

[Job Description](#_top" \o " The job description provides a set of responsibilities for candidates, new employees, and managers to ensure agreement and understanding of the expectations for a specific role. It allows candidates to asses if they are suitable for an open position and provides a guide for recruiters to screen candidates and streamline the recruitment process.After a candidate is selected and on-boarded, the job description can be used as a guide for setting goals and targets when determining annual performance objectives. It can also assist in formulating training and development plans. )

|  |
| --- |
| **JOB INFORMATION** |
| Job Title | Special Project Technical Specialist- Local Value Chain Development (LVCD) - BASIN project | Line Manager Title | Special Project Manager – Building Climate-Adaptive Solutions through Inclusive Market Networks (BASIN) project |
| Grade level | 13 | Department/Office | Operations |
|  |  | Work Location | An Giang province or Ho Chi Minh city |
| **[CONTEXT](#JOB_PURPOSE" \o "The job purpose should state the reason the position exists, its objective, and the degree of supervision needed. Typically, one or two concise sentences capture the main purpose of the job.Example: Under general supervision, this role will develop and deliver on key finance initiatives in order to etc… All components of the job description should be written in a manner that a layperson can understand, with all acronyms spelled out the first time they are used within the description.)**  |
| World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. World Vision helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, World Vision International in Vietnam’s work focuses on children, ensuring that they are protected and their basic needs are met. World Vision International in Vietnam (WVIV) has been funded by 13 support countries in Europe, Asia, the Americas, and Australia. Funding of WVIV consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WVIV employs about 400 staff, of which 99% are Vietnamese nationals. WVIV is operating in 29 Area Programs (AP) in 4 zones: North 1 (Dien Bien, Ha Noi, Hai Phong), North 2 (Thanh Hoa, Hung Yen, Quang Ninh), Central (Quang Tri and Da Nang), and South (Quang Ngai, Ho Chi Minh, Lam Dong). An Giang is a newly included province in WVIV’s plan to expand operations in the Mekong Delta region.The Building Climate-Adaptive Solutions through Inclusive Market Networks (BASIN) project funded by Mekong Australia Partnership (MAP) of Department of Foreign Affairs and Trade of of Australian Government (DFAT) seeks to enhance economic resilience through the promotion of climate-smart agricultural practices in agri-food systems in Cambodia, Laos, and Vietnam, and develop inclusive markets prioritising women and marginalised groups The BASIN project focuses on three main key components: (1) Improved economic resilience through inclusive and climate-resilient business models; (2) Improved agency and more equitable social systems for women and marginalised groups; and (3) Improved regional coordination and knowledge- & evidence-based learning for resilience building The project which is to launch from 01-May-2025 to 30-April-2029 (48 months), will be implemented in Vinh Thuan commune and U Minh Thuong commune, An Giang province. |
| **[JOB PURPOSE](#JOB_PURPOSE" \o "The job purpose should state the reason the position exists, its objective, and the degree of supervision needed. Typically, one or two concise sentences capture the main purpose of the job.Example: Under general supervision, this role will develop and deliver on key finance initiatives in order to etc… All components of the job description should be written in a manner that a layperson can understand, with all acronyms spelled out the first time they are used within the description.)**  |
| To provide technical support to BASIN project in the areas of Local Value Chain Development (LVCD) for the selected on-farm and off-farm commodities, linking farmers to sustainable markets, liaising with value chain actors and supporters, and exploring opportunities for value addition to improve the well-being of children. He/she will work with Project team members and other collaborating project partners and community stakeholders to ensure project objectives are achieved. |
| **[MAJOR RESPONSIBILITIES](#MAJOR_RESPONSIBILITES" \o " This is the foundation of the job description. It conveys the complexity, scope and level of responsibility of the job. As such, it is important to describe the duties and responsibilities as accurately, concisely and completely as possible.    There are three sections in which to document. They are broken up into percent of time, activity and end results.  When developing this section group the responsibility into 3 to 5 buckets that capture the main components of the role. It is helpful to divide the tasks and/or responsibility into daily, weekly, monthly, quarterly or annual to aid in understanding the amount of time each area of responsibility will take. Each main responsibility should include related tasks in the delivery of each responsibility.  Next, list the expectation of how each responsibility will be carried out under End Results. End results should be measurable, and time bound and written in a manner that can inform the development of annual performance objectives.  All components of the job description should be written in a manner that a layperson can understand, with all acronyms spelled out the first time they are used within the description.)** |
| % of time | Activity | End Results |
| 60% | **Project Planning and Implementation- Work closely with regional technical experts and WVIV’s Livelihood Technical Program manager/ specialist to:** * Undertake technical responsibility to BASIN Project on local value chain development.
* Guide project team and local partners on mapping and connecting smallholder farmers for a profitable, effective, commercial agriculture.
* Responsible for project annual budget preparation or request’s submission with inputs on inclusive market systems related activities.
* Work closely with team members, key partners and build their capacities on integrated market-driven approaches and support them to identify opportunities for replication and scale-up.
* Develop or provide inputs into relevant training materials, manuals related to on-farm/ off-farm marketing; co-operative/collective group management, value chain analysis, value chain development planning and upgrading.
* Identify and lead the development of niche marketing opportunities such as organic and fair trade.
* Explore different types of farmer-market linkages to offer opportunity for improving smallholder marketing;
* Undertake the development of sustainable livelihoods initiatives at the community.
* Carry out gender-sensitive participatory market research and value chain analysis: In collaboration with Livelihood Technical Program Officers (TPOs) to work with consultants/ experts to conduct market research analysis, taking into consideration gender sensitivities.
* Train and coach producer groups on business development planning: Collaborate with TPOs to provide training and coaching to producer groups on business development planning. This includes imparting skills in collective production, social entrepreneurship, negotiation, value addition, and marketing.
* Conduct training for agriculture/livestock extension workers, and local partners such as Farmer Union, Women Union on improved agricultural practices: Work with TPOs and consultants/ experts to organize training sessions for extension workers to enhance their knowledge and skills in improved agricultural practices, climate-smart agriculture, nutrition-sensitive agriculture, and natural resource management.
* Promote the use of digital platforms for production planning, monitoring, harvesting and market links.
 | * Enhanced Technical assurance on LVCD
* Annual Project Plans developed timely and in alignment with WV Viet Nam and donor standards
* Timely and accurate reports submitted.
* Sustainable livelihoods initiatives and mechanisms developed and implemented
 |
| 25% | **Monitoring, Evaluation, Reporting, Learning and** **Knowledge Management*** Ensure effective monitoring and supervision of interventions.
* Co-ordinate joint planning, monitoring with relevant stakeholders.
* Develop data collection tools and techniques for monitoring project related interventions including marketing volume and value of commodities at collection centres and cooperatives.
* Conduct monitoring visits to project activities to assess progress against targets and provide technical backstopping to activities in areas where improvements are needed.
* Ensure the documentation of lessons learned, best practices, success stories, case studies and project impacts for sharing at internal and external knowledge sharing forums
* Prepare and submit timely and accurate reports that meet donor requirements.
* Use innovative approaches to monitor and evaluate performance, effectiveness/impacts of livelihoods interventions
* Support in research and project evaluation activities such as; baseline and end line.
* Document case studies/ best practices of market-driven approaches in programming that clearly demonstrate both social transformation and sustainable development outcomes of the interventions
 | * Enhanced result-based reporting and monitoring
* Well documented and disseminated case studies
* Ensure program goal, outcome and output well monitored and tracked.
* Work with Monitoring and Evaluation (M&E) team to ensure availability and usability of monitoring and data collection tools
* Work with M&E team to ensure project indicators are well tracked.
* Targeted household are timely registered and tracked
* Review and disseminate reports for both internal and external audiences
 |
| 10% | **Partnering, Networking, External Engagements** * Identify and build strategic linkages, relations, collaborations and networks with partners and other stakeholders in market systems and financial inclusion
* Ensure effective co-ordination and engagement among BASIN project partners and stakeholders at different levels for successful implementation of the Economic Empowerment Business Plan.
* Build and strengthen effective relations with networks and promote cross learning to enrich BASIN economic development and livelihoods programs in market systems.
* Attend national, international organization events and represent BASIN project in economic development and sustainable livelihood fora, meetings, workshops, conferences and contribute to technical interactions and discussions.
* Identify advocacy opportunities that affect project beneficiaries especially small holder farmers and engage relevant stakeholders for action and influence national and sub-national policies, remove barriers and promote access to agricultural commercialization
 | * Strategic partnerships & engagements enhanced
* Enhanced Integration with stakeholders
* Organize frequent stakeholder’s reflection meetings
* Enhanced working relationship with key partners to ensure sustainability.
* Increased publicity of the project
 |
| 5% | **Other responsibilities:** * Perform any other duties that may be assigned by Direct Supervisor.
 |  |
| **[KNOWLEDGE/QUALIFICATIONS FOR THE ROLE](#KNOWLEDGE_QUALIFICATIONS" \o " Knowledge skills and abilities allow the recruiter and the candidate to understand what experience is required in order to be successful in the role. It should be listed as the minimum amount of education and experience required.  Knowledge: The level of education, experience and training an individual must have at minimum to be considered qualified for the position. Skills: The proficient manual, verbal, or mental manipulation of data or things.  Specific skills such as ability to create, manipulate and utilize spreadsheets, word processing programs, or proficiency in a second language. Abilities:  The competence to perform an observable behavior or a behavior that results in an observable product, e.g., organize or plan work or coach and mentor others. )** |
| Required Professional Experience | * Minimum 5 years of directly relevant professional experience in the area of inclusive market system development, local value chain development or livelihood development.
* Working experience/expertise in agribusiness, value chains, market-based value chains, others.
* Strong experience in working with Government, private sector, NGO, and civil society groups
* Research experience in conducting market assessment and value chain analysis
* Experience in capacity building for local stakeholders/partners.
 |
| Required Education,training, license,registration, andcertification | * A Bachelor Degree in Agribusiness, Economics, Marketing, Rural Development, Development Studies, Project Management, International development or related field. A Master Degree in relevant field is a plus.
 |
| Preferred Knowledgeand Qualifications | * Able to work with a wide range of stakeholders including community-based organizations, local NGOs, local government and officials, donors, and colleagues.
* Strong analytical and problem-solving skills
* Excellent coordination and planning skills
* Excellent team player with minimum supervision
* Excellent facilitation, presentation and reporting kills
* Good understanding of inclusive and holistic programming such as; Climate smart approach, GESI responsive and transformative approaches, Market Led approaches, Financial Management, and mainstreaming strategies and activities into livelihood sector.
* Strong partnering, conflict management, and consensus building, negotiation and contracting skills
* Ability to work under tight deadlines
* Experience working with both formal and informal financial Institutions
* Willingness to work long hours when required
* Ability to speak English fluently
* Self-motivated, innovative, and able to work under pressure
* Willingness to support articulate and demonstrate World Vision’s core values in meaningful ways to colleagues, partners, children, parents and communities.
 |
| Travel and/orWork EnvironmentRequirement | The position requires ability and willingness and willingness to travel to the field up to 30-40% of the time. Local people is preferred.  | PhysicalRequirements | Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals | LanguageRequirements | Vietnamese: FluentEnglish: Intermediate |

|  |
| --- |
| **[KEY WORKING RELATIONSHIPS](#KEY_WORKING_RELATIONSHIPS" \o "Each job will typically have multiple working relationships. In this section, please define the key contacts with whom the incumbent will be required to interact, in order to be successful in the job. Please consider internal contacts outside the immediate department, as well as external contacts.When describing the reason for the contact, describe the interaction in terms of sharing key or complex information, providing business solutions and/or recommendations, or influencing external partners to share in WVI’s vision and mission. )** |
| Contact (within WV or outside WV) | Reason for contact | Frequency of contact |
| THRIVE Project Manager  | Day to day implementation of activities | Daily |
| Regional Integration Managers  | Consultation, joint work planning, and monitoring, reporting | Continuous |
| Project Team Members  | Technical guidance and Support | Daily  |
| Livelihood Technical Team (Technical Manager, Technical Specialist, Technical Program Officers)  | To get technical support  | Daily |
| Program Effectiveness Unit Specialist andProgram Effectiveness Unit Specialist Manager | Technical guidance and Support and escalate issues that necessitate national-level support | Weekly |
| Area Programs Managers | Consultation, operational guidance, approvals, planning | Weekly |
| **[DECISION MAKING](#DECISION_MAKING" \o "In this section please include information that describes the role's authority to act, approve, or make decisions. Please think about the responsibilities of the role in terms of: Supervision of work – Is the WHAT and the HOW clearly prescribed and reviewed. Directed Work – The WHAT is prescribed but the HOW is only prescribed at the level of policies and general rules or precedents. Guided Work – The WHAT is prescribed only in very general terms and the HOW is not prescribed at all, although it would be subject to the general limitations of the organizations’ business and way of doing business.  )** |
| Within WVI Vietnam policies and guidelines |

|  |
| --- |
| **CORE COMPETENCIES** – For all positions, select the top 3 prioritized competencies from below. Click [here](https://careers.wvi.org/uploads/CoreCompetencies%20Pocket%20Guide%20for%20Website.pdf) for a quick overview of our Core Competencies. |
| [ ]  Be Safe and Resilient[x]  Deliver Results | [ ]  Build Relationships[ ]  Be Accountable | [ ]  Learn and Develop[x]  Improve and innovate | [x]  Partner and Collaborate[ ]  Embrace Change |