



**Project Document**  
**Support to Early Recovery Process in Viet Nam after Ketsana Typhoon**

**UNDAF Outcomes:**

- Government economic policies support growth that is more equitable, inclusive and sustainable

**Expected CP Outcome/Indicator (s):**

- Outcome 5: Viet Nam has adequate policies and capacities to effectively reduce risks of, and vulnerability to, natural disasters, communicable diseases, and other emergencies.

**OP2 Expected Output(s)/Indicator(s):**

- 5.2. Institutional systems and processes strengthened to enhance coordinated and integrated DRR actions and adaptation to global climate change, at national and provincial level

**Implementing Agency:** UNDP Viet Nam

**Brief Description**

Storm No. 9 (international name, Ketsana) hit the coast of Viet Nam on 29<sup>th</sup> September 2009 near the city of Quang Ngai in central Viet Nam. Overall, fourteen (14) provinces were affected<sup>1</sup> with an estimated economic loss of \$US 800 million. On November 2<sup>nd</sup>, typhoon Mirinae also struck the coast of Viet nam causing extensive damage and affecting similar provinces as Typhoon Ketsana...

This project aims to build capacity for UNDP CO to lead the Early Recovery process in the country and provide adequate support to national authorities in the process of outlining a National Early Recovery Framework after the devastating impact of both Typhoon Ketsana and Mirinae. This will be achieved by placing an Early Recovery Specialist supported by TRAC 3 funds, in UNDP CO Viet Nam.

The project will be implemented in line with Category II (Response to Sudden Crisis) of the TRAC 1.1.3 guidelines.

Programme Period: CPAP 2008-2012  
 Programme Component: Outcome 5  
 Project Title: Support to Early Recovery Process in Viet Nam after Ketsana Typhoon  
 Project ID:  
 Project Duration: Nov 2009 - March 2010  
 Management Arrangement: DEX

Total Budget	US\$ 100,000
Allocated resources:	US\$ 100,000
• Government	-
• Regular (TRAC 1.1.3)	US\$ 100,000
• Other:	
• In kind contributions:	
Unfunded budget:	

**Agreed by (Executing entity):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Agreed by (UNDP Viet Nam):** D. Yamazaki **Date** 15/11/09

<sup>1</sup> Ha Tinh, Quang Binh, Quang Tri, Thua Thien Hue, Da Nang, Quang Nam, Quang Ngai, Binh Dinh, Phu Yen, Kon Tum, Dac Lac, Dac Nong, Lam Dong and Gia Lai Province.



In weeks after typhoon Ketsana, the Health, WASH, Nutrition, Education, Livelihoods and Early Recovery clusters were initiated and are meeting regularly to ensure a coordinated response. Clusters are increasingly devoting their attention to early recovery needs for both typhoons. A number of non-government agencies, notably Save the Children and Oxfam GB are in the process of undertaking early recovery/livelihood assessments in some of the worst affected provinces.

### **Preliminary Needs:**

In response to both typhoons, the need for proper Early Recovery planning is necessary in order to ensure that affected individuals are able to recover completely and to clearly link ongoing emergency relief to long-term development plans already in place in the country.

UNDP Viet Nam recognizes a lack in its capacity to properly take on the lead of early recovery efforts. Limited human resources are impeding its role to lead the Early Recovery cluster and provide guidance and support to the government of Viet Nam in the transition from emergency to long-term development plans.

An ER cluster specialist could help to develop and strengthen the cluster and work with different stakeholders in the UN and with DMWG members in the affected provinces to map ER needs. Once this is done, and in conjunction with other clusters, to examine and develop appropriate responses to address the identified gaps. The early recovery cluster specialist with other early recovery cluster members, will be in a position to outline an ER programme and have initial financial estimations.

## **II. STRATEGY**

### **Objectives and Expected Outputs**

The project will respond to the needs of UNDP Viet Nam to boost its capacity to effectively lead the Early Recovery Cluster and work with international actors and the Government of Viet Nam to support a more comprehensive early recovery needs assessment, coordination and resource mobilization for early recovery.

The project will be implemented in line with Category II (Response to Sudden Crisis) of the TRAC 1.1.3 guidelines. The requested funding of US\$ 100,000 will address the coordination needs of the early recovery efforts and will be carried out under the leadership of the UN Resident Coordinator as well as strengthen the capacity of the responsible government departments, UNDP, clusters and affected communities in laying the foundation for recovery. More specifically, the project will achieve two outputs:

- **Output 1: Early Recovery Cluster Functions Strengthened:** The Early Recovery Cluster's capacity to coordinate early recovery efforts and identify and cover gaps in coverage will be strengthened through the provision of expertise to enhance the cluster's activities and scope while liaising with the Government and other development partners.
- **Output 2: UNDP CO Capacity Enhanced to Address the Emergency and to effectively lead the Early Recovery Cluster:** Given the capacity constraints within the CO this Output

will ensure that the Early Recovery Cluster is well established, with a clear mandate and clear plan for the future. This may include the planning and management of early recovery assessment teams to affected communities to understand the early recovery needs.

**The above outputs will be monitored on a regular basis and achievements will be captured through results-based reports**, as described under section VI, Monitoring and Evaluation. Lessons learned will be documented and relevant communication materials prepared. Resources **(3,500)** have been set aside in the project budget for monitoring, oversight and communication.

### III. RESULTS AND RESOURCES FRAMEWORK

<p><b>Expected as One Plan Outcome: 5.2</b> Institutional systems and processes strengthened to enhance coordinated and integrated DRR actions and adaptation to global climate change, at national and provincial level.</p> <p><b>Expected CPAP Outcome<sup>2</sup>: 3.1.</b> Viet Nam has adequate capacity to effectively reduce risks of, and respond to, climate-related disasters, particularly among the most vulnerable groups.</p> <p><b>Outcome indicators as stated in the CPAP: NA</b></p> <p><b>Applicable UNDP Strategic Plan: Supporting crisis prevention and recovery;</b> Outcome 5: Post-disaster governance capacity strengthened, including measures to ensure the reduction of future vulnerabilities.</p> <p><b>Partnership Strategy:</b> All activities will be coordinated with the Ministry of Agriculture and Rural Development (Disaster Management Centre) and the Ministry of Planning and Investment of the Government of Viet Nam, and the UNDP Disaster Management Team (UNMT).</p> <p><b>Project title and ID (ATLAS Award ID): Support to Early Recovery Process in Viet Nam after Ketsana Typhoon</b></p>			
Intended Outcomes	Indicative Activities	Responsible parties	Inputs
<p><b>Output 1: Early Recovery cluster functions strengthened</b></p>	<p>1.1. Recruit early recovery team (including international specialist and a local support staff) to enhance liaison activities both within the UN and between the UN, the government and other development partners for early recovery</p> <p>1.2. Develop the ER coordination and mainstreaming mechanism and management tools and disseminate to relevant agencies within the cluster</p>	UNDP	US\$ 86,000
<p><b>Output 2: UNDP CO capacity enhanced to address the emergency and to effectively lead the Early Recovery Cluster</b></p>	<p>2.1. Conduct joint early recovery needs assessment of worst affected areas with optimum participation by UN agencies and other stakeholders.</p> <p>2.2. Consultation with Government Ministries and departments, experts and stakeholders to gather all necessary information</p> <p>2.3. Develop materials and carry out capacity training on the Cluster Approach and Early Recovery for Government and other DRM stakeholders</p>	UNDP	US\$ 10,500

<sup>2</sup> The One Plan 2 was approved in 2008 that includes outcomes, outputs from all agencies country programme, including UNDP. Thus, the OP2 Outcomes cover UNDP CPAP Outcomes.

#### IV. ANNUAL WORK PLAN BUDGET

Project period November 2009 to May 2010

Project ID & title: Support to Early Recovery Process in Viet Nam after Ketsana Typhoon

EXPECTED OUTPUTS and indicators	PLANNED ACTIVITIES	TIMEFRAME				RES. PART Y	PLANNED BUDGET		
		Q4/09	Q1/10	Q2/10	Q3/10		Source of Funds	Budget Description	Amount
<p><b>1. Early Recovery Cluster functions strengthened</b>  <i>Indicators: Coordinated response to early recovery needs ensured through regular coordination meetings and communication at both central and district level</i></p>	<p><b>Activity 1.1:</b> Recruit early recovery team (including international specialist and a local support staff) to enhance liaison activities both within the UN and between the UN, the government and other development partners for early recovery</p>	X	X			UNDP	71200  71400	International Consultants  Local consultants	74,000  7,000
<p><b>Target:</b>  <i>Updated Early Recovery Terms of Reference and preparedness frameworks Guidance on Interagency coordination and mainstreaming of ER ER need assessment and analysis format Mainstreaming M&amp;R mechanism</i></p>	<p><b>Activity 1.2</b> Develop the ER coordination and mainstreaming mechanism and management tools and disseminate to relevant agencies within the cluster</p>	X	X			UNDP	71600 74500	Travel Miscellaneous Expenses	3,000 2,000
Subtotal output 1									<b>86,000</b>
<p><b>2. UNDP CO capacity enhanced to address the disaster situation and to lead effectively the Early</b></p>	<p><b>Activity 2.1.</b> Support the conducting of joint early recovery needs assessment of worst affected areas - with optimum participation by UN agencies and other</p>								

EXPECTED OUTPUTS and indicators	PLANNED ACTIVITIES	TIMEFRAME				RES. PART Y	PLANNED BUDGET		
		Q4/09	Q1/10	Q2/10	Q3/10		Source of Funds	Budget Description	Amount
<b>Recovery Cluster</b> <i>Indicator: Joint early recovery needs assessment mission completed with participation of sectoral UN agency and Disaster Management Working group members</i>	stakeholders – to examine gaps in provision of early recovery assistance to affect populations	X				UNDP	71600	Travel	1,000
Target: A set of materials for ER training 20 people from key agencies trained on ER	<b>Activity 2.2</b> Consultation with Government ministries, departments, experts and stakeholders to gather all necessary information	X	X			UNDP	74500	Miscellaneous Expenses (meeting)	2,000
	<b>Activity 2.3</b> Develop materials and carry out capacity training on the Cluster Approach and Early Recovery for Government and other DRM stakeholders	X	X			UNDP	74100	Professional Services (training facility) Travel	4,000
							74500	Miscellaneous Expenses (meeting)	500
Subtotal output 2									<b>10,500</b>
<b>Project management</b>	Publication	X	X	X		UNDP	74200	Miscellaneous Expenses (printing) Travel	2,000
Subtotal management	Monitoring and oversight						71600		1,500
<b>TOTAL</b>									<b>3,500</b>
									<b>100,000</b>

## V. MANAGEMENT ARRANGEMENTS

The project will be subject to Direct Execution by UNDP and will follow the established procedures for effective delivery of project results. UNDP Country Director will be the Project Director. The project will be managed by a Programme Officer within the Sustainable Development Cluster of the UNDP CO.

All activities will be coordinated with the Disaster Management Center, Government of Viet Nam, and the UN Programme Coordination Group on Natural Disasters and Emergencies (PCG 10)

## VI. MONITORING AND EVALUATION

Monitoring will be ensured by the Programme Officer within UNDP CO. Quarterly progress reports will be provided.

An end-of-project report / Final Report shall be prepared on completion of activities reflecting the overall achievements under the project. This report shall provide valuable inputs for assessing the overall effectiveness and relevance of the interventions. The end project report shall help assess the success of the project to contribute towards sustainable recovery and risk reduction process.

## VII. RISK MANAGEMENT

Risk	Level of Risk	Mitigating Actions
OPERATION: Participation of ER cluster member may be constrained by the time limit of the project	Moderate	Well prepared documents for the meeting must be in place and shared with the cluster member as early as possible.  Obtained early confirmation from the cluster member is necessary for all events
OPERATION: The recruitment process (for the technical specialist on ER) under UNDP rules may take long time	High	Request for waiver for competitive recruitment is required.  Early identification of competent candidate is highly recommended.
<b>OVERALL</b>		<b>High to Moderate</b>

## IX. ANNEXES

- TOR for Early Recovery specialist



## TERMS OF REFERENCE

### FOR SPECIAL SERVICE AGREEMENT

**TITLE: Early Recovery Cluster-Specialist (International)**

**COUNTRY OF ASSIGNMENT: Viet Nam**

#### **1) GENERAL BACKGROUND**

Typhoon Ketsana hit the Central region of Viet Nam on September 29 2009. As the typhoon had already hit the Philippines, the Government of Viet Nam (GoV) undertook a widespread evacuation scheme relocating close to 200,000 people prior to the typhoon making landfall. Through this early action many lives were saved but the typhoon caused significant damage to infrastructure, crops and livelihoods.

The government has distributed food and emergency support to the affected regions. NGOs and UN agencies have also been supporting the national efforts through the provision of medication, food and shelter material. Although the government of Viet Nam has not made, nor is expected to make, an international appeal the People's Aid Coordination Committee (PACCOM) has sent a letter asking for support from in-country NGOs.

Due to the intensity and severity of the floods, the Disaster Management Working Group (DMWG), with the support from the People's Aid Coordination Committee (PACCOM), agreed to send six (6) joint assessment teams to the most affected provinces to corroborate the data; identify the immediate humanitarian needs of the population and ensure that cross-cutting issues, such as gender and ethnic minorities, were addressed.

On the 6<sup>th</sup> October, the teams reported their findings at a meeting convened by the GoV and the United Nations. The main recommendations for people in the affected areas included food aid, school equipment, non-food items and roofing materials for damaged houses.

There is a clear need for proper early recovery assessment in planning in order to ensure that affected individuals are able to recover completely and to clearly link emergency relief to long-term development plans already in place in the country. Already, the early recovery cluster has been activated along with the health, WASH, education, nutrition and livelihood cluster.

A three-year UNDP technical assistance project (until December 2011) entitled: "*Strengthening institutional capacity for Disaster Risk Management in Viet Nam, including climate change-related disasters*" was approved in September 2008 by the Government of Viet Nam.

The project supports the objectives of the *National Strategy for Disaster Prevention, Response and Mitigation to 2020* and the *Action Plan Framework for Adaptation to Climate Change in the Agriculture and Rural Development Sector Period 2008-2020* prepared by MARD, as well as the *National Target Program to Respond to Climate Change* prepared by Ministry of Natural Resources and the Environment (MoNRE) in consultation with MARD.

Under this project, a team of consultants is working to support the formulation and issuance of national guidelines for emergency response and early recovery - including the supply and distribution of food and medicines with a focus on the most vulnerable groups (i.e. women, children and the elderly) - that address disaster risk reduction (DRR). The Early Recovery Specialist is expected to work closely with this team of consultants to ensure that there is coherence between the actual work of the Specialist and the cluster members and that guidelines being developed reflect this reality.

## **2) OBJECTIVES OF THE ASSIGNMENT**

Under the overall guidance of the Deputy-Resident Representative (programmes) in country and the direct supervision of the Head sustainable Development Cluster, the Specialist will work closely with cluster members to facilitate the work of the cluster. S/he will be responsible for the development and planning of an early recovery response for the country. The Specialist will ensure that the response plan is coherent with national strategies and links the capacity of in-country humanitarian actors to long-term development plans.

## **3) SCOPE OF WORK**

### **Inter-agency coordination and mainstreaming of early recovery at national levels**

- Coordination with the other clusters<sup>3</sup> especially regarding early recovery activities being undertaken by them and provide support (as required) for the preparation of implementation plans;
- Ensure complementarities of different humanitarian and development actors' actions including, but not limited to, the Disaster Management Working Group (DMWG) members, Joint Advocacy Network Initiative (JANI) members, Central Committee for Flood and Storm Control (CCFSC) the Department of Dyke Management and Flood and Storm Control (DDMFSC) and the Disaster Management Center (DMC);
- Secure commitments from humanitarian and development partners in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the cluster, with clearly defined focal points for specific issues where necessary;
- Promote emergency response actions while at the same time considering the need for early recovery planning as well as disaster risk reduction concerns and 'building back better' strategies;
- Ensure cluster coordination mechanisms are adapted over time to reflect the capacities of local actors and the engagement of development partners;
- Work closely with the emergency and early recovery guidelines consultant team (under UNDP-MARD project) to avoid overlap and ensure complementarities.

### **Attention to priority cross-cutting issues**

- Ensure integration of agreed priority cross cutting issues in cluster needs assessment, analysis, planning, monitoring and response (e.g. age, diversity, environment, gender, HIV/AIDS and human rights) and contribute to the development of appropriate strategies to address these issues;
- Ensure gender-sensitive programming and promote gender equality.

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<sup>3</sup> Following Typhoon Ketsana, along with the Early Recovery cluster, the following clusters were initiated Health, WASH, Livelihoods, Nutrition and Education.

### **Needs assessment and analysis**

- Ensure effective and coherent multi-cluster needs assessment through close liaison with the DMWG prior to future rapid assessments and analysis involving all relevant partners;
- Engage with the damage and needs assessment consultant team on the development of sectoral assessment format.

### **Planning and strategy development**

- Ensure predictable action within the cluster for the following:
  - Identification of gaps
  - Developing/updating agreed response strategies and action plans for the sector and ensuring that these adequately reflect the overall country early recovery strategy
  - Developing a deactivation, or transition, strategy for the cluster;
- Develop a set of materials for training and capacity building for government and other stakeholders on the cluster approach.

### **Monitoring and reporting**

- Ensure adequate monitoring mechanisms are in place to review impact of the cluster and progress against implementation plans;
- Ensure adequate reporting and effective information sharing with due regard for age and sex disaggregation.

## **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The assignment will be for an initial period of 6 months, with the possibility of an extension (depending upon the disaster situation in the coming months and the scale of early recovery needs and intervention).

The Early Recovery Specialist will be based in the UNDP-supported Project Management Unit in the Ministry of Agriculture and Rural Development in Hanoi with regular visits to other UN agency offices in the capital.

Travel to the 6 most affected provinces and to the regional disaster risk management centers in Da Nang and Quang Ngai is expected.

## **5) FINAL PRODUCTS**

1. Recommendations for inter-agency coordination and mainstreaming of early recovery at the national level, that adopt participatory and community-based approaches and prioritize cross-cutting issues
2. Early recovery needs assessment and analysis formats
3. Compilation of Cluster Strategic Action Plans
4. Training and a set of materials for early recovery training
5. Mainstreaming monitoring and reporting mechanisms
6. 15 page final report (excluding annexes)..

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The Early Recovery Specialist will report to the UNDP Head of the Sustainable Development Cluster and receive day to day support and guidance from the PMU and the UNDP PO.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- University degree in international relations, public administration, development studies, Disaster Risk Management, or other relevant field; or equivalent combination of education and professional experience in a related field
- At least 8-10 years of progressively responsible professional experience in programme management and coordination, the Cluster Leadership Approach
- At least 5 years international experience. Part of that experience must be in the field involved with high-level interactions and inter-agency coordination in post-conflict settings.
- Professional experience in Viet Nam is an asset.

## 8) Administrative support and reference documents

Administrative support would be provided both through the UNDP disaster management team and its Project Management Unit.

### *Attachments:*

- 1) Cluster Approach feasibility study
- 2) ToR of the Early Recovery cluster
- 3) Rapid Assessment reports following Typhoon Ketsana

## 9) REVIEW TIME REQUIRED AND PAYMENT TERM

Review/approval time required to review/approve outputs prior to authorizing payments.

The payments would be in the form of a lump sum (based upon current UN/EU Cost Norms (November 2009), the specific payment milestones are:

35% upon approval of work schedule;

35% upon acceptance of midterm report;

30% upon approval of final report and annexes.

## 10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE                       PARTIAL                       INTERMITTENT                       FULL-TIME