TERMS OF REFERENCE

Position title: Forestry Community Development Officer

Reports to: Field Project Coordinator

Grade:

Date: July 2nd, 2009

Location: Da Lat City, Lam Dong Province and Bi-Doup Nui Ba National Park.

Background:

The project will work to improve forest protection and conservation of threatened species in and around Bi Doup-Nui Ba National Park, through the adoption of community based forest and wildlife stewardship models within the buffer-zone of the park. Providing communities with the rights and responsibilities to manage these areas gives them a strong incentive for improved management practices, especially if complemented with sustainable livelihood activities. The community development officer will be tasked with building relations and working with the local communities to develop such co-management agreements.

Major Functions:

Under the supervision of WWF TA and project coordinator, and in close collaboration and consultation with the Bi Doup Nui Ba NP board of management, project counterparts and partners, the Community Development Officer will:

- Assist the field project coordinator in daily project implementation process;
- Facilitate discussions and consultations with communities and stakeholders;
- Secure community and stakeholder participation in surveys and awareness activities and trainings;
- Secure community stakeholder participation in project relevant survey or studies;
- Assist design and implementation of surveys of community attitudes towards and behaviour of forest resource and wildlife;
- Secure participation community meetings and other stakeholder workshops to develop participatory management plans;
- Help with the establishment of community enforcement groups;
- Secure community and project stakeholder participation in development of the Monitoring and Evaluation Plan;
- Assist in the development and implementation of the project’s outreach and conservation awareness components;
- Assists in organizing trainings and workshops when appropriate;
- Advise the project TAs on traditional, cultural and other extension-related issues to help promote consistency with traditional and cultural practices in the project area to develop and implement activities;
- Help to develop the co-management agreements between the project staff and the communities;
- Work with the project team to revise annual work plans, budgets; and.
• Assist with any task related to the implementation of the project

**Working Relationships:**

**Internal:** The officer will work under the assigned supervisor, and with other relevant WWF Vietnam colleagues.

**External:** The officer will help liaise with provincial and local partners. He/she will be required to work closely with the team of WWF and IIED and Vietnamese government partners to assist in collecting information, implementing the project and disseminating results.

**Qualifications and Experience:**

1. Preferable a degree in conservation science, natural resource management or related fields;
2. Knowledge and experience working in international and/or non-governmental agencies;
3. Substantial knowledge of Vietnam’s governmental organization system – including co-management
4. Understanding of National Park policy and regulations;
5. Proven ability to liaise, coordinate and cooperate with different governmental agencies and partners;
6. Experience of working in multi-disciplinary team management;
7. Good written and oral communication skills; English fluency.
8. Familiarity with the project area;

**WWF’s Mission and Values:**

It is part of every staff member's terms of reference to contribute to WWF's mission:

*To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:*

- conserving the world's biological diversity
- ensuring that the use of renewable natural resources is sustainable
- reducing pollution and wasteful consumption.

**Prepared by** Name Pham Trong Nhan Date: July 2\textsuperscript{nd} 2009

**Approved by:** Tran Minh Hien Date: ____________

WWF Vietnam Country Director

I have read and understood the above and accept this working Terms Of Reference.

Signature: ____________________________ Date: ____________