USAID Climate Resilient Agriculture in the Mekong Delta (CRM)

SCOPE OF WORK

Grants Manager

1. INTRODUCTION

CRM is a five-year project working to enhance the resilience of the Mekong Delta's communities, ecosystems, and livelihoods. Working across five provinces of Dong Thap, Kien Giang, Ca Mau, Soc Trang, and Tra Vinh, CRM will further strengthen the effective partnership between USAID and the Government of Vietnam (GVN) to support Vietnam's development goals and contribute to U.S. government strategies and targets.

CRM activities are organized within three interconnected objectives and one cross-cutting theme:

- ***Objective 1: Strengthen climate change resilience of the most vulnerable populations.*** CRM will engage stakeholders to assess and address vulnerability through enhanced climate information services, resilient livelihood and safety net models, improved provincial plans, and increased access to finance.
- ***Objective 2: Strengthen management and restoration of natural ecosystems to provide ecosystem goods and services.*** CRM will take an inclusive participatory approach to identify entry points to support evidence-based transformation of legal and governance frameworks, improve management capacity, and incentivize natural resource conservation.
- ***Objective 3: Reduce methane emissions through low-emission and sustainable agriculture practices***. CRM will work with GVN and stakeholders across value chains to assess gaps and opportunities and harness payment for environmental services schemes and other results-based finance mechanisms to reduce intensive rice farming and GHG emissions and drive transformation through a market systems approach.
- ***Cross-cutting focus: Develop and implement policies to advance climate actions and biodiversity conservation***. CRM will also work with GVN and stakeholders to enhance development, harmonization, and implementation of policies, as well as to strengthen national and sub-national coordination. CRM will engage key stakeholders to influence and incentivize policy, practice, and behavior in favor of transformation.

CRM will be implemented during the period of 2023-2028 by Winrock International with a consortium of Vietnamese and international partners. GVN counterparts are the Ministry of Agriculture and Rural Development and the Management Board of Forest Projects.

2. POSITION DESCRIPTION

The Grants Manager is responsible for proactively overseeing grants management and integrating its work with teams across the project (both Technical and Operational teams). This includes management of the day-to-day grants systems, data, and workflow. The Grants Manager will lead the Grants team in delivering high quality grants administration. This includes developing, recommending, and implementing compliant and efficient policies and processes related to the grants lifecycle. Management level decision-making is required for related policies, practices, and strategic direction.

CRM has a localization target (funds committed to local actors) and we expect upcoming grants and local procurements to comprise about 60% of the overall localization target.

This position will supervise at least two Grants Assistants.

Position location
S/he will be based in CRM's Can Tho Office, with travel as required for project activities.

3. RESPONSIBILITIES

Specific responsibilities include but are not limited to:

- Ensure full compliance with all applicable USAID and Winrock policies, practices, and procedures (ADS, CFR, CRM Grants Manual), including grant solicitation and selection procedures, grant awards, grant implementation, grant monitoring and evaluation and grant closeouts.
- Work closely with grantees to build their capacity on managing grants that are compliant with USAID regulations.
- Develop and issue Requests for Information (RFIs), Requests for Applications (RFAs) and/or Annual Program Statements (APSs) and/or other official contractual announcements for grantees to apply for project grants.
- Work closely with Winrock's Home Office Awards Management team on developing grants RFIs, RFAs, APSs and Grant Agreements.
- Support the Technical Team to develop technical scopes of work as part of RFIs, RFAs, APSs, and other official contractual announcements.
- Receive and review grant applications, and set up grant selection committees, as applicable.
- Develop score sheets and track incoming applications.
- Review grant budgets and grant requirements for compliance.
- Develop tracking tools to monitor grants implementation.
- In coordination with the Technical Team, monitor grants implementation to ensure milestones and payments are met.
- Liaise with identified grantees and communities within the area of responsibility to assist with the development and implementation of projects; develop and maintain friendly, open, and professional relationships with local counterparts, project beneficiaries, contractors, suppliers, other international organizations as well as local and national authorities.
- Support the drafting of grant proposals and other related documents to be submitted for approval by project management and ensure necessary feasibility studies, market analysis, and socio-economic assessments meet project guidelines for resource support; monitor proper implementation of approved grants.
- Work closely and collaboratively with Procurement (including developing Purchase Requisitions) to ensure that materials and equipment are delivered to grantees and training for their proper use is conducted. Serve as a resource to the grantee throughout the grant lifecycle to provide the necessary support for equipment.
- Ensure return of the project equipment (unless USAID approves the grantees to retain them for future use).
- Maintain accurate and timely program and grant documentation and database management ensuring that completed grants are closed in a timely way and according to deadlines.
- Travel as necessary and applicable.
- Perform other tasks as requested by the Deputy Chief of Party/Operations.

4. REQUIRED QUALIFICATION AND EXPERIENCE

Education:

- Bachelor's Degree or equivalent. Degree in international development, international economics, business administration or a relevant field is preferred. Additional education, certifications, or experience is advantageous.

Experience:

- 7 years Grants Management experience.
- Experience working for an international development agency (NGO or other) on a USAID funded activity is a strong plus.
- Experience working in a multi-cultural team, across numerous time zones.
- Previous supervisory experience preferred.

Skills:

- Proven experience as a Grants Manager or equivalent position with ability to guide and mentor junior staff.
- Excellent organizational and time management skills.
- Attention to detail and ability to manage, prioritize and complete multiple tasks simultaneously and under pressure.
- Flexibility and ability to work in busy environment.
- Excellent communication and interpersonal skills and ability to communicate and interact courteously, competently, professionally, and discreetly at all levels within a diverse work environment.
- Ability to work effectively both as a team member and independently.
- Demonstrated adaptability and ability to manage in a fast-paced environment.
- Able to travel (at times with limited advance notice).
- Positive attitude and motivation to learn.
- Creativity and enthusiasm to tackle new challenges.
- Fluency in English and Vietnamese.
- Proficient in Microsoft Office.

5. SUPERVISOR

The Grants Manager reports to the Deputy Chief of Party, Operations (DCOP/O). Please note the DCOP/O works out of the CRM Hanoi Office, with frequent travel to Can Tho.

6. HOW TO APPLY

Interested candidates with the required qualifications and experience are invited to send a letter of interest and a full CV in English to vietnamjobs@winrock.org with subject line of "Your full name – Grants Manager" no later than November 22nd, 2024.

We would like to thank all applicants for their interest but only candidates who meet the requisite criteria and are shortlisted will be contacted.