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I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GEF PPG

Objective & Final Outputs

The objective of the GEF PPG is to develop the project concept into a full project: “Strengthen Viet Nam’s capacities to manage data flows and report information adequately to fulfill the enhanced transparency framework of the Paris Agreement requirements”. As described in the project concept PIF, this project aims to strengthen the current national MRV system to meet the transparency requirements as defined in the Article 13 of the Paris Agreement by building capacities and tools at national level to measure and report on GHG emissions, mitigation actions and funding. This project will be implemented using DIM modality.

The following information is to be consulted as background for the GEF PPG phase:

- PIF cleared by GEF Secretariat
- SESP pre-screening (of PIF)
- Comments from GEF Secretariat
- [Annotated UNDP-NCE Project Document Template](#) and associated guidance included therein
- [UNDP policies and procedures](#)
- UNDP-NCE guidance notes on GEF project development (which will be provided by the RTA) and
- GEF policies, in particular GEF policies on: Project Cancellation; Fee Policy for GEF Partner Agencies; Project and Program Cycle; and Minimum Fiduciary Standards for GEF Partner Agency (in particular sections dealing with the required separation of oversight and execution support services). All GEF policies are available [here](#).

The final outputs of the GEF PPG are:

1. UNDP-NCE Project Document (ProDoc)
2. Mandatory annexes to the ProDoc listed in the Annotated UNDP-NCE Project Document Template.
3. GEF CEO Endorsement Request and all mandatory annexes; and
4. Validation Workshop report

Any additional studies and other reports produced under the GEF PPG and not included in Annex to the project document will be submitted to UNDP and saved for future reference.

Key Dates for the GEF PPG

Milestone	Date	Notes
Internal submission date for UNDP-NCE review and clearance	18 December 2020	6 months of PIF approval. (10 months of PIF approval for FSPs and 6 months for MSPs.)
First GEF Submission Deadline for CEO Endorsement	18 February 2021	First submission within 8 months of PIF approval. (First submission must be within 12 months of PIF approval for FSPs and 8 months for MSPs. Failure to submit a ProDoc and CEO ER to the GEF Sec by this date will lead to the automatic cancellation of the project by the GEF Sec.)
CEO Endorsement Deadline after which the project will be cancelled if not endorsed	18 June 2021	Endorsement sought within 12 months of PIF approval. (Endorsement must be within 18 months of PIF approval for FSPs and 12 months for MSPs. If the project has not been CEO endorsed by this date, then it will be automatically cancelled by the GEF Sec.)

Management Arrangements

The UNDP Viet Nam Country Office will lead the project development process and manage the GEF PPG budget in full consultation with the BPPS/GEF Technical Adviser. The GEF PPG Atlas budget is presented in *Section IV: Total Budget and Work Plan*.

The GEF PPG team will be composed of the consultancies described in the draft Terms of Reference (TORs) in Annex 2.

II. STAKEHOLDER ENGAGEMENT, PUBLIC DISCLOSURE AND OTHER REQUIREMENTS

To ensure strong country ownership, and in line with the stakeholder engagement requirements outlined in UNDP's [Social and Environmental Standards \(SES\)](#), the [SES Guidance Note of Stakeholder Engagement](#), the GEF's [Guidelines on the Implementation of the Policy on Stakeholder Engagement](#) and the [GEF Policy on Gender Equality](#), the development of the project to be undertaken during this GEF PPG phase will be done in full consultation and close engagement with government, CSO and other relevant stakeholders – in particular those who will benefit from and be directly involved in the implementation of the project (i.e. direct project beneficiaries) and those who may be impacted (positively or negatively) by the project. Stakeholder Engagement and analysis must be conducted in an inclusive and gender-responsive manner, so that the rights of women and men and the different structural barriers, knowledge, needs, roles and interests of women and men are recognized and addressed.

Careful and complete documentation of stakeholder engagement is vital. Detailed evidence of all consultations will be prepared and submitted to UNDP. A list of the consulted stakeholders and details of the associated meetings will be included in the Stakeholder Engagement Plan (see section B-d below).

If the fully designed project has an overall Social and Environment Screening Procedure (SESP) categorization of moderate or high, then the following disclosure requirements apply:

1. A final validation workshop report will be prepared summarizing the outcomes of the validation workshop and other consultations undertaken during the PPG phase. This report will become a key reference document should an environmental and social complaint/grievance be filed during project implementation. This is mandatory for high risk projects and recommended for moderate risk projects.
2. The UNDP-NCE project document, SESP and related draft management plans, and other relevant information/documents, will be made available to the public on the UNDP Country Office website or open.undp.org. It is recommended to make these documents available for 30 days in advance of the LPAC meeting for moderate risk projects, and 120 days in advance for high risk projects.

See the [SES Supplemental Guidance on Disclosure](#) for more information.

III. GEF PPG ACTIVITIES

Component A: Preparatory Technical Studies & Reviews

The following technical studies and reviews will be conducted, building on the PIF and the comments received to the PIF (e.g. from GEF Secretariat).

a. Desktop and field-based studies and data collection

This research should produce the background information required to prepare the ProDoc (including its Annexes) and CEO Endorsement Request, including but not limited to:

- Development challenge and strategy (including threats, problems and barrier assessment);
- Review of national policy and legislative frameworks;
- Problem and solution trees, assumptions and risks, developed in consultation with project stakeholders, for a robust Theory of Change, Results Framework and solid M&E plan;
- Review of relevant past and ongoing projects for lessons, including project evaluations; and
- Any other analyses required to address all comments on the PIF received from GEF Secretariat,

b. Gender Analysis

A gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) and to identify appropriate measures to address these and promote gender equality and women’s empowerment.

c. Social and Environmental Standards: Screening and Assessments

The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase has initially determined the overall risk categorization of this project as *Exempted* and highlighted potential safeguard risks to be further assessed during the PPG phase.

No additional assessments are required.

d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project site is Hanoi, Viet Nam. The project focuses on the national system and Hanoi is where all line ministries and central agencies are located. Below is the map.



e. Financial planning, co-financing and investment mobilized

Co-financing and investment mobilized – as defined in the GEF Policy and Guidelines on co-financing - will be confirmed, and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible. The GEF also expects the Government to significantly support the costs associated with project execution (i.e. PMC).

f. Stakeholder analysis

Building on the initial identification of stakeholders in the PIF, an appropriately-scaled analysis of project stakeholders will be undertaken. This stakeholder analysis will provide the foundation for development of the project's Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](#).

g. Appraise and formulate the most appropriate project implementation and execution modality

The design of the project will comply with the UNDP's Program and Operations Policy and Procedures (POPP), Financial Regulations, and Programme and Project Management and Quality Standards, and UNDP-NCE guidance (which will be provided by the RTA). A full assessment of the most appropriate project implementation and management arrangements will be carried out in full consultation with the RTA, UNDP Country Office, Resident Representative (or their Deputy), the relevant government coordinating agency, and the GEF OFP.

UNDP should in general not have a role in project execution as project execution is the primary responsibility of the selected Implementing Partner (see UNDP-NCE Guidance Note for further information). Therefore, an assessment and the selection of the most appropriate Implementing Partner and/or third parties (Responsible Parties) with full capacity to execute the project must be carried out.

Project management arrangements will be discussed and agreed early in the PPG phase. During the first two months of the PPG phase:

- For all potential Implementing Partners, carry out capacity assessments to assess their capacity to implement the project and assess all related risks. This must include HACT and PCAT assessments.
- Discuss the level of co-financing the Government and Implementing Partner are able to commit to this project. As per GEF Policy, the GEF is seeking high co-financing to GEF grant ratios and expects the Government to significantly support the costs associated with project execution (i.e. PMC) for this project.
- Based on these assessments, select and confirm the Implementing Partner for the project in consultations with all relevant stakeholders. The selected Implementing Partner must express willingness to serve as the Implementing Partner for the Project and the concerned government must agree to use the selected Implementing Partner for the Project. (Please see [UNDP's Policy on Selecting Implementing Partners](#)).
- If the Implementing Partner does not have full capacity to execute the project, and execution support is likely to be needed, discuss with the UNDP Resident Representative whether the choice of Implementing Partner is the correct choice. If not, select another Implementing Partner, if possible. If that is not an option, explore alternative options for the provision of execution support via Responsible Parties ([see UNDP Policy on Selecting Responsible Parties](#)). Discuss with the

Implementing Partner the role of the responsible parties in project execution, and the execution support these parties could provide.

- Consult with the RTA on the latest guidance regarding UNDP providing support services to the Implementing Partner. If the costs for UNDP to provide support services is to be charged to the GEF project budget, the UNDP support services must be approved by the GEF Secretariat before CEO endorsement

h. Other required studies

The identification of additional surveys and studies not captured above will be conducted at the beginning of the PPG based on direction from the PPG Team Leader and the national technical consultants.

Component B: Formulation of the UNDP-NCE Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes

Based on the technical studies and reviews undertaken under **Component A**, the UNDP-NCE Project Document will be developed following the annotated UNDP-NCE Project Document and the GEF CEO Endorsement Request will be prepared. See additional guidance notes below.

The GEF PPG Team Leader will be responsible for the consolidation and finalization of all required materials.

a. Stakeholder Engagement Plan:

At a minimum, the Plan must include the following elements:

- Stakeholders who have been and will be engaged (based on stakeholder analysis), including potentially marginalized or disadvantaged groups/individuals (the 'who');
- Key stakeholder objectives and interests (the 'why');
- Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information (the 'how');
- Breadth and depth of stakeholder engagement throughout the project cycle, and decisions that need to be made through stakeholder engagement (the 'what');
- Timeline for engagement activities and how they will be sequenced, including information disclosure (the 'when');
- Indicators of stakeholder engagement and monitoring plan;
- Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan; and
- Resource requirements and associated budget.

For fully designed projects with a SESP rating of Moderate and High:

- A project-level Grievance Redress Mechanism (GRM) will be described in the Stakeholder Engagement Plan and established in the first year of project implementation. See the [UNDP guidance on GRM](#) and [sample TOR](#).
- A comprehensive Stakeholder Engagement Plan is required.

See the [UNDP SES guidance on Stakeholder Engagement](#), the [standard SEP template](#), and the [GEF guidelines on stakeholder engagement](#).

b. Gender Action Plan and Budget

The gender analysis conducted in **Component A** along with relevant findings from the stakeholder analysis and background studies, will form the basis of a Gender Action Plan to guide gender mainstreaming during project implementation. The Gender Action Plan must include indicators, targets, timeframe, responsible party and budget which are linked to the project's components/outputs, outcomes and activities. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

See guidance available [here](#).

c. Social and Environmental Standards: Screening and Management Measures

In line with the assessments conducted during **Component A** (above) and [UNDP's Social and Environmental Standards \(SES\) policy and all associated SES Guidance Notes](#), the SESP will be updated and all risks identified in the SESP will be reflected in the risk table and risk section of the ProDoc.

d. GEF and LDCF/SCCF Core Indicators

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared. The completed [Core Indicators worksheet](#)—with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc.

The Core Indicators will be used in the project's Results Framework, at the Objective level, where appropriate. See the [GEF policy and guidance](#).

e. Completion of the required official endorsement letters

These letters include the official letters on co-financing guarantee(s) from participating government institutions, bilateral development partners, multilateral development partners, NGOs, private sector, or others who wish to provide cash or in-kind contributions to the project.

Updated GEF OFP endorsements letters are also required if the requested GEF grant amount has changed since PIF/PFD approval.

f. Mandatory Annexes

In addition to the documents listed above, the following Annexes should be prepared by the GEF PPG team:

- Project map and Geospatial Coordinates of project sites
- Multi Year Work Plan
- Monitoring Plan
- UNDP Risk Register
- Overview of Technical Consultancies
- GEF 7 Taxonomy
- Initial Project Team Procurement Plan and TORs for key Project Team staff
- List of people consulted during project development

Upon a request from the UNDP Regional Technical Adviser during the PPG implementation, the PPG team may be required to prepare additional annexes.

g. Project Management Arrangements

Based on the stakeholder analysis and consultations undertaken in **Component A** above, agreement(s) on project management and governance arrangements—including roles, responsibilities and accountabilities of lead and partner Agencies—will be secured early in the project development phase and will be fully detailed in the ProDoc. Standard text from the governance and management arrangement from the GEF-7 template should never be removed.

Component C: Consultation Workshop and Validation Workshop and Report

At least one consultation workshop and a validation workshop will be held with relevant stakeholders to present, discuss and validate the project activities, and the final draft of the UNDP-NCE project document. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high.

V. TOTAL BUDGET AND WORK PLAN FOR GEF PPG

Atlas Award ID:	00128613
Atlas Project/Output ID:	00122557
Award Title:	CCEU_Capacity Building Initiative for Transparency (PPG)
Project donor ID	10355
Business Unit:	VNM10
Project Title:	Strengthen Viet Nam's capacities to manage data flows and report information adequately to fulfill the enhanced transparency framework of the Paris Agreement requirements
PIMS number:	6490
Implementing Partner:	UNDP

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$ 2020	Budget Notes
Project preparation grant to finalize the UNDP-NCE project document for project Strengthen Viet Nam's capacities to manage data flows and report information adequately to fulfill the enhanced transparency framework of the Paris Agreement requirements	UNDP	62000	GEF TRUSTEE	71200	International Consultant	27,000	A
				71300	Local Consultants	12,480	B1-B2-B3
				71600	Travel	3,000	C
				74500	Miscellaneous Expenses	1,000	D
				75700	Workshops	6,193	E
				sub-total			
PROJECT TOTAL						49,673	

Budget Note	Items	Total estimated person weeks	Budget (USD)	Budget Note
A1	International Specialist for Project Development (GEF PPG Team Leader/Lead consultant)	9	27,000	Please see Annex 2 for key responsibilities.
B1	National technical consultant - Mitigation, Transparency and MRV /Lead National Consultant (NC1)	9	8,640	
B2	National Technical consultant - Climate Expenditure and Investment Specialist (NC2)	2	1,920	
B3	National Gender and Stakeholder Specialist (NC3)	2	1,920	
C	Travel		3,000	Mission cost for IC
D	Miscellaneous Expenses		1,000	Costs for translation
E	Workshops		6,193	Consultation and validation workshops in Hanoi

VI. GEF PPG ACTIVITIES TIMEFRAME

PPG Activity	Month												
	1	2	3	4	5	6	7	8	9	10	11	12	
Contracting Consultants													
Technical studies, etc.													
1 st Consultation Workshop													
Formulation of ProDoc, etc.													
Validation Workshop													
Delivery of final outputs to RTA													
UNDP-NCE clearance processes													
Submit to GEF Secretariat													
GEF Secretariat review (indicative)													

VII. MANDATORY ANNEXES

Annex 1: GEF CEO PIF/PPG Approval Letter



Naoko Ishii
CEO and Chairperson

June 18, 2020

Mr. Pradeep Kurukulasuriya
GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
New York, NY 10017

Dear Mr. Kurukulasuriya:

I am pleased to inform you that I have approved the PIF for the medium-sized project detailed below. I have also approved your request for Project Preparation Grant:

Decision Sought:	Medium-sized Project (MSP) PIF Approval and PPG Approval
GEFSEC ID:	10355
Agency(ies):	UNDP
Agency ID:	6490
Focal Area:	Climate Change
Project Type:	Medium-Sized Project
Country(ies):	Viet Nam
Name of Project:	Strengthen Viet Nam's capacities to manage data flows and report information adequately to fulfill the enhanced transparency framework of the Paris Agreement requirements
GEF Project Financing:	\$1,999,800
Agency Fee:	\$189,981
PPG Grant:	\$49,673
PPG Agency Fee:	\$4,719
Funding Source:	GEF Trust Fund

Agency Fee Commitment:			
Agency	Trust Fund	100% to be committed at 1 st Disbursement (US\$)	Total (US\$)
UNDP	GEFTF	189,981	189,981

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Mr. Pradeep Kurukulasuriya

- 2 -

June 18, 2020

This approval is based on the understanding that the project is in conformity with GEF focal area strategies and in line with GEF policies and procedures. Please ensure that your final project document, having fully addressed all Secretariat comments, will be approved within 12 months of CEO approval of the PIF.

Sincerely,



Naoko Ishii
Chief Executive Officer and Chairperson

Copy to: Country Operational Focal Point, GEF Agencies, Trustee

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Annex 2: Draft Terms of Reference (TORs) of Consultants Financed by the Project Preparatory Grant (GEF PPG)

Position, Type and Cost	Role, Deliverables and Qualifications
<p>Consultant 1: International Project Development Specialist (GEF PPG Team Leader)</p> <p>Type: IC</p> <p>Cost per person week: USD 3000</p> <p>Number of person weeks needed: 9</p>	<p>Role</p> <p>The International Project Development Specialist will be the GEF PPG Expert Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the Team’s work.</p> <p>Responsibilities and Deliverables</p> <ol style="list-style-type: none"> 1) <u>Management of the GEF PPG Team</u> <ol style="list-style-type: none"> a. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultant (IC) and National Consultants (NCs); b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and c. Verify and ensure that all project components are technically sound and cost effective. 2) <u>Preparatory Technical Studies and Reviews (Component A):</u> With inputs from the national consultants, as detailed in their respective TORs: <ol style="list-style-type: none"> a. Compile baseline/situational analysis for the medium-size project (MSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate; b. Lead and oversee the stakeholder analysis and consultations, with support from national consultants, and ensure that they are complete and comprehensive including consultations with the private sector and tourism associations and bodies; c. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework; d. Oversee the identification of the project sites, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable; e. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes; f. Lead and oversee the identification of opportunities for private sector engagement and co-financing; g. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process; h. Oversee the consultations with partners regarding financial planning; and i. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.

	<p>3) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B)</u>: With inputs from the national consultants, as detailed in their respective TORs, and based on international best practice:</p> <ol style="list-style-type: none"> a. Develop, present and articulate the project’s theory of change; b. Develop the Results Framework in line with UNDP-NCE policy; c. Develop a detailed Monitoring and Evaluation Plan and Budget; d. Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan; e. Oversee and ensure the preparation of a Gender Action Plan and Budget; f. Oversee and ensure the updating of the SESP based on assessments undertaken during Component A, and ensure the development of required environmental and/or social management plan(s) as required; g. Oversee the preparation of the required GEF tracking tools (if required) and GEF Core Indicators and ensure these are supported by robust and validated data; h. Secure all co-financing letters; i. Prepare the indicative procurement plan; j. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-NCE guidance on UNDP execution support; k. Ensure the completion of the required official endorsement letters; and l. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-NCE ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.² <p>4) <u>Consultation Workshop and Validation Workshop (Component C)</u>:</p> <ol style="list-style-type: none"> a. Lead at least 1 consultation workshop and 1 final validation workshop to present, discuss and validate the draft ProDoc and the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans; b. Oversee all necessary revisions that arise during the workshops; and c. Ensure completion of Validation Workshop Report. <p>5) <u>Final Deliverables</u>:</p> <ol style="list-style-type: none"> a. Consolidation of all technical and consultation inputs and comments including from national stakeholders, UNDP, GEF Secretariat, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-NCE ProDoc template and annotated guidance; b. Completion of the GEF CEO Endorsement Request; c. Finalized SESP; d. All documentation from GEF PPG (including technical reports, meeting minutes, etc.); and e. Validation Workshop Report. <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master’s degree or higher in a subject related to climate change (e.g. Mitigation, adaptation, finance), environmental management or related field. Academic qualification can be waived if the candidate has a proven track record of experience in MRV and transparency systems.
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² Please verify with the UNDP-NCE team that the correct templates are being used.

	<ul style="list-style-type: none"> ▪ Minimum 10 years of demonstrable experience in the technical area of climate change, developing MRV mechanisms and reporting on climate change mitigation, finance, and policy, and in preparing high quality project documents, particularly for UNDP and GEF projects; ▪ Excellent written and oral communication skills in English; ▪ Solid understanding of global and regional issues related to UNFCCC, Paris Agreement, especially Art. 13, MRV and transparency systems, National Communications ▪ Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches; ▪ Experience working in Asia on related initiatives highly desired.
<p>Consultant: National Technical Specialist – Mitigation, Transparency and MRV/ Lead National Consultant (NC1)</p> <p>Type: NC</p> <p>Cost per person-week: USD 960</p> <p>Number of person-weeks needed: 9</p>	<p>Role The National Technical Specialist - Mitigation, Transparency and MRV will be the lead national consultant and will be responsible for coordinating other consultants and compiling inputs from them to support the development of draft CEO Endorsement Request, GEF-UNDP Prodoc with all mandatory and project specific Annexes and supporting documentation. He/she will work closely with International Project Development Specialist and ensure that the written inputs follow the format and expected quality as set by the International PPG Team Leader, as well as UNDP. This consultant will be critical to validate the baselines, proposed project proposed interventions and expected outputs and outcomes indicators of stakeholder engagement, monitoring and evaluation of the project. The consultant will also be an important role and be responsible for stakeholder engagement through implementation of the plan, and to validate resource requirements and associated budget. The consultant will lead all required works for Component 1: Strengthening policies and technical capacities on national MRV for GHG emissions inventory and mitigation actions</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1) <u>Support the Management of the PPG Expert team:</u> <ol style="list-style-type: none"> a) Support the GEF PPG Expert Team Leader with Technical Support for the management of the GEF PPG Expert Team b) Ensure coordination between individual national consultants and stakeholder groups to facilitate analysis and other stakeholder inputs; 2) <u>Preparatory Technical Studies and Reviews (Component A):</u> Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Expert Team Leader, including: <ol style="list-style-type: none"> a. Prepare draft CEO Endorsement Request with all mandatory and project specific Annexes and supporting documentation with the inputs from ICs and NCs; b. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader. 3) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):</u> <ol style="list-style-type: none"> a. Provide relevant quality text sections for the ProDoc package on the aspects mentioned above. b. Acts as lead coordinator, working with other areas of the International Lead Consultant and the other PPG team specialists, ensuring overall consolidation of efforts by PPG team towards, inter alia:-

- c. Identify barriers, risks, and solutions for the projects,
- d. Contribute to indicator development and the M&E framework, especially the indicators of stakeholder engagement, monitoring and evaluation of the project; validate the baselines, proposed project proposed interventions and expected outputs and outcomes indicators of stakeholder engagement, monitoring and evaluation of the project;
- e. Work with the other PPG consultants to make sure that their area of expertise threads through the other outputs of those consultants.
- f. Support and validate the theory of change of the project;
- g. Identify stakeholders who have been and will be engaged (based on stakeholder analysis by National Gender and Stakeholder Specialist), including potentially marginalized or disadvantaged groups/individuals, and discern key stakeholder objectives and interests;
- h. Define the breadth and depth of stakeholder engagement throughout the project cycle;
- i. Validating the timeline for engagement activities and how they will be sequenced (based on the inputs of ICs and other NCs), including information disclosure;
- j. validating resource requirements and associated budget;

4) Consultation Workshop and Validation Workshop (Component C):

- a. Contribute to the consultation workshop and the final validation workshop; and
- b. Support all necessary revisions that arise during the workshop, as appropriate.

5) Final Deliverables:

- a. A draft CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation with the inputs from ICs and NCs;
- b. Appropriate inputs provided to the Project Document and Annexes, as agreed with PPG Team Leader.

Qualifications

- Master's degree of higher in a subject related to climate change mitigation, climate MRV systems, environmental management or relevant fields. Academic qualification can be waived if the candidate has a proven track record of experience in climate change, MRV and transparency systems.
- Minimum 5 years of extensive experience in climate change mitigation, MRV projects in Viet Nam.
- Solid understanding of Viet Nam specific context and issues related to the UNFCC, Paris Agreement, MRV and transparency systems, National Communications, and climate change mitigation, adaptation and finance.
- Experience working on GEF and other international projects, including project development and execution.
- Excellent written and oral communication skills in English and fluency in Vietnamese.

<p>Consultant: National Technical Specialist – Climate Expenditure and Investment Specialist (NC2)</p> <p>Type: NC</p> <p>Cost per person- week: USD 960</p> <p>Number of person-weeks needed: 2</p>	<p>Role</p> <p>The National Technical Consultant- Climate Expenditure and Investment Specialist will be responsible for the development of the required works for Component 2: Strengthening the national system for coding and tracking domestic and international resources, including Output 2.1.1 Institutional arrangements and capacity for coding and tracking climate finance flows strengthened and updated; Output 2.1.2 Data providers trained on updated government guidelines on coding and tracking Output 2.1.3 Tracking templates/tools to transparently monitor and report data developed and refined. The consultant will work closely with NC 1, NC3 and the IC in the preparation of all required documents such the GEF-UNDP Prodoc and all required annexes.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1) <u>Preparatory Technical Studies and Reviews (Component A):</u> Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Expert Team Leader, including: <ol style="list-style-type: none"> a. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader. 2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):</u> <ol style="list-style-type: none"> a. Provide relevant quality text sections for the ProDoc package on the aspects mentioned above. b. Act as lead technical experts for component 2, ensuring overall consolidation towards, inter alia: c. Identify barriers, risks, and solutions for the component 2, d. Contribute to indicator development and the M&E framework, especially the indicators for component 2, monitoring and evaluation of the project; validate the baselines, proposed project proposed interventions and expected outputs and outcomes indicators; e. Work with the other PPG consultants to make sure that their area of expertise threads through the other outputs of those consultants. f. Support and validate the theory of change of the project; g. Identify stakeholders who have been and will be engaged (based on stakeholder analysis by National Gender and Stakeholder Specialist), including potentially marginalized or disadvantaged groups/individuals, and discern key stakeholder objectives and interests; h. Define the breadth and depth of stakeholder engagement throughout the project cycle; i. Provide input to the timeline for engagement activities and how they will be sequenced (based on the inputs of ICs and other NCs), including information disclosure; j. validating resource requirements and associated budget; 3) <u>Consultation Workshop and Validation Workshop (Component C):</u> <ol style="list-style-type: none"> a. Contribute to the consultation workshop and the final validation workshop; and b. Support all necessary revisions that arise during the workshop, as appropriate. 4) <u>Final Deliverables:</u>
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	<p>a. Appropriate inputs provided to the Project Document and Annexes, as agreed with PPG Team Leader.</p> <p>Qualifications</p> <ul style="list-style-type: none"> • Master’s degree of higher in a subject related to climate change finance, public finance management, environmental sciences with strong financial background. • Minimum 5 years of extensive experience in climate change and green growth finance projects in Viet Nam. • Minimum 5 years or extensive experience in climate finance, climate finance assessment tools • Solid understanding of Viet Nam specific context and issues related to the UNFCC, Paris Agreement, MRV and transparency systems, National Communications, and climate change finance. • Experience working on GEF and other international projects, including project development and execution. • Excellent written and oral communication skills in English and fluency in Vietnamese.
<p>Consultant: National Gender and Stakeholder Specialist (NC3)</p> <p>Type: NC</p> <p>Cost per person-week: USD 960</p> <p>Number of person-weeks needed: 2</p>	<p>Role The National Gender and Stakeholder Specialist will develop mandatory project Annexes related to development of Gender Analysis, Gender Action Plan and will work to ensure that gender is mainstreamed in the projects. He/she will also develop comprehensive Stakeholder Engagement Plan. The consultant will be a gender and social inclusion expert with experience in-depth gender analysis and demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations.</p> <p>Deliverables</p> <p>1) <u>Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:</u></p> <ol style="list-style-type: none"> a. Prepare the gender analysis and action plan and work closely with the GEF PPG Team Leader to ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework; b. Advise on gender responsive stakeholder analysis and consultations and ensure that they are complete and comprehensive; c. Advise on stakeholder engagement analysis plan and consultations and ensure they are complete and comprehensive; and d. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader. <p>2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):</u></p> <ol style="list-style-type: none"> a. Prepare the Gender Mainstreaming Plan, with appropriate budget and identification of appropriate project interventions to ensure gender mainstreaming including at project demonstration sites; b. Using the findings from the gender analysis, provide inputs to the project’s results framework and theory of change; ensure gender considerations are integrated into the project’s theory of change; c. Prepare the Gender Action Plan and Budget;

	<p>d. Prepare the development of the Stakeholder Engagement Plan and budget to ensure it is Socially Inclusive and Gender Responsive and at minimum, the Plan must include the following elements:</p> <ul style="list-style-type: none"> • Stakeholders who have been and will be engaged (based on stakeholder analysis), including potentially marginalized or disadvantaged groups/individuals (the ‘who’); • Key stakeholder objectives and interests (the ‘why’); • Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information (the ‘how’); • Breadth and depth of stakeholder engagement throughout the project cycle, and decisions that need to be made through stakeholder engagement (the ‘what’); • Timeline for engagement activities and how they will be sequenced, including information disclosure (the ‘when’); • Indicators of stakeholder engagement and monitoring plan; • Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan; and • Resource requirements and associated budget. • For fully designed projects with a SESP rating of Moderate and High: A project-level Grievance Redress Mechanism (GRM) will be described in the Stakeholder Engagement Plan and established in the first year of project implementation <p>e. Support the agreements on project management arrangements and ensure that gender and safeguards are adequately incorporated into these arrangements.</p> <p>3) <u>Consultation Workshop and Validation Workshop (Component C):</u></p> <ol style="list-style-type: none"> a. Contribute to the consultation and validation workshops; and b. Support all necessary revisions that arise during the workshops, as appropriate. <p>4) <u>Final Deliverables:</u></p> <ol style="list-style-type: none"> a. Gender Analysis and Gender Mainstreaming Plan b. Finalize comprehensive Stakeholder Engagement Plan including on gender-responsive consultation and consultations c. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader. <p>Qualifications</p> <ul style="list-style-type: none"> ▪ Master’s degree or higher in a relevant field, such as gender studies, gender and development, women and environment, or women and sustainable development; ▪ Minimum 7 years of demonstrable experience in the technical area of gender mainstreaming, community-engagement, ▪ Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans; ▪ Prior experience in conducting gender analysis and works for GEF financed projects; ▪ Demonstrated understanding of the links between sustainable development, social and gender issues;
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	<ul style="list-style-type: none">▪ Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations;▪ Experience with project development and results-based management methodologies is highly desired;▪ Excellent analytical, writing, advocacy, presentation, and communications skills are required; and▪ Excellent written and oral communication skills in English and fluency in Vietnamese.
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