

TERMS OF REFERENCE

Basic Knowledge of Environment and Climate Change

1. Background

1.1. GRET

GRET, a professionals' association for a fair development created in 1976, is currently involved in more than thirty countries. It works on the main aspects of social and economical development processes, through approaches based on partnership and action research. It combines pilot projects and expertise consultancies, contribution to public policies and documentation and diffusion of references.

1.2. SYNERGIES PROJECT

Synergies (Support Young Network to Empower Rural Groups for Integrating Environment in Society) project is aimed at fostering and strengthening civil society, creating intermediate-level social actors with the organisational wherewithal, competence and knowledge that they need to participate at local level in mitigation, adaptation and sustainable development actions in the face of climate change .

The specific objective of the project is to strengthen the capacities of a network of four local NGOs, especially in the areas of environment and climate change, with practical measures on the ground, awareness raising and support actions for local stakeholders, whilst also fostering integration with national networks.

To achieve the project's goal and objective, three major expected outcomes have been defined as follows:

- The four NGOs and the network will be able to: i) organise their actions efficiently, ii) manage and develop their human resources, in order to iii) build awareness, give advice and support local stakeholders in the areas of environment and climate change
- The four NGOs and the network will contribute actively to environmental development and policy in the countryside, by improving awareness among the population, lobbying local authorities, and providing services and support to the related organisations and local stakeholders concerned
- An effective NERAD network, engaged and working closely with one or more networks at national level to i) obtain support or guidance, ii) bring problems and results to wider attention and exchange information, and iii) engage in dialogue with the authorities

Partners and Project sites

The project intervenes in 04 provinces: Phu Tho, Vinh Phuc, Hung Yen and Thanh Hoa. In each province it has a formal partner who partnership with GRET to implement the project in their home site; Hadeva in Phu Tho, Song Hong Center in Vinh Phuc, ARECA in Hung Yen and CRD in Thanh Hoa. Training and capacity building activities of the project will be focused on these 04 organizations.

2. Scope of work

2.1. Training objectives

After to be trained, the trainees able to:

- Have understanding of key concepts and definitions of environment, pollution and climate change
- Have basic knowledge of International conventions, protocols and relevant frameworks
- Have basic knowledge of national environmental law, decrees, and policies on environment and climate change
- Identify the actors of different levels involving in E&CC in Vietnam and the interaction between these actors
- Have knowledge about National Targeted Programme and National Action Plan on environment and climate change
- Identify the most concerned current issues on E&CC in Viet Nam

2.2. Trainees

- Staff members of Hadeva, Sông Hoàng Centre, Areca and CRD
- 16-20 trainees

2.3. Location

- Vinh Yên, Vinh Phúc (undetermined)

2.4. Tentative schedule

- 02 - 03 days in house training
- The training course may be taken place from 26 to 28/11/2011
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No	Tasks	Days
1	Meeting with project team and study project/relevant documents	01
2	Prepare training hand-out and presentation	03
3	Training delivery	03
4	Training report	01
	Total	08

2.5. Suggested training programme

- ☞ Key concepts and definitions of environment, pollution and climate change
- ☞ Main points of International Conventions, Protocols and relevant action frameworks
- ☞ National Targeted Programme and National Action Plan on environment and climate change (including official documents and being drafted documents if possible)

- ☞ National environmental law, decrees, and policies on environment and climate change
- ☞ The different actors involving in the domain of E&CC in Viet Nam
- ☞ The hottest current issues on E&CC in Viet Nam

2.6. Methodology

- Participatory training methods such as brain-storming, group discussion, role play, case study, demonstration, mini lecture...and visual-aids tools must be applied in the training
- The best practices and real life story should be employed
- Actual problem-based learning is appreciated.

2.7. Responsibilities

- Submit a **technical proposal** (training programme and training curricular according to training objectives and suggested training programme of SYNERGIES) and **financial proposal**. After that the training programme in detail will be approved by both Synergies and consultant.
- Develop and finalize training hand-out according to approved training programme then submit to Synergies 05 days before the training taking place.
- Responsible for all technical aspects in term of producing relevant documents, presentation and lecturing.
- Preparation of training tools
- Post training evaluation and produce training report in both English and Vietnamese and submit to Synergies after 05 days the training finished.

2.8. Benefits

- Be provided necessary information relates to the project, partners and trainees in order to prepare training programme/documents
- Free hotel in the field job
- Free round trip travel
- Per diem for working days in the field based on GRET's cost norm
- Remuneration for preparation and lecture commensurate with qualification as well as GRET's procedures

2.9. Requirements

- Vietnamese Nationality.
- Graduated from environmental management, environment and development or related disciplines; Master or PhD degree is preferred
- At least 5 years experience in training, research or implementation of environment and climate change projects/programmes

- Having knowledge of local civil society organizations, cooperatives and collective economic is an advantage.
- Hands-on experience in development of training programme, training documents and skills in training, facilitation for the adult.
- Very good communication and presentation skills
- Good verbal and written English
- Excellent computer skills (Word, Excel, PowerPoint and the Internet)
- Experience in working with International Non-governmental Organizations is an advantage

3. Contact

Interested candidates please send CV together with technical and financial proposals to following email: gretvn@gret.org.vn and phan.nguy.truong@gret.org.vn before 17h00, 31/10/2011.