is with WWF in Vietnam.

In the past ten years CCWG has been promoting coordination, advocacy and capacity building amongst climate change professionals, constantly increasing subscribers to its mailing list. The Working Group is receiving grants from CARE International in Vietnam, Oxfam International in Vietnam, Friedrich Ebert Stiftung (FES) and WWF. The funding should help to improve the governance, performance and impact of CCWG and its coordination with other networks such as DMWG, VNGO Network as well as strengthening its capacity building activities for NGOs in pro-poor climate change response, climate change mainstreaming, advocacy skills, policy analysis, monitoring etc. A fulltime Support Coordinator is required to support CCWG in its operations.

II. SCOPE OF WORK

The Support Coordinator is expected to work fulltime to effective coordination of CCWG and facilitation of its activities. At least 07 months contract in 2021 with possible extension of fulltime staff. Frequent travel to both international and domestic sites.

- Coordinate and ensure a good **sharing and learning** among CCWG members on climate change initiatives and knowledge on climate change in order to maximize impact and minimize overlap with the support of the Chair
 - Support to organize monthly meeting including a coordinated agenda, necessary contacts with resource people from government agencies, NGOs and other institutions, minutes taking and logistics support.
 - Coordinate the development of annual work plans for the CCWG and its sub-groups, and support regular monitoring and reporting back of achievements
 - Respond to the requests for information on CCWG, joining CCWG mailing list. For other requests relating to representation of CCWG, this should be communicated to the Chair of CCWG.
 - Support to organize the sharing and learning workshops and events of CCWG.
 - Support the coordination of representation of NGOs in forums meetings and events at different levels.
 - Support the task forces and initiatives within CCWG with their meetings and coordinate their feedback to the core group and general meetings.
 - Update the CCWG with the latest news in media, laws, policies, researches, project documentation, programme reports and other resources related to climate change.
 - Regularly manage and update CCWG website and CCWG mailing list.
 - Pro-actively build partnerships and promote networking with other networks such as VNGO Network, DMWG and all relevant organizations and the Government of Vietnam at all levels. Assess their needs to further develop information sharing and cooperation on climate change programmes, promoting improved development practices amongst CCWG members and partner organisations as well as ensuring that vulnerable people benefit from climate change responses.
- Support the Core group in development and implementation of a joint climate change **advocacy** strategy:
 - Support the development and implementation a joint advocacy strategy for climate change in Vietnam including TOR development, organizing workshops and events, support and management of consultants etc.
 - Support the coordination of advocacy messages on the prioritized topics identified in the advocacy strategy which potentially include community climate change initiatives and others.
 - Support the identification of channels and opportunities for advocacy and coordinate advocacy efforts among CCWG members and actively engage in the advocacy opportunities such as Paris Agreement, Nationally Determined Contribution, National Adaptation Plan, National Climate Change Strategy and others. This will require active interaction with the key government agencies such as MARD, MONRE, MPI as well as key donors.
 - Monitor and follow up on the implementation of the agreed advocacy strategy and regularly report back to CCWG on key outputs.
- Support to strengthen the **capacity** activities of CCWG.

- Support to implement the activities in the framework of the Southern Voices and other projects.
- Support to identify the prioritized needs for capacity building relating to climate change mainstreaming, advocacy skills, policy analysis and monitoring and technical topics.
- Support with the organization and implementation of trainings.
- Support building the capacity of CCWG to monitor the changes that projects activities will bring about.
- Other tasks:
 - Take meeting minutes and prepare meeting/workshop reports as required.
 - Conduct other tasks as agreed by the CCWG.

III. SELECTION CRITERIA

Required qualifications for the position include the following:

- University degree of major development issues,
- Experience in working in NGO environment if possible,
- Written and oral communication skills (fluent in both Vietnamese and English),
- Strong interpersonal and networking skills,
- Highly organized and self-motivated and flexible,
- Good at computer literacy: word, excel, PPT,
- Interest in climate change topic and NGO work.

Interested candidates should submit the following documents:

- a. Full CV in English
- b. Motivation letter

Closing date to apply for this application: 14th May 2020. The interview should be conducted in the period of 17th – 21st May.

The selected candidate can start working on 01st Jun 2021 of 07 months contract with potential of extension annually.

Please send your application to Mr. Vu Quoc Anh at anh.vuquoc@wwf.org.vn.

Due to the volume of applications, it is not possible to respond to all applicants or to establish telephone contact for enquires or feedback for individual applicants. Accordingly, only shortlisted applicants will be contacted.