Annex: The Services

Project Liaison Officer for the MDC project

I. Backgrounds

The Mekong Delta and its islands are home to 70 percent of Vietnam’s mangroves and 90 percent of its seagrass beds. Fed by the sediment and nutrients from the Mekong River, these habitats support Vietnam’s richest fishing grounds. However, these habitats are under growing threat. Intensive near-shore fishing has depleted fish stocks, leading to the phenomenon of “fishing down the food chain,” which has ecologically devastating effects. Unsustainable tourism development in Phu Quoc continues to eliminate coral reefs and seagrass beds. Environmental pollution caused by waste generated from aquaculture (including plastic waste) has emerged as a significant concern for the region in recent times. The delta’s mangrove forests, which provide a nursery habitat for sea bass, snapper, and other commercially important species and crucial protection for coastal communities from storm surges, are declining and trapped between rising sea levels and sea dikes. Other climate change impacts, such as prolonged droughts and higher ambient temperatures, made worse by the loss of mangroves and their micro-climate regulation, threaten shrimp stocks.

In partnership with the Government of Vietnam, provincial governments, businesses, management boards, development partners, and fishing communities, the Mekong Delta Coastal Habitat Conservation (MDC) project works to mitigate threats to coastal biodiversity and fisheries and enhance coastal resilience in the delta.

Geographically, the project focuses on the delta’s lowest-lying and most vulnerable coastlines along the East and West Seas (Kien Giang and Soc Trang Province), on the Phu Quoc Marine Protected Area, and on three small island clusters (Hai Tac, Ba Lua, Nam Du) in the West Sea.

The overarching goal of the MDC project is to improve long-term biodiversity conservation and sustainable use in the Mekong Delta and islands, which can be achieved while maintaining individual sectoral jurisdictions and mandates. The project’s three major Components share common linkages to this goal via their focus on sustainable fisheries management, habitat conservation, and improved governance.

The MDC will work with the Government, fishing community, and private sector actors across 3 main Components:

Component 1: Strengthen effective management of Phu Quoc National Park in marine conservation with business participation;

Component 2: Promote sustainable management of fisheries resources from marine ecosystems in Nam Du, Ba Lua, and Hai Tac island clusters;

Component 3: Protect the biodiversity and coastal ecosystems in the Mekong Delta through mangrove enrichment and restoration, environmental protection in aquaculture activities, and supporting livelihoods of fisherman communities in the context of climate change.

The Ministry of Agriculture and Rural Development (MARD) is the line agency of the Project; The Department of Fisheries (DOF) is the owner of the Project. Together with IUCN, the Project Management Unit (PMU) has been established to facilitate project implementation and to coordinate the overall implementation of the Project in the targeted Provinces of Kien Giang and Soc Trang. IUCN’s grant will support the costs of the project implementation. This support covers, among other things, the recruitment of an individual national consultant to serve as the Project Liaison Officer, coordinating between IUCN and the PMU, Kien Giang DARD, Soc Trang DARD and Phu Quoc/Kien Giang MPA Management Board.
II. Objectives

The Consultant will serve as the MDC Project Liaison Officer between IUCN, Project Management Unit (PMU), Kien Giang DARD, Soc Trang DARD, Phu Quoc MPA/Kien Giang MPA management Board, and Technical Working Groups to ensure their engagement, timely implementation of project activities, and effective cooperation between partners at both central and local levels.

III. Scope of work

The consultant will be hired by IUCN and shall be technically and administratively supervised and managed exclusively by IUCN, with the PMU providing support as needed. The total work days allocated for this assignment is around 10 work days per month.

The budget for this consulting service includes consultant fees and costs for implementation (tax and fees are included).

The main tasks include, but are not limited to:

a) Participating as a Project team member in planning and facilitating the project implementation at all levels.

b) Proactively working with IUCN and the PMU to provide recommendations and support to the PMU to ensure the coordination of all project activities. Expected activities are as follows:
   - Prepare quarterly and monthly work plans for the PMU with the approval of the IUCN and facilitate the effective implementation of those plans;
   - Be accountable to the MDC project between IUCN and PMU Director for the PMU’s correspondences for activities and other project documents when necessary;
   - Coordinate event activities between the IUCN, PMU, and local partners (meeting agendas, preparation of presentation documents and taking memorandums, etc.);
   - Support and facilitate the organization and coordination of the Technical Working Groups' and PMU's activities and develop a memorandum of these meetings;
   - Maintain regular and effective communication between IUCN, PMU, Technical Working Groups, and counterparts at national and local levels on routine project activities;
   - Coordinate the organization of project seminars, workshops, trainings, and study tours under the activities led by consultants, implementing agencies, and IUCN;
   - Work on analytical activities as part of the Technical Working Groups and provide recommendations to the PMU, Technical Working Groups, local provinces, and IUCN on administrative and technical matters;
   - Monitor the process of research activities with the departments in charge;
   - Support IUCN and PMU with the quality control of reports which will be developed through the project activities;
   - Proofread the translation of reports and other materials produced by official missions and project consultants;
   - Produce and submit quarterly work progress reports to IUCN and PMU;
   - Ensure lessons and experiences are shared widely and effectively.

C) Perform other tasks as assigned by IUCN and PMU.
IV. Deliverables and payments

Consultant shall submit project progress reports to and with acceptance of IUCN on a monthly basis.

The project progress report will include:
- Description of the activities completed;
- Description of the results, the impact achieved, recommendations, etc.;
- Description of next monthly’s work plan (activities and alternative timelines).

Payment shall be arranged by IUCN via bank transfer and is paid monthly based on the submitted timesheet.

V. Ownership of outputs; right to use

The full and unconditional ownership of the work results and the consultancy outputs will be handed over to IUCN and PMU.

VI. Qualifications and skills

The consultant must hold the following qualifications and skills:

- At least a Bachelor's degree in the major of environmental policy and management or a relevant technical field of study;
- At least 03 years of implementing project experience, coordinating project experience is an advantage in the environmental field; working experience in technical cooperation-funded projects with international organizations in the field of plastic waste/debris management;
- Experience in developing national legally binding documents/policies in relevant fields: marine economy development strategy, marine biodiversity management strategy, etc.;
- Currently working or have experience in an environmental government agency or relevant international development agency, in terms, particularly of environmental governance (especially in waste/debris management), is also a requirement;
- Excellent organizational skills with demonstrated ability to work independently, handle a variety of concurrent activities, rank priorities, organize work efficiently, and deliver assignments in a timely manner, often under time constraints;
- Strong facilitation skills with demonstrated experience in a multi-partner environment;
- Good presentation skills as well as report writing skills;
- Strong analytical and practical problem-solving skills;
- Strong skills in teamwork and demonstrated ability to work in a devolved team situation;
- Fluency in oral and written English (foreign education is preferred);
- Computer literacy, with high proficiency in the use of standard office software applications (e.g., Microsoft Word, Excel, and PowerPoint);
- Willingness and ability to travel within Vietnam;
- Eligibility to provide consulting services for IUCN.
VII. Timeline and Budget

The duration of the contract is 12 months (from July 2024 to June 2025).

Estimated Budget (USD)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit (Month)</th>
<th>Unit Cost (USD)</th>
<th>Total Budget (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDC Project Liaison Officer</td>
<td>Support the effective operation between IUCN and Project Management Unit (PMU) and Technical working groups to ensure their engagement, timely implementation of the project activities, and effective cooperation with partners at both local and central levels</td>
<td>12 months</td>
<td>500</td>
<td>6,000</td>
</tr>
</tbody>
</table>

VIII. Submission

Candidates interested in this position, please send a CV and Letter to Mr. Andrew Wyatt at Andrew.WYATT@iucn.org and cc to Ms. Pham Hong Nhungh: nhung.PHAMHONG@iucn.org no later than July 24th 2024.