**TERM OF REFERENCE**

**PROJECT COMMUNICATION AND INFORMATION OFFICER**

**Project name:** Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam

**Position title:** Project Communication and Information Officer

**Duration:** 1 year (full time) with 2 probation months and possible extension,

**Duty station:** Hanoi, Vietnam

**Report to:** Project Manager (PM)

**Project information**

The five-year Green Climate Fund (GCF) project “**Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam**” refer as (GCF Project) seeks to scale up interventions that are already tested to increase the resilience of vulnerable coastal communities. Building on ongoing social protection Project related to housing for the poor and marginalized, the project will incorporate storm and flood resilient design features in new houses benefiting 20,000 poor and highly disaster-exposed people. As part of an integrated response to managing flood risks, 4,000 hectares of mangroves will be rehabilitated and/or planted to function not only as storm surge buffers, but also to provide ecosystem resources that can support coastal livelihoods. Moreover, to support and sustain both the impact of this project as well as future requisite government policy adjustments that strengthen the resilience of coastal and other communities, resources will be used to systematize climate and economic risk assessments for private and public sector application in all 28 coastal provinces of Viet Nam.

**Duties and responsibilities**

* Communication and information Officer will work closely with other staff of the CPMU. Relevant staff of the CPMU will provide necessary technical inputs to the Communication and Information Officer for his/her performance of communication tasks;
* Closely coordinating with Viet Nam UNDP Media and Communication Analyst in relevant tasks to ensure that communication activities will be properly designed and implemented, avoiding waste of money and meeting project communication requirements set by the Donor.

**Specific tasks:**

* Assisting the National Project Director and Project Manager in collecting knowledge, communication documents and distributing to stakeholders and the Donor;
* Drafting the handover strategy of communication products, especially those in need of being further updated and maintained, including the Project website;
* Supporting the organization of communication events, sharing project information and documents to stakeholders at national and international levels;
* Supporting and facilitating the organization of dialogues, forums and communication activities with national and international stakeholders in the connection with the GCF project;
* Supporting the production of communication materials and project results;
* Organizing project related communication activities at community level to ensure that local stakeholders and beneficiaries understand the project through the coordination with focal points of PPMUs.
* Supporting the VNDMA in communication, documentary and information activities;
* Closely coordinating with Viet Nam UNDP Media and Communication Analyst in relevant tasks to ensure that communication activities will be properly designed and implemented, avoiding waste of money and meeting project communication requirements set by the Donor,
* Performing other relevant tasks as required by the National Project Director, National Deputy Director and Project Manager.

**Qualifications and experience**

*Education:*

* University degree in journalism, marketing relating to communication or other relevant fields

*Experience:*

* At least five (5) years of experience in the field of communication. Working experience as communication expert/communication support officer in the implementation of communication strategies in ODA projects and INGO is an advantage.
* Working experience with the UN system will be an asset.
* Working experience with mass media including television, radio and internet;
* Good writing and editing skills;
* Competence in using MS Office software, graphics program and web development;

*Language Requirements:*

* Good English language skills

**Duration**

One-year contract, based on the qualification and performance released in the first year, the contract will be considered for extension until end of the GCF project.

**Duty Station**

Hanoi with travelling to pilot provinces in Vietnam as required.

**Supervision**

The Project Communication and Information Officer will be supervised by the Project Manager

**Salary level and entitlements**

The Project Communication and Information Officer will be compensated according to Reference Category 3 in Project Personnel Pro-forma Cost in the EU-UN Cost Norms.[[1]](#footnote-1)

1. The pro-forma cost is all-inclusive. Compulsory social insurance and health insurance will be deducted from the employee’s salary according to Social Insurance Law and the Health Insurance Law of Vietnam. [↑](#footnote-ref-1)