

TERMS OF REFERENCE (TOR)

Position: Local Coordinator – ST4SD Project in Ha Giang Province

1. Background

The "**Swiss Tourism for Sustainable Development in Vietnam**" (ST4SD) project is funded by the Swiss State Secretariat for Economic Affairs (SECO) and implemented by ST4SD. The project aims to promote sustainable, inclusive, and community-based tourism in high-potential but underdeveloped regions.

In Ha Giang, the project is being piloted in **Ban Khun (Bang Lang commune, Quang Binh district)** and **Lung Hau village (Thai An commune, Quan Ba district)**. We are seeking a **Local Coordinator** to support and ensure effective implementation of project activities on the ground.

2. Objective of the Position

To assist in the coordination, supervision, and reporting of capacity-building and sustainable community-based tourism development activities in Ha Giang province – with a primary focus on Ban Khun – under the ST4SD Project.

3. Key Responsibilities

a. Local coordination

- Coordinate with local authorities and communities to develop and implement action plans in Ban Khun and other intervention sites.
- Support the organization of training sessions, workshops, and community events as per project work plans.
- Monitor progress and provide timely updates on field-level challenges and needs.

b. Reporting & communication

- Collect and document field information and prepare periodic progress reports (weekly/monthly).
- Identify and report risks and implementation issues, suggest mitigation measures

c. Support standard development and training supervision

- Participate in the development of local standards for homestay management, tourism experiences, safety, sanitation, and hospitality services.

- Oversee training activities, assess implementation quality through pre and post training test administration, gather feedback, and propose improvements as needed.

4. Candidate Requirements

- **University degree in Tourism, Hospitality Management, or related fields.**
- Minimum **3 years of practical experience** working with **community-based tourism (CBT)**, preferably with hands-on implementation at the local level.
- Proven experience as a **tour guide**, with strong knowledge of cultures of local minority groups and ability to lead guest experiences.
- **Professional English proficiency** in both speaking and writing; experience working with international experts is a plus.
- Strong skills in coordination, communication, teamwork, and problem-solving.
- **Living in Ha Giang province** and good knowledge of the local context.
- **Willingness to travel within Ha Giang province and in Vietnam**

5. Benefits

- Be part of a prestigious international development project that contributes to sustainable growth and improved livelihoods for ethnic communities in Ha Giang.
- Receive mentorship and capacity-building support from national and international tourism experts.
- **Competitive remuneration** based on workload and performance.
- Opportunities to expand professional networks and develop a long-term career in sustainable tourism.

6. Duration and Location

- **Duration:** one year, with possibility of extension based on performance and project needs.
- **Location:** Mainly in Quang Binh and Quan Ba districts, Ha Giang province, with potential travel within the province or to other project training sites.

7. Application Process

Interested candidates are invited to submit:

- A **CV** (in English)
- A **Motivation Letter** outlining their interest and qualifications for the position

 **Email for applications:** assist3@st4sd.vn or cm3@st4sd.vn

 **Deadline for submission:** June 18, 2025

 **Only shortlisted candidates will be contacted for interviews.**