

JOB DESCRIPTION

Position title:	Technical Manager, MBI Project and NBSAP Activity, WWF-Vietnam
Reports to:	Wildlife Practice Technical Advisor
Supervises:	Consultants as required
Location:	Hanoi, Vietnam with travel to project areas as required
Date:	May, 2020

Note: The position is contingent on project award, funding and Donor Approval

I. Background:

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environmental issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>. WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF

Despite decades of effort, global trends on the loss of biodiversity remain deeply worrying. Unquestionably, stopping biodiversity decline to secure the sustainable provision of vital ecosystem goods and services that underpin humanity's sustainable development is an imperative. At the national level, WWF-Vietnam is committed and engaged in biodiversity policy work with Government counterparts and major actors on the biodiversity policy landscape in Vietnam as a greatest opportunity to maximize impact and reverse this trend on biodiversity loss.

WWF-Vietnam is implementing with the UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) in Cambridge (UK) a 1.5-year project on developing a pilot case study for Vietnam on a *Multidimensional Biodiversity Index (MBI)*, a composite index on biodiversity for policy makers that aims to measure the state of biodiversity and its derived contributions to people at national levels. The fundamental premise of the project is that if we are to effectively tackle the biodiversity loss crisis as a fundamental pillar to achieve sustainable development, we need to mainstream biodiversity into policy decisions. To do so, we need to redefine what we value and how we measure biodiversity using more pluralistic valuations approaches that consider nature and people as equal parts of a healthy system necessary to sustain human development.

Additionally, WWF-Vietnam has also embarked on a partnership with other non-state conservation organizations to engage and support the Biodiversity Conservation Agency (BCA) on the development of the Vietnam National Biodiversity Strategy and Action Plan (NBSAP) for the period 2021-2030, a Vision to 2040, acknowledging and in alignment to the Convention on Biological Diversity's (CBD) Post-2020 Global Biodiversity Framework (GBF), to submit it to the Prime Minister for approval within 2021. WWF-Vietnam will support this process by leading on the drafting of 8 national targets for Vietnam out of the 20 global targets proposed on the zero draft of the Post-2020 GBF.

Both projects will operate in synergy and will reinforce each other in terms of implementation, data mobilization, consultations and stakeholder's engagement.

II. Major Functions:

Reporting to the Wildlife Practice Technical Advisor, the Technical Manager is responsible for delivery on technical, managerial and administrative tasks needed to ensure efficient implementation, coordination and compliance on both projects. The Technical Manager will be liaising with relevant organizations and government counterparts and lead on project approvals processes. The position will also oversee external technical consultancies for delivery of projects' activities.

III. Major Duties and Responsibilities:

- Manage activities, budgets and reporting for both projects including preparing progress reports, monitoring technical, financial and administrative aspects and ensuring all project requirements are met.

- In consultation with the Wildlife Practice Technical Advisor, develop ToRs for consultants and service providers to assist with implementation of the MBI project activities.
- Propose and discuss with BCA to agree on ToRs and selection of experts and/or consulting firms based on joint-review of their capacity, experience related to the agreed consultancy assignment needed and defined by BCA and partners with reference to the NBSAP target drafting process.
- Design, coordinate and implement a broad consultation with stakeholders, including governments and administrations at different administrative levels, to develop a Vietnam MBI framework that is aligned to in-country biodiversity policy needs. This should be facilitated, for example, through cross-sector national workshops, and through coordination of periodic stakeholder exchanges to discuss and advance the MBI Vietnam pilot.
- Review the post-2020 global biodiversity framework monitoring matrix and proposed indicators (and those of the environmental SDGs) to assess which of these are a) applicable in Vietnam, b) there is available national data, c) they might be used as component elements of the aggregated MBI score for Vietnam and d) could be used as indicators for the Vietnam NBSAP targets drafted by WWF-Vietnam.
- Coordinate and implement data mobilisation, data collection and indicator development across relevant government and non-government actors as well as biodiversity data holders in Vietnam to develop a MBI score, ensuring the involvement of relevant stakeholders in the MBI Vietnam pilot.
- Act as the national focal point for the Vietnam MBI pilot and work closely with the MBI Project team in the UK to ensure consistency of approaches, and to share findings, insights and recommendations with other in-country pilot projects.
- Produce with support from the WCMC team a Vietnam MBI score according to the proposed methodology and aligned with the MBI framework and the other MBI pilot countries.
- Write a Vietnam MBI country report based on the in-country consultations, data collected, and analyses performed.
- Coordinate the design of a convincing pathway, including feedback loops, for engagement and use of the Vietnam MBI by local actors, including national authorities. This should include a marketing and communication plan.
- Support and coordinate with the Wildlife Technical Advisor the draft process of the 8 NBSAP national targets assigned to WWF-Vietnam according to the NBSAP scope of work.
- Co-organize and co-facilitate necessary WWF's internal seminars/webinars and consultation workshops related to the target drafting process in order to inform and consolidate comments/feedbacks from interested stakeholders, and participate in BCA's and other partner's consultations and NBSAP related activities as requested.
- Support the Wildlife Technical Advisor on liaisons with BCA and other partners and act as WWF-Vietnam NBSAP representative as required.
- Timely provide BCA with (final) drafts/reports made up from agreed consultancy assignments and use them for drafting the 8 NBSAP national targets assigned to WWF-Vietnam in consultation with the Wildlife Practice Technical Advisor and group of experts per theme.
- Disseminate project results and lessons learned at national, regional and international forums.
- Support for WWF-Vietnam's fundraising efforts to additional secure financial resources for project implementation.

V. Profile:

Required Qualifications

- Master's degree in Natural Resource Management or other Wildlife related fields.
- Minimum 5 years of practical experience in conservation research and project management in an international/national conservation organization.
- Experience in financial management and reporting.
- Experience in coordinating research activities, conducting environmental data analysis and producing comprehensive synthetic reports.
- Knowledge and understanding of conservation and sustainable development issues and the context of Vietnam with demonstrated policy experience.
- Understanding of politics and capable to work with relevant ministries, Government departments and non-government partners.

Required Skills and Competencies

- Strategic thinking skills to ensure the projects are relevant, networked and impactful.
- Technical skills including data analyses and production of high-quality outputs.
- People management skills including developing teamwork, negotiation skills and conflict resolution.
- Project management skills including project planning, coordination, time management and logistics.
- Financial management skills, including budget preparation and management of financial administration procedures.
- Networking, coordination, and facilitation skills for both internal and external audiences and partners.
- Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels of an international, multicultural and multilingual organization.
- High fluency in both English (written and spoken) and Vietnamese.
- High computer literacy and data handling and analyses skills (preferably including relevant conservation software (e.g. Q/ArcGIS and statistical software (R))).
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Demonstrate WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.
- Adhere to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

VI. Working Relationships:

1. **Internal:** work under supervision of and reports directly to Wildlife Practice Technical Advisor. Interact on a regular basis with other functions including other Program Coordinators, Fund Raising (i.e. PSP, Corporate Relations and Major Donors); Monitoring & Evaluation, Communications and Finance Unit.

WWF Network: Connect to, liaise with, develop partnerships between and provide input into the broader WWF Network on behalf of the WWF-Vietnam office, especially in relation to the global Wildlife Practice teams, donor offices and Greater Mekong regional teams as necessary.

2. **External.** Coordinate closely with external technical partners, government partners in relevant ministries (e.g. MONRE), and with civil society organisations and research partners. Work with external donors for fundraising and reporting.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.