TOR 3: Term of Reference for Communications and Training Officer (CTO)

Title: Communications and Training Officer (CTO)
Project title & ID: Strengthening national capacities to respond to Climate Change in Viet Nam, reducing vulnerability and controlling GHG emissions – ID: 00060851
Duty Station: PMU/MONRE, Hanoi, Viet Nam
Duration & timing: 48 months (full time)
Starting Date: November 2008.
Supervision: Project Manager (PM)

Responsibilities

Under direct supervision of the Project Manager, the Communications and Training Officer will work closely with all other project staff, other implementing agencies and contractors to develop and implement a Project Training Programme and A Project Communication Strategy/ Action Plan.

Training Programme:

1. Coordinate the development of A Project Training Plan, including working with project contractor to:
   i) Identify key individuals and professional organisations with whom to work on the development of the Training Programme, training courses, materials, and the delivery of training at the national and provincial level;
   ii) Identify the main target groups for training and assess the time requirements of courses, time limitations of participants, and other design constraints and opportunities for courses;

2. Prepare TORs for to be contracted to professional individuals and specialized organisations who will implement training needs assessment, the development of training courses, and the delivery of training, as required by the Project.

3. Responsible for Monitor and Evaluation and Supervision of the implementation of the Training Programme.

4. Document lessons regarding capacity building, including training needs assessment, planning and methodologies for delivery of training, and share those on a regular basis, for example through newsletters of the Project and/or ISGE/ISG.

5. Participate in quarterly work planning and progress reporting meetings with the NPD, PMU, PPU, and UNDP.

Communications Strategies and Implementation Plan:


2. Prepare monthly, quarterly plan for communication activities, prepare specific program and/or campaign, including networks as detailed in the project document,
and follow up with all activities to ensure they are implemented in a timely manner.

3. Support the work of editors and authors (contracted by the project), the NPD, STA and PM in documenting lessons through reference documents, fact sheets, proceedings and other publications.

4. Be responsible for publication of project results, publication of quarterly newsletters, in close collaboration with the ISGE in MONRE/ ISG in MARD.

5. Participate in quarterly work planning and progress reporting meetings with the NPD, PMU, PPU, and UNDP

Qualifications

1. A master’s degree and at least 5 years experience in a similar communications/training position in capacity building projects and / or organizations in Viet Nam.

2. Experience with modern methods of participatory training, preferably also Training for Trainers.

3. Experience with communication related work/activities in Viet Nam, especially related to environment and sustainable development

4. Excellent communication skills and interpersonal skills and good team spirits.

5. Good oral and excellent written skills in Vietnamese and English.