

### TERMS OF REFERENCE

**Position Title** : **Project Officer, Inclusive Growth**  
**Location** : Hanoi with frequent travel to the field  
**Reports to** : Theme Manager  
**Salary range** : Negotiated  
**Working Relations** : Project Officers, Finance Officer, Admin Officer, Communication Officer  
**Supervises** : Project Assistant, Project Intern

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### Responsibilities

Overall, Project Officer will be responsible for providing support for the implementation, monitoring & evaluation, and reporting of project activities. He/she will be in charge of **Inclusive Growth** projects.

### Specific Duties and Responsibilities

#### 1. Project Management

- Work with project partners in the development of workplans that are consistent with the project's objectives.
- Submit quarterly workplans and activity schedules.
- Monitor project tasks on a monthly basis to ensure that activities are run to schedule and on budget.
- Identify and help address issues and problems that may jeopardize outputs, including risk management analysis.

#### 2. Project Implementation

- Organise and assist in the implementation of technical training workshops for district, commune, and village level partners.
- Work with consultant, district, commune and village partners to plan and develop project activities.
- Delivery training and build capacity for local partners on selected topics
- Develop and deliver training, coaching on agricultural standards for cooperatives and farms
- Purchase, and if necessary develop, appropriate educational materials.
- Ensure that training and training materials are appropriate to the CDI's identity and cultural diversity within the communities.
- Facilitate active involvement of partners in all stages of the project.

#### 3. Project M&E

- Support the Theme Manager in the development of M&E plan and data collection tools.
- Update or revise the data as needed.
- Ensure that local partners receive guidance in conducting M&E (i.e., use of survey methodologies) and data entry and analysis

- Conduct routine monitoring of all field activities
- Maintain the project documentation system in both hard and soft copies
- Assist in evaluating implementation processes, effectiveness and impact for all projects

#### **4. Reporting**

- Ensure internal and external reporting as required and in line with agreed time frames.
- Provide guidance to partners on developing and complete reports to meet CDI requirements
- Compete and submit updated report to line manager monthly.

#### **5. Other duties**

- Participate in the development and review of all project documents
- Draft Terms of Reference for consultants and manage consultant engagement
- Organize and assist in the implementation of technical training workshops for district, commune, and village level partners
- Attend conferences, seminars, network meetings; advocacy and public awareness events/campaigns in Vietnam or internationally
- Any other duty or responsibilities which may be assigned by Line Manager

#### **Qualifications and Skills**

- Must be Vietnamese
- Experiences of working with NGO is an advance
- Experiences of working with ethnic minority, poor people and other vulnerable groups
- Knowledge and experience in human rights, community development, sustainable livelihood, marketing, value chain
- Good computer skills including proficiency in Microsoft Office products
- Proficient level of both spoken and written English and Vietnamese is an advance
- Understanding of and sensitivity to poverty-related development and gender issue
- Good presentation, interpersonal and communications skills
- Willing to learn and adapt to new contexts
- Willing to travel to other provinces
- Dynamic and self-motivated character
- Initiative and creative in solving problems
- Ability to work independently and with the team
- Good organizing skills and interpersonal skills

**Approved and Signed**

**Agreed and Signed**

Date:

Date: