

# **TERMS OF REFERENCE (TOR)**

## **Position: Project Coordinator**

### **1. CONTEXT**

The Center for Creative Initiatives in Health and Population (CCIHP) is a social organization working mainly in the field of public health and social science. CCIHP received the support from the United Nations Population Fund (UNFPA) to implement the project “Strengthening prevention and response to gender-based violence and harmful practices from the social organization perspectives” (Project VNM9P05) in the period from 2018 to 2021. The project aims to strengthen the role of social organizations in evidence collection and initiative development on intervention models for preventing and responding to gender-based violence and harmful practices.

### **2. OBJECTIVES**

The project need to recruit a project coordinator working full –time to manage and oversee the quality and the implementation of the project.

### **3. RESULTS/OUTPUTS OF WORK**

Under the overall supervision of the Project Director, the Project Coordinator will work on the following tasks to coordinate the implementation of the project:

- Developing detailed annual work and budget plans based on approved overall work plan. Support development and timely submission of work plans and budgets from implementing partners.
- Making schedules for project activities listed in the annual work plans to ensure all activities completed on time; ensure timely and duly management of the project and implementation of all activities in accordance with the rules and regulation of donor and the Government of Vietnam.
- Recruiting consultants/partners and managing the work implementation of consultants/partners: Developing TORs and recruiting consultants/partners to conduct work on specific activities and objectives set forth in the work plan; Managing, monitoring and guiding contracted consultants/partners to work on the activities and objectives listed in the work plan and ensuring that their work is conducted in a timely manner and with high quality; Reviewing all deliverables and reports of contracted consultants/partners before submitted

to the donor to ensure the quality of these products are according to relevant guidelines, TORs and hold the expected standard of quality.

- Preparing monthly, quarterly and annual activity progress and financial reports (in English and Vietnamese) and ensuring the accuracy and timely submission of these reports to the donor and managing agencies.
- Working with the project accountant to monitor project funds, ensuring the funds are used for the proper purposes, proper activities and with the efficiency and transparency.
- Organizing monthly team meetings to review and plan project activities
- Coordination with the donor, managing agencies, partners and other stakeholders, organizing regular or extraordinary team meetings in project management unit and meetings and reviews with donor, partners or other stakeholders during the project period to monitor and manage the progress of project implementation
- Compiling and maintaining project reports and minutes of meetings
- Participating in field visits to monitor and evaluate the progress of project activities.
- Any other tasks assigned by the project leader to achieve the project objectives

#### **4. SCOPE**

Support the project director in managing and overseeing all activities/works of the project.

#### **5. METHODOLOGY**

The Project Coordinator will be supervised by the Project Director to coordinate the implementation of the project.

The Project Coordinator will work on a full-time basis and be located in office of the CCIHP in Ha Noi (Viet Nam). She/he is expected to travel to the field and related places of the project.

#### **6. IMPLEMENTATION PLAN**

The project coordinator will work initially in one year, starting from October 2018 and have an opportunity of 2 year extension based on work quality.

## **7. QUALIFICATIONS AND WORK EXPERIENCES**

- Proven ability to coordinate and manage complex project work with focus on population, empowerment of women, gender programming
- Experience in implementing and managing ODA project
- Experience in programme planning, design, follow-up, report writing, monitoring and evaluation of the projects
- Experience in working with various partners, working with international and national experts to implement project activities
- Experience in conduct project reports in Vietnamese and English
- Able to work independently or in a team
- Education on a bachelor or master level in the area of development studies, public health, social science
- Strong communication skills
- Good ability to communicate in English

## **8. REMUNERATION CONDITIONS**

- The level of remuneration corresponds with the qualifications and work experiences required for the post as referred to in Part 7 of this TOR and the cost norms as provided for in the existing UN Cost Norms Guidelines.
- The payment of other related expenses follows the existing UN Cost Norms Guidelines and relevant provisions of Vietnam – United Nations Harmonized Programme and Project Management Guidelines (HPPMG).

## **9. APPLICATION SUBMISSION**

Interested candidates are invited to submit the following documents/information to demonstrate their relevant qualifications and experience:

- 01 Statement of Interests (in English and Vietnamese)
- 01 Updated Curriculum Vitae (in English and Vietnamese), showing clearly the relevant work experience related to the position and contact information of 3 references.
- Copies of relevant degrees/certificates

Applications should be sent via email or by post to:

Ms. Bui Nguyen Thuy - Administrative officer

Center for Creative Initiatives in Health and Population (CCIHP)

No. 48 Group 39 Alley 251/8 Nguyen Khang Street, Can Giay District, Hanoi

Email: [bnthuy@ccihp.org](mailto:bnthuy@ccihp.org)

Please do not contact via telephone

## **10. DEADLINE FOR SUBMISSION**

**23h00 on 15 September 2018** (based on time shown on email and postmark)