

JOB DESCRIPTION

Position title: FSC™ Field Consultant, Project “Promoting Responsible Forest Management and Restoration in Vietnam” (IKEA Phase IV – VN090204) AND Project “Strengthening and Scaling up Responsible Sourcing and Production of Acacia, Rattan and Bamboo by Small-scale Producers” (IKEA Phase V - 9S077305)

Reports to: Project Manager, WWF Vietnam

Supervises:

Location: Quang Tri, Vietnam with frequent travels to other provinces in Central Annamites region as required

Date:

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 environment issues and implemented field activities across the country.

WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>

The WWF-Vietnam supports responsible forest management and FSC™ group certification for forest smallholder plantations. The IKEA funded projects in Quang Tri, Thua Thien Hue and Quang Nam provinces is supported by WWF via the Project “Promoting Responsible Forest Management and Restoration in Vietnam” (IKEA-Phase IV) in Quang Tri, Thua Thien Hue and Quang Nam provinces. The IKEA-IV has been implemented since July 2013 and extended to June 2016. By End of 2014, IKEA has funded the IKEA – phase V project “Strengthening and scaling up responsible sourcing and production of acacia, rattan and bamboo by small-scale producers” for the period 2015-2017 in three countries of Laos, Vietnam and Cambodia, in which the project sites in Vietnam include Quang Tri, Thua Thien-Hue and Quang Nam.

The aims of IKEA-IV funded project “Promoting Responsible Forest Management and Restoration in Vietnam” (PRFMRP) is to maintain natural forests in Central Vietnam and to reduce IKEA’s risk of purchasing controversial wood from high-risk areas by supporting the Vietnamese government forest restoration vision to connect landscape and by sustainable forest use and management through promoting forest certification and increasing the capacity of local companies to meet timber legality requirements. While the IKEA-V aims to take responsible model of forest management to scale by addressing barriers to resource use planning, enterprise financing and development, and market coordination by small-scale producers in IKEA supply chains

In order to achieve the project objective, it has been set up targets as follows:

- For IKEA-IV: By June 2015, there are about 10,000 ha of certification forest area Acacia of smallholders and forest companies, in which about 3,500 ha of smallholder groups and 6,500 by forestry companies.
- For IKEA-V: Area of responsible acacia management in target provinces expanded by the recruitment of small-scale producers and forestry companies into the WWF/GFTN stepwise improvement scheme for FSC certification. The project will aim to extend the stepwise approach: At least 30,000 ha of acacia plantations (20,000 ha owned by smallholders and 10,000 ha owned by plantation companies) of which at least 50% will be FSC-certified

To carry out more effective all the field’s activities on the FSC™ forest certification and legal verification development target, the advisory support from an experienced consultant to the smallholder groups project partners is necessary and required. For that reasons, WWF will recruit a consultant to support all mentioned activities

II. Major Functions:

Supporting the Association of Quang Tri Smallholder Forest Certification Groups (SFCG) on the expanding process of FSC™ certificated forest areas and supporting to establish smallholder groups in Thue Thien Hue and Quang Nam approaching the FSCTM certification

Supporting forestry smallholders in Quang Tri, Quang Nam and Thua Thien Hue to approach successfully legal verification by Vietnam law

III. Major Duties and Responsibilities:

The consultant provides technical supports to the projects that include (a) continued development of Quang Tri SFCG Association with expanding certified forest areas; (b) approaching forest certification FSCTM and legal verification for smallholders in Quang Nam and Thua Thien Hue and (c) project management as follows:

1. Supporting Association of Quang Tri SFCG
 - Providing the advisory support to Executive Board of the Association on planning, reporting and management activities
 - Regularly updating the database to the Association's information management system and assisting WWF on data collection for reporting
 - Regular monitoring in accordance with monitoring plan of the Association and assisting the project evaluation and impact assessment.
 - Advisory support to the Executive Board on the implementation process including (i) conducting FSC™ introduction workshop (ii) identifying potential areas (iii) guiding for establishment of sub-associations (iv) completing Sub-association profiles (v) conducting trainings on group management, forest management, forest inventory (vi) developing forest management plan for sub-association (vii) filling sub-association profile (viii) support the harvesting planning and implementation and (ix) supporting the FSC™ annual audit activities/
 - Supporting the Association to facilitate forestry smallholders approaching legal verification in accordance with Vietnam law
2. Support Quang Nam and Thua Thien Hue provinces on forest certification approach process
 - Providing the advisory support and assistance to partners on the planning, implementing monitoring and reporting process, including trainings
 - Collecting, analyzing and providing data/information related to smallholders for the monitoring and reporting activities of WWF
 - Participating in developing/reviewing technical documents on forest certification FSCTM and other communication materials
 - Assisting partners on the forest certification approach and legal verification process for smallholders including (i) conducting FSC™ and legal verification introduction workshop (ii) identifying potential areas (iii) guiding for establishment of sub-associations (iv) completing Sub-association profiles (v) conducting trainings on group management, forest management, forest inventory (vi) developing forest management plan for sub-association (vii) filling sub-association profile (viii) support the harvesting planning and implementation and (ix) supporting the FSC™ annual audit activities
3. General support on project management
 - Regularly updating field information/database to WWF Project Officers for M&E practice
 - Conduct field monitoring as requested by project following the work-plan
 - Assist WWF staff on other activities if required

IV. Profile:

Required Qualifications

- At least Bachelor of Science in forestry and agriculture, or/and relevant professions
- Proven understanding of the issues in related fields and working experiences on forest certification, legal verification especially on FSC™ standard
- Knowledgeable on conservation and natural resources management
- Knowledgeable of WWF's eco-regional approach to conservation and biodiversity
- At least 5 years experiences on sustainable forest management and forest certification
- Experience on working with governmental officials, local communities/smallholders and/or companies at all levels in forestry and timber production sector

Required Skills and Competencies

- Planning, monitoring and evaluation, reporting, training/workshop, community facilitation and presentation skills.
- Excellent skills on field data collection, analysis and recording that supporting to the monitoring and evaluation and reporting of which related to the smallholder forest certification.

- Proactive and team-working; time management.
- Fluency in written and spoken English
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively; Leading teams; Leading change; Managing Resources

V. Working Relationships:

1. **Internal:** To be close and frequent in co-ordination of WWF' "Promoting Responsible Forest Management and Restoration in Vietnam" Project, including Project Manager, Project Officers and project's consultants (if any)/
2. **External:** To be closely in cooperation and consultation with local stakeholders such as Department of Forestry, Department of Industry and Trade Association of Quang Tri Smallholder Forest Certification Groups, forest companies, district agricultural sub-department and commune people's committees in Quang Tri, Quang Nam and Thua Thien-Hue

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.

Prepared by Supervisor: _____ Date: _____

Accepted by Country Director: _____ Date: _____

Accepted by Staff member: _____ Date: _____