



**Government
of the Socialist Republic of Viet Nam**



**United Nations
Development Programme**

Project Outline

- 1. Project Title**

Strengthening institutional capacity for Disaster Risk Management in Viet Nam, including Climate Change related disasters
- 2. Government Agency**

Ministry of Agriculture and Rural Development (MARD) of the Socialist Republic of Viet Nam
- 3. Project focal point**

Department of Dyke management and Flood & Storm Control (DDMFSC) / Standing office of CCFSC (MARD).
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- 4. Other implementing agencies**
 - Provincial People Committees of Binh Thuan, Can Tho and Cao Bang.
 - Viet Nam Red Cross (VNRC)
 - Hanoi Water Resources University and other universities and institutes
- 5. Estimate start and end dates**

From 1st September 2008 to 31st December 2011
- 6. Estimated budget**

	\$ 4,250,000
- Available budget/ ODA grant (regular UNDP Resources, UN one plan fund)	\$ 1,000,000
- Government contributions (in-kind):	\$ 250,000
- Required additional resources: co-finance	\$ 3,000,000
- 7. Project implementation sites**

Nationwide, with in-depth assessments and pilot activities in 3 provinces: Binh Thuan, Can Tho and Cao Bang (DDMFSC decision, letter 18 June 2008)
- 8. Government priority areas to be addressed:**

(Decree 131/2006/ND- CP, Ch. 1, Art. 3). The project subject matter falls within the following priority areas:

 1. Agricultural and rural development (including agriculture, irrigation, forestry, fishery, aquaculture) in close association with hunger eradication and poverty reduction;
 2. Environmental protection and natural resource conservation;
 3. Institutional capacity strengthening and human resource development; technology transfer; capacity strengthening in research & development"

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Country: Viet Nam

UNDAF Outcome/Indicator(s):

- UNDAF 2006-2010 Outcome 1: Government economic policies support growth that is more equitable, inclusive and sustainable.

Expected Outcome/Indicator (s):

- (CPD 2006-2010; Outcome 3) Economic growth takes into account environmental protection and rational use of natural resources for poverty reduction.
- (One Plan 2006-2010; Outcome 5) Viet Nam has adequate policies and capacities to reduce risks of, and vulnerability to, natural disasters.

Expected Output(s)/Indicator(s):

- (One Plan 2006-2010; Output 5.1) Evidence-based national and local Disaster Risk Management legislation, strategies and policies and plans developed, approved and integrated in socio-economic and sectoral strategies and plans.
- (One Plan 2006-2010; Output 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
- (One Plan 2006-2010; Output 5.3) National and local capacities strengthened to minimize the adverse social, economic and environmental impacts of climate-related disasters

Implementing Partner:

Ministry of Agriculture and Rural Development (MARD) / CCFSC

Responsible Party(s):

- Department of Dyke management and Flood & Storm Control (DDMFSC)/Standing office of the CCFSC
- Provincial People Committees of Binh Thuan, Can Tho and Cao Bang
- Viet Nam Red Cross
- Hanoi Water Resources University and other universities and institutes

<p>Programme Period: 2008-2010 Project Title: Strengthening capacity for Disaster Risk Management in Viet Nam, including Climate Change related disasters Project ID: Project Duration: 01/9/2008 – 31/12/2011 Management Arrangement: NEX modality</p>	<p>Budget: US\$ 4,040,000 GMS Fee: (7% Other) US\$ 210,000 Total budget: US\$ 4,250,000 Allocated resources available:</p> <ul style="list-style-type: none"> • UNDP Regular (in cash) US\$ 1,000,000 • Government (in kind) US\$ 250,000 • Others (in cash) US\$ 3,000,000
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Agreed by:	Signature	Date	Name/Title
<p>Government/MARD (Implementing partner)</p>	_____	_____	Đào Xuân Học Vice Minister
<p>UNDP:</p>	_____	_____	Setsuko Yamazaki Country Director

Table of Contents

LIST OF ACRONYMS	IV
I. PROJECT JUSTIFICATION.....	1
I.1 SITUATION ANALYSIS	1
I.2 RELEVANT GOVERNMENT STRATEGIES/ PLANS/ PROGRAMMES.....	2
I.3 LESSONS LEARNED FROM PREVIOUS COOPERATION	2
I.4 DEVELOPMENT COOPERATION WITH OTHER DONORS IN RELATED SECTOR(S).....	3
I.5 COMPARATIVE ADVANTAGES OF UNDP	4
I.6 STATEMENT OF PROBLEMS/ISSUES TO BE ADDRESSED BY THE PROJECT	5
II. PROJECT OVERVIEW	6
II.1 SUMMARY OF PROJECT RESULTS	6
II.2 INDICATIVE BUDGET STRUCTURE	7
III. PROJECT IMPLEMENTATION STRATEGY	8
III.1 OVERALL STRATEGIC APPROACH	8
III.2 STRATEGIC APPROACH TO CROSS-SECTORAL ISSUES	8
IV. PROJECT IMPLEMENTATION ARRANGEMENTS	9
National Implementing Partner (NIP)	9
Responsible Party	9
IV.1 IMPLEMENTATION STRUCTURE.....	10
IV.2 PROJECT STEERING COMMITTEE (PSC).....	10
IV.3 PROJECT MANAGEMENT UNIT.....	10
IV.4 UNDP PROJECT SUPPORT ROLE	11
IV.5 OTHER PARTICIPATING AGENCIES (RESPONSIBLE PARTIES – RPs)	11
IV.6 PROVINCIAL TASK FORCES AND PROVINCIAL PROJECT OFFICES.....	12
IV.7 TRAINING ORGANIZATIONS.....	13
IV.8 COORDINATION WITH DONORS	13
IV.9 FINANCIAL MANAGEMENT MECHANISM	13
IV.10 PUBLIC INFORMATION AND ADVOCACY.....	14
IV.11 MONITORING & EVALUATION	14
V. OTHER CONSIDERATIONS.....	14
V.1 SUSTAINABILITY	14
V.2 RISK ANALYSIS.....	15
ANNEX 1 – PROJECT RESULTS & BUDGET	16
ANNEX 2 – PROJECT MONITORING FRAMEWORK.....	21
ANNEX 3 – PROJECT WORK-PLAN (MID 2008-END 2011).....	23
ANNEX 4 – LIST OF MAJOR SUPPLIES AND CONTRACTS	25
ANNEX 5 – JOB DESCRIPTIONS FOR KEY POSITIONS	26

List of Acronyms

ADB	Asian Development Bank
BCC	Behavioural Change Communication
BCPR	Bureau for Crisis Prevention and Recovery (UNDP)
CC	Climate Change
CCA	Climate Change Adaptation
CCFSC	Central Committee for Flood and Storm Control
CSTE	Committee for Science, Technology and Environment (of the NA)
CPAP	Country Programme Action Plan (2006-2010) of UNDP (to be superseded by “One Plan” of several UN agencies, funds and programmes)
DANA	Damage and Needs Assessment
DDMFSC	Department of Dyke management and Flood & Storm Control (MARD)
DRM	Disaster Risk Management
GACA	Government Aid Coordinating Agencies
GEF	Global Environment Facility
GoV	Government of Vietnam
HFA	Hyogo Framework for Action
IUNV	International United Nations Volunteer
IEC	Information Education and Communication
MARD	Ministry of Agriculture and Rural Development
M&E	Monitoring and Evaluation
MoNRE	Ministry of Natural Resources and the Environment
MoF	Ministry of Finance
MPI	Ministry of Planning and Investment
NA	National Assembly
NAPCC	National Action Plan for Climate Change
NDM-P	Natural Disasters Mitigation-Partnership
NEX	National Execution (project implementation modality)
NGO	Non-government organization
NTA	National Technical Advisor
MO	Mass organisation
ONA	Office of the National Assembly
PAR	Public Administration Reform
S&R	National Committee for Search and Rescue
SEP	Socio–Economic Plan 2006-2010
STA	Senior Technical Advisor
TA	Technical Assistance
TTCC	Think Tank on Climate Change
UNDP	United Nations Development Programme
UNFCCC	United Nations Framework Convention on Climate Change
UNICEF	United Nations Children's Fund
UN ISDR	UN International Strategy for Disaster Reduction
VIWRR	Viet Nam Institute of Water Resources Research
VNRC	Viet Nam Red Cross Society
WB	World Bank
WU	Women’s Union

I. Project justification

I.1 Situation analysis

Disaster Risk Management (DRM) is becoming increasingly pertinent as **Climate Change (CC)** is worsening recurrent natural disasters such as floods, storms and typhoons. Climate change is now a scientifically established fact and Viet Nam is one of the most affected countries by CC. Millions of people in Viet Nam may be displaced as a result of sea level rise, farmland will be submerged, especially in the Mekong Delta, and economic losses could be huge across the country. CC is now seen as a threat to Human Development, and according to UNDP's Human Development Report 2007/2008, in particular women are highly vulnerable to climate change effects. Indeed, the issue of Climate Change is now high on the agenda of the Government, which is witnessed by the ongoing formulation of a National Targeted Programme to Deal with Climate Change. Although this NTP addresses all aspects of Climate Change, including adaptation in various sectors and green house gas mitigation, the increased risks for natural disasters associated with CC are centrally important.

Viet Nam's traditional perception of disasters is water-related as **floods, storms and droughts** count for most of the natural disasters in Viet Nam. This explains such focus of the *National Strategy for Disaster Prevention, Response and Mitigation to 2020* that was approved in 2007. However, the increase in **other types of hazards** such as landslides, forest fires, Avian Influenza and SARS, as well as potential industrial accidents has prompted the need to broaden the perspective. This broader agenda on disaster management **should address multiple hazards and emphasise Disaster Risk Management (DRM) over short-term preparedness and response**. This is of vital importance because of vulnerabilities to global climate change impacts and rapid industrialization and urbanization.

Disaster management is organised around specific hazards. Ministries, departments and agencies have responsibilities for controlling hazards that are related to their sectoral mandates. Cooperation is realised through committees, in particular the Central Committee for Flood and Storm Control (CCFSC), the National Steering Committee for Forest Fire Prevention and Control, the National Committee for Search and Rescue (S&R), the National Steering Committee for Avian Influenza (NSCAI), and others. These committees have branches at ministerial, provincial and lower levels. The CCFSC has traditionally been the main body in disaster management in Viet Nam. This institutional set up has facilitated responses and also information sharing, but not regarding a multiple hazard approach. **The current institutional arrangement has focused mainly on immediate emergency and early warning. It has not encouraged agencies to act beyond their traditional responsibilities and technical mandates to communicate, coordinate and promote joint learning on DRM.** It has not provided room for integrating DRM into planning and budgeting for investing process in disaster prone provinces.

Viet Nam has made significant commitments to addressing natural disasters as part of poverty reduction¹. However, current **policies do not regulate integration of DRM into development interventions**. Lack of full understanding of links between development and poverty and vulnerability reduction is a key challenge. **Research on the risks of disasters and how to reduce them in Viet Nam is scattered and not systematically and effectively carried out** to support evidence based decision making or to raise public awareness. There is insufficient assessment of hazards, vulnerabilities and risks, and very little research into risk reduction measures and technologies.

Viet Nam's **high capacity to respond to floods and storms** is recognized internationally, but the effects of climate change suggests that existing capacities need to be strengthened, whilst this capacity is not equivalent in responding to other disasters. There is a strong need to build and strengthen **capacities throughout the sectors and localities to undertake DRM actions** based on a comprehensive understanding of hazards, vulnerability assessment, and full anticipation of risks to plan and implement risk reduction measures. Importantly, there is **no training mechanism to address capacity gaps**. In addition, vulnerable **communities need to increase their understanding of risks and need improved**

¹ Ian Christoplos & Bach Tan Sinh, *Outcome evaluation of UNDP Capacity building for Disaster reduction in Viet Nam*, 2004

access to resources and facilities to accelerate the often slow recovery and implement risk reduction measures. It is important to ensure that allocation of resources and prioritization of DRM actions take into account these local needs and emphasize vulnerability reduction as a core strategy.

1.2 Relevant government strategies/ plans/ programmes

The Government of Viet Nam has developed a number of laws and policies related directly or indirectly to DRM. These documents set out strategic directions and priorities for Viet Nam and address some aspects of the above-mentioned challenges, though not all. They include the following:

- The National Strategy for Disaster Prevention, Response and Mitigation to 2020
- The National Target Programme on Climate Change
- The Law on Dyke management
- Law on Forestry and the Strategy on Forestry Development
- Law and Strategy on Environmental Protection
- The Strategic Orientation for Sustainable Development in Viet Nam (2004) (VN Agenda 21)
- Socio-Economic Development Plan for 2006–2010 (SEDP), and related (draft) sectoral and provincial plans for the same period
- The ODA Master Plan for 2006-2010 that gives priority to “reduce losses and damages caused by natural disasters”.

The GoV has ratified a number of International Treaties and Agreements that relate to Disaster Risk Management, including (i) the United Nations Framework Convention on Climate Change (UNFCCC); (ii) the United Nations Convention on Combat Desertification; (iii) the ASEAN Agreement on Haze pollution prevention and control.

To address the DRM challenges in Viet Nam, including development of comprehensive DRM policies, can be greatly helped by international engagement. Viet Nam has actively engaged with important international frameworks on DRM. This includes the framework of the UN International Strategy for Disaster Reduction (UN ISDR), which aims at building disaster resilient communities by promoting increased awareness of the importance of DRM as an integral component of sustainable development. Viet Nam also plays an active role in regional and sub-regional networks on DRM such as the ASEAN Committee for Disaster Reduction, the Asian Disaster Reduction Centre (ADRC) based in Japan, etc. Furthermore, Viet Nam is committed to the Hyogo Framework for Action, which has five priority areas that were agreed in at the World Conference on Disaster Risk Management (Kobe, 2005): (i) Ensure that Disaster Risk Management is a national and a local priority with a strong institutional basis for implementation; (ii) Identify, assess and monitor disaster risks and enhance early warning; (iii) Use knowledge, innovation and education to build a culture of safety and resilience at all levels; (iv) Reduce the underlying risk factors; and (v) Strengthen disaster preparedness for effective response at all levels.

1.3 Lessons learned from previous cooperation

UNDP has promoted a number of initiatives with the objective of supporting Viet Nam to improve disaster risk management systems. Some of the projects included in the DRM portfolio are:

- Emergency Response to Typhoon Linda (VNM/001193)
- Emergency Relief to Viet Nam (VNM/001203)
- Emergency Response to 1999 Flood in Central Viet Nam (VNM/001226)
- Emergency Response to Flood in Binh Thuan (VNM/001227)
- AH-2000 Flood Victims in Mekong River Delta (VNM/001237)
- Training in Disaster-Resistant Construction Techniques (VNM/001810)
- Dyke Monitoring and Repair (VNM/001834)
- Sea Dike Engineering Services (VNM/001849)
- Disaster Management Unit (VNM/001865)

- Program in Support of Poverty Eradication in Typhoon-Prone Areas by Improved Construction Technology (VNM/001866)
- UNDP: Capacity Building for Disaster Mitigation in Viet Nam (VNM/001903)
- Rehabilitation of coastal mangrove forest damaged by typhoon Linda (VNM/004696)
- Support to immediate rehabilitation of livelihoods after the Typhoon Damrey in Viet Nam (VNM/006348)
- NDM-P Secretariat/Project support
- Strategy & Action Plan formulation re the Mekong Delta
- Disaster Risk Management in Binh Dinh
- Disaster Risk Management in Da Nang
- Flash floods in the upland areas - Lao Cai and Kon Tum.
- A flood proofing-pilot for poor coastal and inland households in An Giang province.

A number of lessons have been learned after years of strong cooperation between the UNDP and key actors in Viet Nam in the field of disaster management, as follows.

- It is important to reinforce UNDP’s (national, local) **advocacy** for a shift in thinking towards a new, broader DRM agenda and Climate Change Adaptation strategies, and concrete ways of implementing, based on its international experience.
- Capacity building should be complementary and move from **transfer of technologies and technical skills** to development of **capacities for coordination, policy analysis and exchange of information** and learning to actually integrate DRM and perspectives relating disaster and poverty reduction in their programmes.
- Strengthening **methodological guidance** is important, and there is a strong need for **multidisciplinary engagement** to promote interagency synergies and more interdisciplinary capacities for analysis and response.
- There is also a need for **support to research and capacity building for research** on disaster impact on poverty and how poverty affects vulnerability, especially in relation to new climate change challenges, which should help to formulate evidence-based policies and convince key stakeholders of the importance of DRM.
- The ongoing partnerships should develop further and help bringing national and international partners together to **develop a new DRM agenda** in Viet Nam including a stress on mitigation of CC effects and risks. This positions UNDP to **enhance partnerships further**, (i) to become real platforms for joint policy analysis and developing participatory and multi-sectoral CCA and DRM strategies; (ii) to strengthen systems for joint learning from experiences in Viet Nam and abroad with improved access to information, reports and exchanges, especially in non-structural areas; and (iii) to develop a widely shared understanding of what the poverty reduction – Disaster Risk Management link means for concrete programming priorities and decisions.
- There is a strong need to **increase significantly** the UNDP support to **capacity development at provincial, district and commune levels**, which relates closely to **strengthening data management**. Improvements would support provincial CFSCs as primary decision makers.
- **Result-based management** in project implementation should be promoted to ensure that national partners have a common understanding of a Project’s outcomes and outputs.

1.4 Development cooperation with other donors in related sector(s)

The UNDP DRM Programme was articulated in the Country Programme Action Plan 2006-2010 (CPAP), which is superseded by the “One Plan”. The One Plan enables **increased programmatic coherence** between UN organizations and the UN’s leading role in supporting coordination mechanisms, and is implemented in close collaboration with the GoV and Donor and NGO projects.

The UNDP/ One UN is not a major financier, and its role and function is complimentary to the World Bank, ADB and bilateral donors and international NGOs. Many **international donors** such as Sweden, Netherlands, Luxemburg, Germany, Australia, the World Bank and ADB are actively involved in Disaster Risk Management issues, including the need for CC adaptation. This project will strengthen national capacities to create a think tank or platform on which other development projects can build.

Closely related to the current UNDP project with MARD is a World Bank project that includes a grant funded “Component 4” with a focus on capacity building. Through careful geographical selection and good coordination efforts by MARD, the different activities of the two projects (including curriculum development, training, and research) are expected to be fully complementary. The UNDP project sets out in particular to ensure sustainable institutional capacities for training delivery, and it will support capacity building of training organizations and trainer networks, notably that of trainers of the Viet Nam Red Cross, and deliver training to both officials and mass organization staff, at different levels.

The UNDP has actively promoted and supported the **Natural Disasters Mitigation-Partnership (NDM-P)** through joint efforts with MARD and donors. The support to the NDM-P Action Plan through 2008 is critical for the second phase of the NDM-P. Moreover, UNDP has also been instrumental in other coordination mechanisms, such as the **Disaster Management Working Group (DMWG)** that facilitates international NGOs to work closely together with national partners and also with the UN system in disaster preparedness and response.

At **provincial and local levels** UNDP has support local partners jointly with some Donors and NGOs for maximum impacts, optimal use of resources and joint learning, which should continue.

A number of donors are supporting **CC-related initiatives** (WB, ADB, Denmark, etc.) and UNDP is central to convening donors at Ambassador level and high level Vietnamese policy makers for policy dialogue, and is coordinating its practical CC support to (notably) MONRE in informal ways as well as through close links to the ISGE in MONRE.

Climate Change is articulated the **One Plan of UN Organizations in Viet Nam**, highlighting the joint work with (notably) UNICEF, FAO and WHO as well as other UN agencies that are member of the UN Natural Disasters and Emergencies Programme Coordination Group (UN NDE PCG).

1.5 Comparative advantages of UNDP

In the spirit of Paris Declaration on Aid Effectiveness (March 2005) and Hanoi Core Statement on Aid Effectiveness (June 2005), UN/DP plays a **convening role** in the context of the changing aid environment. Hence, UN/DP promotes harmonization among donors and alignment of programmes with national strategies and policies with the objective of fostered ownership from the GoV of the results based development projects being implemented with the support of the international community. UNDP has comparative advantages to play a key role in this regard re DRM by supporting MARD, notably through the NDM-Partnership. UNDP also supports ISGE in MONRE that has set up a Working Group on Climate Change.

UNDP normally leads early recovery activities on behalf of the Inter-Agency Standing Committee (IASC), a **coordinating body for UN** and non-UN humanitarian partners. UNDP has substantial experience in working with other UN agencies to strengthen the collective emergency response and to integrate DRM and CCA in core programming.

UNDP was one of the first and main international agencies supporting **capacity building** for disaster management in Viet Nam, at the national level and in some localities, which has given it a strong **network** with central agencies (MARD, GSO and key members of CCFSC). UNDP has developed strong connections to civil society (national and international NGOs, and Mass Organisations including the Viet Nam Red Cross - VNRC).

UNDP has also been one of the leading agencies in providing **technical assistance** for national capacity-building on climate-related disasters. UNDP has played a key role in bringing national and international partners together to help design and support strategies for Disaster Risk Management (DRM).

UNDP has good experience in **working with local authorities** – notably some People’s Committees at the provincial, district and commune levels. UNDP also has proven capacity to facilitate international agencies and their local partners to identify local issues and bring those into national policy processes.

The UNDP has actively contributed to the formulation of the *National Strategy for Disaster Prevention, Response and Mitigation to 2020* and has facilitated **policy dialogues** for addressing climate change in Viet Nam, including the importance of that in the context of DRM. The NDM-P and ISGE partnerships provide platforms for encouraging joint **policy analysis and research** to bridge the divide between scientific analysis and decision making for CCA. UNDP program support on National Target Programmes (NTPs, e.g. on Poverty Reduction and Programme 135) and Public Administration Reform (PAR) offers the possibility to actively mainstream DRM in other development efforts.

1.6 Statement of problems/issues to be addressed by the project

The **National Strategy for Disaster Natural Disaster Prevention, Response and Mitigation to 2020** was passed on November 16, 2007. This framework is a very important achievement but how to put several key elements into practice is still unclear and there is a risk not applying the measures reflected in the Strategy due to lack of capacity or resources. The project aims to support authorities to define **implementation regulations**, involving many stakeholders, especially in order to move towards a multi-hazard reduction approach and proactive DRM that also takes into account the country’s high vulnerabilities to global climate change impacts.

There is a strong will among Vietnamese decision makers to mainstream Climate Change. Concrete steps and action plan to follow are still to be defined, which is a major challenge due to the uncertainty and lack of experience. UNDP will support MONRE and MARD as well as several provinces in a separate CC-focused project on capacity building, knowledge generation and policy dialogue that will also help to draft the MARD Action Plan for CC, led by the MARD standing Office for the Committee for Climate Change. This will cover all MARD’s sectoral responsibilities for CC adaptation and Green House Gas (GHG) mitigation (agriculture, forestry and fisheries sectors). However, the specific **links between CC, vulnerability for natural disasters and poverty as well as the formulation of related DRM measures** are the purview of the specialist structures and agencies on DRM, led by the CCFSC.

Emergency response mechanisms remain unclear in terms of initial assessment, monitoring and evaluation. The Disaster Management Working Group (DMWG) and UN organisations (UNICEF, UNFPA, WHO) have detected a **need for improving national policies and guidelines on emergency response standards, including supply and distribution of food, nutrition and drugs**, with a focus on the most vulnerable groups.

The development of strategies, policies and plans requires **better use of available data and more research**. There is a need for research and analysis on the links between poverty and vulnerability for disasters; on hazards and vulnerabilities and how those are affected by climate change; on impacts and cost-benefit analysis of risk reduction measures; relationships between pre- and post-disaster factors on economic development of communities; the impacts of projects in the recovery phase after disasters (catastrophes and national emergencies) that best stimulate economic growth; etc.

There is a **lack of clarity by Government stakeholders as to roles and responsibilities of different international agencies**, including the different UN agencies. Despite efforts to strengthen coordination and collaboration between national and international partners through the NDM-Partnership and the Disaster Management Working Group, there is room for improvement to ensure that international assistance is best targeted and utilized to complement national efforts. The **Natural Disaster Mitigation-Partnership** (NDM-P) is in phase II (2006 – 2008) and is funded by 5 Donors including UNDP, but its resources and effectiveness in information exchange, policy dialogue, and coordination are limited.

Coordination through Steering Committees is not sufficient, especially across sectors and types of hazards. The existence of many multi-sectoral Steering Committees for different types of hazards does not encourage information sharing and integrated action. The committees have part-time members and depend heavily on sector departments, which serve as their Secretariats. This often results in delays, overlaps/inefficiencies, and internal friction. The CCFSC and provincial CFSCs meet only a few times per year for annual disaster preparedness and when a disaster occurs. Often cooperation between members is weak and members often lack a comprehensive understanding of vulnerabilities and risks.

The project will address the above-mentioned issues through support to institutional development and capacity building for concerned central GoV agencies, training institutions and local GoV and communities in three provinces, which will be selected based on a number of criteria, including (a) degree importance of natural disasters that are enhanced by climate change; (b) local experience with UN/DP projects; (c) related work is planned or ongoing by other UN organisations; and (d) interest in institutional development on DRM. The provinces suggested by MARD in consultation with MONRE are Binh Thuan, Can Tho and Cao Bang.

II. Project overview

II.1 Summary of project results

The project is aligned to the *National Strategy for Disaster Prevention, Response and Mitigation to 2020* and specifically to building capacities for disaster preparedness and response. It is also supporting the formulation and implementation of Climate Change related (draft) plans, including the National Target Programme to deal with Climate Change and the MARD action plan on the same subject.

The project seeks to contribute to the UN’s One Plan Outcome 5. It will make contributions towards the following One Plan Outputs (with some relevant, summarised One Plan activities):

- **Output 5.1 Evidence-based national and local Disaster Risk Management legislation, strategies and policies and plans developed, approved and integrated in socio-economic and sectoral strategies and plans** (support formulation of the Law on Disaster Risk Management; develop DRM strategy and plans in provinces; develop sustainable financial mechanisms to support Disaster Risk Management and support recovery after major disasters; help develop climate change risk reduction mechanisms)
- **Output 5.2 Institutional systems and processes strengthened to enhance coordinated and integrated DRM actions and adaptation to global climate change, at national and province level** (NDM-Partnership strengthened; DRM Centres established; early warning systems strengthened; institutional capacity strengthened; and awareness of climate change mainstreamed).
- **Output 5.3 National and local capacities strengthened to minimise adverse social, economic and environmental impacts of climate-related disasters** (Improved disaster risk management training capacities and facilities; enhanced capacities of key sectors and partners vulnerability and risk assessments, preparedness and response; awareness raising on disaster and climate change risks and risk reduction measures).

Project objective

Institutional, structures and capacities in place to (i) formulate Disaster Risk Management policies, regulations, action plans and investment plans at national and provincial levels that take full account of climate change challenges, and (ii) improve coordination, information flow and disaster preparedness and response at the national level and in three pilot provinces to strengthen disaster preparedness and response.

The project will achieve the following project outcomes and outputs:

Outcome 1 – Strengthen the knowledge base on Disaster Risk Management in support of the formulation of national policies, regulations, action plans and investment plans on reduction of risks and recovery of households after major disasters, especially with regards to additional vulnerabilities as a result of Climate Change

Output 1.1: Support to **Disaster Management legislation and guidelines** to implement the National Strategy for Disaster Prevention, Response and Mitigation to 2020 and ensuring consistency with Climate Change Action Plans

Output 1.2: Support the formulation and issuance of **national guidelines and standards** to improve emergency response supply and distribution of food and drugs with focus on the most vulnerable groups (i.e. children, women and elderly) and recovery.

Output 1.3: **Analyse linkages between poverty and vulnerability** and make concrete recommendations on insurance options (**financial disaster risk transfer**) for improving insurance-related policies and regulation by authorities and enabling implementation by insurance companies.

Outcome 2 - Strengthen institutional structures and capacity for disaster preparedness and response in Viet Nam, specifically re Disaster Risk Management information; communication and awareness raising; analysis of vulnerabilities; and for formulation of specific investments

Output 2.1: Strengthen **coordination and collaboration** for policy development, Early Warning, and response

Output 2.2: **Design** of a central level DRM Centre, and three provincial level **DRM Centres**

Output 2.3: **Establish** a central level DRM Centre, and three provincial level **DRM Centres**

Output 2.4: Strengthen **DRM capacities** of key staff, of new DRM centres and local CFSC-partner agencies

Activities are given in Annex 1 and the broad time planning is given in Annex 3.

Geographical scope:

The project will aim to have a nationwide impact, with in-depth assessments and pilot activities in 3 provinces: Binh Thuan, Can Tho and Cao Bang. The selection of the three pilot areas has been made by DDMFSC (letter 18 June 2008) in consultation with other line Ministries and UNDP.

II.2 Indicative budget structure

Project outcomes	Description	Core UNDP US\$	Cost share US\$	Total ODA US\$	GoV in kind US\$
Project outcome 1	Knowledge base on DRM for policies and investment plans	135,000	585,000	720,000	50,000
Project outcome 2	Institutional structures and capacity for disaster preparedness and response, DRM information, and for formulation of specific investments	540,000	1,385,200	1,925,200	140,000
Project outcome 3	Long term technical assistance	152,000	449,000	601,000	0
	Project Management	173,000	370,800	753,800	60,000
	UNDP Program Management Cost (GMS)	0	210,000	210,000	0
Total		1,000,000	3,000,000	4,000,000	250,000

Budget details are given in Annex 1.

III. Project implementation strategy

III.1 Overall strategic approach

The One Plan represents the most critical issues to be addressed for a culture of risk management to be established to reduce vulnerabilities of various sectors and social groups to impacts of climate change and natural disasters (Outcome 5). The project will address multi-hazards and new or emerging hazards without neglecting known major threats. Hazards that require increased focus of attention are drought, landslides, saline water intrusion, erosion, flash floods, sand dune movement, and land degradation, especially in relation to climate change effects.

This project hopes to help establish a national and three provincial DRM Centres and build DRM capacities at the central and local levels, based on existing capacities to support the CCFSC and CFSCs, in MARD and in e.g. provincial departments of agriculture and rural development (DARDs). The project will support institutional learning and will include support research and evidence-based policy formulation. The project will play a leading role in drawing lessons learned from other countries and projects to feed into DRM policy and institutional development.

This project will contribute to mainstreaming climate change into DRM, i.e. it will address a part of what is known as Climate Change Adaptation (CCA). It will work closely on research and action planning and also curriculum development and capacity building with a project led by MONRE that includes a component under MARD’s *Standing Office of the Steering Committee for Climate Change Mitigation and Adaptation*. It is expected that some UNDP technical assistance for the two projects will be shared, or at least coordinated very closely

The project is firmly based in the One UN initiative and the results link directly to key outputs of the One Plan (Outcome 5), as highlighted in section II. This will also be achieved through close collaboration with the relevant UN organizations represented in Viet Nam through so called Programme Coordination Groups, as well as some UN entities outside Viet Nam.

Closely related projects under the framework of the One Plan aim to support institutional structures at provincial level that facilitate coordinated and integrated DRM in sectoral and local planning. This project will help achieving synergies with other UN participating organizations. Collaboration is expected at the central and province level, where other UN organizations have strengths such as the delivery of services. Collaboration will be sought in all aspects including M&E and reporting of results. This commitment to collaboration relates also the wider UN effort to harmonize programmes.

III.2 Strategic approach to cross-sectoral issues

The Project will pay particular attention to gender mainstreaming as women are highly vulnerable to natural disasters and climate change (HDR 2007/2008), for example by engaging gender specialists in research and development of policies and regulations that are part of the project activities, curriculum development, and training. Consideration of gender roles, responsibilities, practical and strategic needs will be promoted in all DRM activities at different stages (e.g. planning, implementation and monitoring). Collaboration with donors and NGOs in this particular cross-cutting issue will also be facilitated, building upon the successful joint activity with NGOs under the framework of the NDM-P to analyze and strengthen gender aspects in the *National Strategy for Disaster Prevention, Response and Mitigation to 2020*. According to UNDP NEX guidelines, all project activities (fellowships, trainings and study tours), target at least 30 % participation of women. These targets are in line with the *UNDP Gender Equality Strategy 2008-2011*.

This project will also address Ethnic Minority (EM) needs. The UNDP DRM project in Lao Cai and Kon Tum on “Capacity building to reduce flash flood and landslides risks in mountainous provinces”, targets

EM groups. This ongoing project pays attention to specific vulnerabilities of different EM groups in the Northern Upland and Central Highland regions and will generate lessons that will be incorporated in capacity building and policy development under the project here described.

The overall One Plan DRM Programme will work toward building stronger linkages between environmental protection and CC and particularly engage MONRE and *MARD’s Standing Office of the Steering Committee for Climate Change Mitigation and Adaptation* through the above mentioned parallel project on climate change. This will also be achieved through (i) training on DRM for environmental staff re integration of DRM and CCA concerns into strategic Environmental Impact Assessment (EIA); (ii) stronger participation of the environmental sector in development of DRM policies, strategies and plans through enhanced institutional structures and processes.

IV. Project implementation arrangements

The project will follow the National Execution (NEX) modality with procedures set out in the Provisional Guidelines for Project Management (PGPM; October 2005), which is to be replaced by the Harmonized Programme & Project Management Guidelines (HPPMG) once approved.

National Implementing Partner (NIP)

MARD will be the NIP and thus be accountable to the Government and UNDP for ensuring (a) the substantive quality of the project, (b) the effective use of both national and UNDP resources allocated to it, (c) the availability and timeliness of national contributions to support project implementation and (d) the proper coordination among all project stakeholders, particularly national parties.

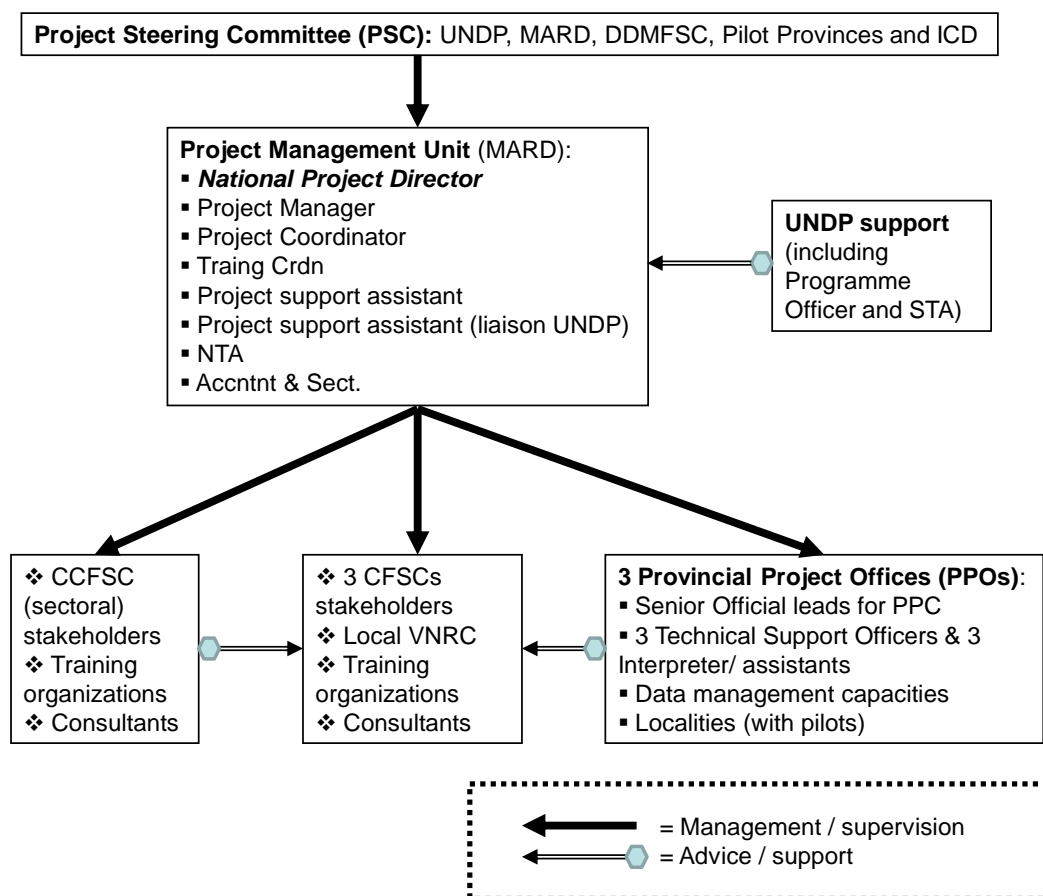
Responsible Party

The Department of Dyke management and Flood and Storm Control (DDMFC) of MARD/Standing Office of CCFSC has been the main partner of UNDP programmes on DRM over the last 15 years. The DDMFC has assumed the national execution responsibilities for a number of UNDP projects, ranging from specific technical projects i.e. technology transfer for dyke management to complex programmes that involved different agencies at both central and local levels. DDMFC/MARD continues to be the lead agency for the NDM-Partnership and has been central to further developing disaster data management, i.e. the development of Damage Assessment and Needs Assessment (DANA).

The DDMFC will serve as the main Responsible Party, i.e. the project focal point, and will be responsible for day-to-day management and implementation of the project. This includes mobilizing all national and international inputs to support project implementation; organizing and monitoring project activities in accordance with the agreed work plan; and on a quarterly basis reporting to MARD and UNDP on the progress as well as financial status of the project.

IV.1 Implementation structure

The project implementation structure will be as explained below and shown in the diagram.



IV.2 Project Steering Committee (PSC)

The Project Steering Committee is formed by appropriate managers from MARD and its related Departments such as Department of Dyke Management and Flood, Storm Control (DDMFSC) and International Cooperation Department (ICD), and UNDP-CO. Representatives of pilot provinces will also be part of the PSC. The MARD representative will be the chairperson of the PSC. The PSC will make all necessary decisions and provide guidance for implementation of project activities, including approval of the overall project work-plan, annual work plans and budget revisions. The PSC will meet once a year and more frequently as deemed necessary. In case of disagreement, NPD and UNDP can call for a meeting with relevant parties (including GACA if needed). TOR of the PSC is given in Annex 5.

IV.3 Project Management Unit

MARD will assign a senior official at Department Director level to be the National Project Director (NPD). The National Project Director (NPD) is accountable to the MARD for the use of project resources and to deliver on outcomes. Specifically the NPD will be responsible for overall management and implementation of the project, especially through managing a project management unit (PMU). The NPD will make major Project policy decisions and supervise as well as guide the work of the National Project Manager (PM). Thus, the position requires only part-time direct involvement in the Project.

The Project Management Unit (PMU) in MARD will be responsible to:

- Prepare an inception report including detailed work plan and identification of target provinces.
- Support the Project Steering Committee and translate their guidance into day-to-day project coordination and management.

- Provide technical support to MARD and provincial authorities for implementation efforts to achieve the project outcomes.
- Mobilize technical assistance in support of the achievement of outcomes
- Undertake project monitoring, budget management and fulfilling report needs to government and international donors

The PMU will be hosted by the Department of Dyke management and Flood & Storm Control (DDMFSC) and will comprise of the following positions:

- A National Project Director, who will be assigned by MARD
- A Project Manager (PM).
- A Training Coordinator
- An Administrator/accountant.
- A Secretary/Interpreter,
- Project Support Assistant (based in PMU office)
- Project Support Assistant (UNV)
- National Technical Assistant (NTA)

IV.4 UNDP project support role

Upon the designation of the UNDP Country Director the UNDP Programme officer acts as a focal point of UNDP CO in assuring the project implementation in accordance with UNDP programme/project management rule and regulations. He/she maintains a continuous partnership with the project team and participates in all project reviews, work/budget planning meetings, monitoring visits and evaluations.

She/he will appraise and clear, prior to UNDP Country Director’s approval, the TORs/specifications, annual and quarterly workplan/budgets/progress reports, as well as proposed use of unspecified budget within the annual budget already approved for the project.

In addition, UNDP CO also provides a range of Implementation Support Services (ISS) to the Project in undertaking specific project activities, (e.g. recruitment of the project personnel, overseas travel, procurement of equipments...). When need arises, the Project should state request for support services (see Annex II.3.5, Vol. 2, NEX), together with specific TORs, specifications and/or other instructions.

Additionally, technical assistance will be provided with the support of International Senior Technical Advisors (STA) according to the Results and Resource Framework (Annex 1). PMU will participate in the preparation of the ToRs and selection process.

IV.5 Other participating agencies (Responsible Parties – RPs)

Other MARD departments and offices including the MARD Standing Office of the Steering Committee for Climate Change Mitigation and Adaptation; ministries; provincial authorities and other partners including contractors and international experts are called other implementing agencies or (other) Responsible Parties (RPs), which are all essential to the success of this project.

There will be a number of contractors (or consortium between international and national institutions) that will be mobilized in accordance with the UNDP standard procurement process or government bidding law/ standard process agreed upon by UNDP and the NIP. Tendering packages will be prepared during the inception phase, pointers to which are included in Annex 1. In summary there are at least three tendering packages anticipated:

Package A: Research, assessment and advice on vulnerabilities, disaster preparedness and response

Package B: Institutional analysis and training needs assessment; and design of DRM centres and a large DRM training programme

Package C: Curriculum development and training on DRM (with VNRC and others)

Pilot/demonstration projects (especially in provinces) will be initiated towards the end of the first year. Implementation arrangements for these pilot/demonstration projects will be designed in accordance with specific needs.

The other implementing agencies / RPs will be accountable to the NPD/project management unit and the NIP for use of project resources, their activities and their contribution to the overall project outputs as per specific letters of agreement or contracts.

The project works closely with the CC project in MONRE and MARD's Standing Office of the Steering Committee for Climate Change Mitigation and Adaptation as well as three selected provinces, in support of the National Target Programme on Climate Change and, for example, formulation of the MARD Action Plan on Climate Change. That CC project will facilitate coordination and cooperation between these two key ministries by providing harmonized technical assistance.

Specifically, the Ministry of Natural Resources and Environment (MONRE) is mandated for climate change scenario development and weather forecasts. The latter enable early warning for disasters, and indeed MONRE is a key member of the CCFSC. MONRE has an extensive network for hydrometeorological observation stations and host the weather forecast service and the closely related Climate Change and Hydrometeorology Agency and the Institute of Meteorology, Hydrology and Environment (IMHEN). MONRE and MARD linkages with regional and international early warning networks i.e. for tsunami is still limited. The present project will support MONRE, MARD and other CCFSC members to identify these international networks, and to facilitate better access of Viet Nam to tsunami and also hydrometeorological information to improve early warning. This collaboration with MONRE will happen based on a signed Letter of Agreement with the NPD.

IV.6 Provincial Task Forces and Provincial Project Offices

The proposed project provinces of Binh Thuan, Can Tho and Cao Bang, were confirmed during the project approval process, and the detailed implementation arrangements in each of the 3 provinces will be finalised in the inception phase. Two of the selected provinces are the same as those selected under the MONRE-led CC project that is referred to above.

Provincial task forces will be existing provincial Committees for Flood and Storm Control, supported by the Departments of Agriculture and Rural Development (CFSCs & DARDs). The Provincial People's Committees (PPCs) of the three project provinces will sign Letters of Agreement with the NPD to establish this collaboration. PPCs will assign DARDs to take charge of implementation and a Senior Official to be the focal point in liaising with the NPD. In each province, a Provincial Project Office (PPO) will be established to support the activities.

CFSCs/ DARDs / the PPOs will be responsible for:

- Mobilizing local field-research capacities.
- Coordinating provincial level analysis and activity implementation
- Working with technical assistance at the provincial, district and commune level.
- Working with the MARD-PMU on detailed (annual, quarterly) work planning concerning provincial activities, built upon inputs by PPOs.
- Reporting on provincial level activities to the Provincial People's Committees, NPD/Project Management Unit and UNDP.

The project will supply each province with one Technical Support Officer and one Interpreter/Translator cum Programme assistant, and some logistical support to the PPOs. The technical PMU staff will be responsible for on-the-job training, to ensure the successful implementation of the project activities and their sustainability.

IV.7 Training Organizations

The Hanoi Water Resources University, the Viet Nam Institute for Water Resources Research (VIWRR), the National University, the University of Mining and Geology, National Administration Academy are universities and training institutions that are expected to collaborate with the project in developing the climate/Disaster Risk Management training modules and training programme. A detailed analysis of these training institutions will be carried out in conjunction with the training needs assessment to help determine the institutions to be involved in the climate and Disaster Risk Management training programme. Actual curriculum development and delivery of training will happen based on signed Letters of Agreement with the NPD to establish this collaboration.

The Viet Nam Red Cross (VNRC) including several provincial VNRC Chapters with support from the IFRC and other Red Cross societies has developed a network of national and provincial trainers on DRM in Viet Nam, who are Red Cross staffs. This network has been used extensively by many DRM projects at local levels. Despite being the unique agency with a certain level of DRM training capacity, the VNRC is not mandated to provide training to other agencies. However, this capacity should be built upon and needs further strengthening, particularly regarding long-term DRM measures and integration of DRM concerns in development process, for the benefit of local people and officials. The VNRC’s participation in curriculum development and delivery of training in association with the selected training centre / universities and the PMU will happen based on a signed Letter of Agreement with the NPD.

Collaboration with education and training international organizations will be sought. Long term participation of international relevant research and/or training institution will be promoted in order to establish sustainable and continuous information exchange mechanism. Prestigious universities or institutes will be contacted upon project commencement with the purpose of identifying best international partnerships that are able to develop national capacities and enhance know how in a stable manner.

IV.8 Coordination with donors

The Natural Disaster Mitigation Partnership (NDMP) will at least initially be the key forum through which coordination and consultation with ongoing DRM and CC Adaptation work will be achieved. Similarly, donor coordination will also be achieved through close collaboration with the UNDP-MONRE/MARD CC project that is linked closely to the ISGE in MONRE, and notably the ISGE working Group on CC. UNDP-Viet Nam has played a central role in both these mechanisms in the past.

IV.9 Financial management mechanism

MARD through the Project Management Unit will maintain overall accountability for the proper financial management of inputs that are directly managed by MARD, and inputs delegated to other participating agencies (Responsible Parties – RPs), as per the NEX guidelines.

With support from the Project Management Unit, MARD will be responsible for consolidating financial reports submitted to it from RPs (as regulated in the Letter of Agreements or sub-contracts) and report to the UNDP on the use of project resources as per the NEX guidelines.

The Project Management Unit will be responsible for ensuring that an annual NEX audit of the project is carried out in line with guidance from UNDP/GACA. MARD will be held accountable to follow up on recommendations by auditors.

UNDP will be responsible for transferring project funds to MARD via the project account according to NEX guidelines (i.e. current PPMG or future HPPMG for full details). Based on the quarterly workplan that should be submitted by provinces to MARD by 27th of the last month of the quarter, , MARD, through Project Management Unit, is responsible for timely transferring project funds to provincial project offices right after the quarterly workplan has been approved.

IV.10 Public Information and Advocacy

The Government and UNDP have an obligation to inform their stakeholders of the benefits and impacts of UNDP-funded assistance activities. Public information and policy advocacy is a key aspect of this project. This project is central in the UNDP assistance in the field of DRM, and will publish reports and initiate high level workshops and policy advocacy events.

IV.11 Monitoring & Evaluation

MARD will be responsible for M&E, following generally agreed procedures in project management guidelines, using measurable indicators to monitor the project’s quality of implementation, progress and contribution to outcomes.

The main M&E principles that will be adopted by UNDP and MARD are that M&E should be: (a) continuous, (b) involve partners in the central and local GoV agencies responsible for implementation and others (e.g. from civil society), (c) focus on progress towards outcomes and use indicators, (d) provide the basis for results-oriented reports, evaluations – if applicable, and (e) use a mix of tools – e.g. a balance of regular visits, analysis of reports/reviews, and participation of people at different levels.

The project monitoring framework in Annex 2 provides the basis for monitoring of the results and provides the main guidance for overall monitoring and evaluation (M&E) by MARD, the UNDP and other concerned agencies under the auspices of the overall monitoring of progress in achieving Outcome 5 of the UN One Plan.

The project is subject to various types of regular review, i.e. an annual review, quarterly progress reports, regular site visits, and ad hoc reviews if so required, also by specific Donors of the project. The PMU/MARD will be responsible to prepare reports and circulated to the project parties before reviews and circulate notes following the review meetings to enable proper follow-up.

MARD will consolidate progress from RPs and provide quarterly progress and financial reports to the UNDP utilizing a consistent format agreed between the UNDP and GoV.

The project is subject to a terminal outcome evaluation toward the end of the project (end 2011). In addition, it will be subject to ad-hoc reviews if problems arise during implementation. It may also be assessed by thematic studies in conjunction with related projects in order to learn lessons that will feed into continued programming and policy advice.

The main assumptions/risks for each outcome are detailed in the Project Results Framework in Annex 1 and Section VI, and need consideration by MARD in regular progress monitoring as well as the mid-term review and final evaluation.

V. Other considerations

V.1 Sustainability

Institutional strengthening for Disaster Risk Management (DRM) and especially the to be established new DRM centres that the project promotes will require strong commitments by the GoV to sustain. This includes assigning permanent staff with clear mandate and provision of GoV contracts to work in the DRM Centres on long-term basis. This should be a prerequisite for the project to invest in the Centres.

Similarly, the training programme on DRM, including mainstreaming of climate change, will be amongst the very first of this type and require GoV commitment to support the training institutions to continue various training activities after the project. On the other hand, the initiative deserves medium to long term external support to continue to draw lessons and document experiences over a considerable period of time, and thus to enable establishment of DRM Centres throughout Viet Nam and scale up and maintain training activities.

V.2 Risk Analysis

Risks categories	Risk Rating	Rationale	Risk Mitigation Measures
Operational	High	Limited coordination between MARD, MONRE and other CCFSC members	Both ministries are aware about the necessity of strengthened coordination and joint efforts to address disaster risks and climate change increases those. The project will strongly encourage close collaboration between the present DRM project and the mentioned CC project led by MONRE that has a component in MARD and in project provinces. The project will also ensure shared training and seminars for senior officials in MARD, MONRE and key partners.
Operational	Medium	Difficulties in recruitment of qualified project staff	The recruitment of STA, NTA and project staff can start in advance while waiting for Prime Minister approval. Preparation of TORs for international and national inputs and sub-contracts will be first activities of the project, in a short inception phase. UNDP global/regional knowledge of good training organizations/resources will be tapped into.
Operational	Medium	Loose coordination of the RPs, leading to poor management and failure or delay in delivering expected outputs	Full understanding of MARD/NIP and project focal point on their role vs RPs should be in place before the project starts and during preparation of Letters of Agreements with other RPs. UNDP will pay particular attention to this issue and to ensure that the PMU functions appropriately to prevent this situation.
Coordination	Medium	Overlap with WB component 4	Discussion between MARD, UNDP and WB on regular bases to strengthen synergies and avoid duplications.
Political	High	Resistance to modify DRM structures and / or procedures	Technical assistance to conduct a through and internal DRM assessment in the country (including SWOT analysis). Facilitation of constant dialogue and information sharing.

Annex 1 – Project Results & Budget

Project Outcomes, Outputs and Activities	Lead agency	Comments	ODA US\$
Project Outcome 1 – Strengthen the knowledge base on Disaster Risk Management in support of the formulation of national policies, regulations, action plans and investment plans on reduction of risks and recovery of households after major disasters, especially with regards to additional vulnerabilities as a result of Climate Change			720,000
<i>Output 1.1:</i> Support to Disaster Management legislation and guidelines to implement the National Strategy for Disaster Prevention, Response and Mitigation to 2020 and ensuring consistency with Climate Change Action Plans			190,000
<i>Activity 1.1.1</i> Technical assistance / expert advice to support the Government in the implementation of the National Strategy, including analysis of DRM legislation and recommendations on Law formulation, gender equality and CC-related vulnerabilities	MARD		115,000
<i>Activity 1.1.2</i> Support the Government in legislative reform activities	MARD		30,000
<i>Activity 1.1.3</i> Regional exchanges on DRM law	MARD		45,000
<i>Output 1.2:</i> Support the formulation and issuance of national guidelines and standards to improve emergency response supply and distribution of food and drugs with focus on the most vulnerable groups (i.e. children, women and elderly) and recovery.		Key elements into tender package A	180,000
<i>Activity 1.2.1</i> Review emergency response mechanisms , do case studies, and make recommendations to improve policies for response including food supply standards and distribution , with emphasis on women, children and the elderly (with UNICEF, WHO, and other UN agencies and iNGOs)	MARD		90,000
<i>Activity 1.2.2</i> Review existing recovery framework and support to national institutions for the formulation and issuance of national policies and guidelines on disaster recovery .	MARD		90,000
<i>Output 1.3:</i> Analyse linkages between poverty and vulnerability and make concrete recommendations on insurance options (financial disaster risk transfer) for improving insurance-related policies and regulation by authorities and enabling implementation by insurance companies.			350,000
<i>Activity 1.3.1</i> Research on linkages between vulnerability and poverty reduction, with a quantitative approaches and complemented by qualitative field observations, including analysis of gender equality and additional risks from climate change, and disseminate results and recommendations	MARD	Key elements into tender package A	160,000
<i>Activity 1.3.2</i> Review pre-feasibility studies on crop insurance and livelihoods recovery after disasters, update assessment on existing financial risk transfer mechanisms especially with regards to additional vulnerabilities from Climate Change, and make recommendations for disaster insurance	MARD		125,000

Project Outcomes, Outputs and Activities	Lead agency	Comments	ODA US\$
options in order to support poor households in risk management and recovery			
<i>Activity 1.3.3</i> Facilitate a long term partnership between relevant national and international research institutions to enable research on poverty-vulnerability reduction and financial risk transfer mechanisms ²	MARD	Key elements into tender package A	65,000
Project outcome 2 - Strengthen institutional structures and capacity for disaster preparedness and response in Viet Nam, specifically re Disaster Risk Management information; communication and awareness raising; analysis of vulnerabilities; and for formulation of specific investments			1,925,200
<i>Output 2.1: Strengthen coordination and collaboration for policy development, Early Warning, and response</i>			400,000
<i>Activity 2.1.1</i> Technical assistance to NDM-Partnership ³ secretariat and specific events of the partnership network	UNDP	Key elements into tender package B	150,000
<i>Activity 2.1.2. Equipment and training for NDM- Partnership</i> and key members	MARD		90,000
<i>Activity 2.1.3</i> Improve coordination to strengthen the early disaster warning system including improved connections with international early warning networks for tsunami and other priority disasters as well as awareness raising and behaviour change campaigns targeting the most vulnerable	MARD	Key elements into tender package B	160,000
<i>Output 2.2: Design of a central level DRM Centre, and three provincial level DRM Centres</i>			170,000
<i>Activity 2.2.1</i> Analysis of institutional structure and human resources capacities , re disaster response and re formulation and approval of DRM mitigation investments, including but not limited to review of support structures to the CCFSC and province level CFSC mandates. ⁴	MARD	Key elements into tender package B	60,000
<i>Activity 2.2.2</i> Prepare a detailed and costed proposal , based on studies and experiences at provincial level such as in Quang Nai, to extend the mandate and functions of the CCFSC and CFSCs and their Standing Offices to serve as DRM Centres , and submit to PM for approval	MARD	Key elements into tender package B	110,000
<i>Output 2.3: Establish a central level DRM Centre, and three provincial level DRM Centres</i>			525,000
<i>Activity 2.3.1</i> Establish the central DRM Centre , with staff, mandate, office, equipment and clear	MARD		175,000

² Earlier scoping was done by UNDP/MOF/MARD and crop-insurance research and assessment has been undertaken by the MOF, WB and ADB, and national and international insurers

³ Support to NDMP will be provided till it is integrated in the National DRM Centre or absorbed by the Ministry.

⁴ This will build on substantial institutional analysis under the DDMFC funded by UNDP in 2003-4 and similar work funded by the World Bank and others in the context of large DRM loans and grants

Project Outcomes, Outputs and Activities	Lead agency	Comments	ODA US\$
action plan. (MARD)			
Activity 2.3.2 Establish DRM Centres in three provinces , with staff, mandate, office, equipment and clear action plan.	MARD		350,000
Output 2.4: Strengthen <u>DRM capacities</u> of key staff, of new DRM centres and local CFSC-partner agencies			830,200
Activity 2.4.1 Training needs assessment for DRM Centres related institutions and establish mechanism to mainstream training on DRM as part of the official training programmes for Senior and middle level officials of national/provincial government and related agencies in coordination with other training programmes	MARD	Key elements into tender package B	70,000
Activity 2.4.2 Capacity building for training institution (universities) and development of training modules	MARD	Key elements into tender package C (with VNRC and others)	225,000
Activity 2.4.3 Develop a network of trainers (100 trainers ins DRM) and training 1000 GoV officials and VNRC staff (including in DRM centres at central and in pilot provinces) on disaster risk assessment, policy analysis and knowledge sharing and networking for integration of DRM .	MARD	Key elements into tender package C (with VNRC and others)	300,000
Activity 2.4.4 Upgrade Disaster And Needs Assessment (DANA) tool and integrate it into Viet Info in collaboration with UNICEF (gender disaster disaggregated data). Training programmes on DANA-VietInfo disaster and needs assessment tool by the VNRC and other training institutions and provide training on this tool to 1000 officials, women and men, and VNRC staffs.	MARD	Key elements into tender package C (with VNRC and others)	60,000
Activity 2.4.5 Train GoV officials and insurance company staff in Disasters related insurance options	MARD	Key elements into tender package C (with VNRC and others)	150,000
Activity 2.4.6 Support to capacity building and workshops of key DM stakeholders	MARD/UNDP		25,200
Project outcome 3 – Long term technical advice and Project management			1,354,800.00

Project Outcomes, Outputs and Activities	Lead agency	Comments	ODA US\$
<i>Long term technical advice</i>			601,000.00
STA (3 years - \$12,000/wm)	UNDP		432,000.00
DRM Institutional and capacity building expert (\$2,000x2.5 years)	MARD		60,000.00
Training coordinator (\$ 1,500 x 3 years)	MARD		54,000.00
International travel	UNDP		30,000.00
Local travel	MARD		25,000.00
<i>Project management</i>			753,800.00
Project Manager (\$1,200 x 3 years)	MARD		43,200.00
Project Support Assistant (\$ 800 x 36 w/m)	MARD		28,800.00
Project Support Assistant based in UNDP (\$ 800 x 36 w/m)	UNDP		28,800.00
Administrator/Accountant (\$ 600 x 3 years)	MARD		21,600.00
Secretary/Interpreter (\$ 800 x 36 w/m)	MARD		28,800.00
Provincial coordinators (3x\$1,000x 36w/m)	MARD		108,000.00
Provincial support staffs (\$500x3x36w/m)	MARD		54,000.00
Project management training for IP and provincial staffs	MARD		20,000.00
Office Equipment (Central PMU and PPOs)	MARD		50,000.00
Mid term review and final outcome evaluation	MARD		

Project Outcomes, Outputs and Activities	Lead agency	Comments	ODA US\$
			45,000.00
Audit	UNDP		14,000.00
Miscellaneous	MARD		41,600.00
Management costs (UNDP services: ISS)	UNDP		60,000.00
GMS	UNDP		210,000.00
		<i>Sub-total Outcome 1</i>	720,000
		<i>Sub-total Outcome 2</i>	1,925,200
		<i>Sub-total Outcome 3</i>	1,354,800.00
Total budget			4,000,000.00

Annex 2 – Project Monitoring Framework

Project outcomes and Outputs	Indicators	Baseline	Target	MOV	Risks assessment
Project Outcome 1 – Strengthen the knowledge base on Disaster Risk Management in support of the formulation of national policies, regulations, action plans and investment plans on reduction of risks and recovery of households after major disasters, especially with regards to additional vulnerabilities as a result of Climate Change	<p>Disaster management structures has been renovated (institutional changes)</p> <p>New legislation has been submitted for PM's approval</p> <p>Better disaster management procedures in place</p> <p>Pilot Disaster Centers operative in three provinces</p>	<p>No comprehensive assessment available</p> <p>Project will undertake an Initial Situation Assessment</p>	<p>Senior Officials and policy makers of line disaster related Ministries</p> <p>Provincial authorities for pilot Disaster Centers</p>	<p>Evaluation reports</p> <p>Draft documents submitted for PM's approval</p> <p>Disaster Centers TORs and GoV approval</p>	High: Resistance from Senior Officials to modify DRM structures or procedures
<i>Output 1.1:</i> Support to Disaster Management legislation and guidelines to implement the National Strategy for Disaster Prevention, Response and Mitigation to 2020 and ensuring consistency with Climate Change Action Plans	Implementation of National Strategy for Disaster Prevention, Response and Mitigation to 2020 better articulated	National Strategy for Disaster Prevention, Response and Mitigation to 2020	Senior Officials and policy makers	Draft law submitted for approval	Low: interest from GoV decreases
<i>Output 1.2:</i> Support the formulation and issuance of national guidelines and standards to improve emergency response supply and distribution of food and drugs with focus on the most vulnerable groups (i.e. children, women and elderly) and recovery.	<p>Comprehensive information on emergency response supply and distribution of food and drugs available.</p> <p>National guidelines for disaster recovery</p>	<p>No comprehensive assessment available</p> <p>Project will undertake an Initial Situation Assessment</p>	Vietnamese institutions, international community, services suppliers and victims of disaster	<p>Evaluation reports</p> <p>National guidelines for disaster recovery</p>	Medium: Players don't prioritize preventive measures and resources allocation is poor
<i>Output 1.3</i> Analyse linkages between poverty and vulnerability and make concrete	There are suitable and affordable resources for	Initial studies carried out by UNDP and WB	Poor households and vulnerable groups	Evaluation report	Medium: Suggested measures are in line

Project outcomes and Outputs	Indicators	Baseline	Target	MOV	Risks assessment
recommendations on insurance options (financial disaster risk transfer) for improving insurance-related policies and regulation by authorities and enabling implementation by insurance companies	disaster affected households to resume their activities				with the priorities of Ministries involved (MoFI, MARD, etc.)
Project outcome 2. Strengthen institutional structures and capacity for disaster preparedness and response in Viet Nam, specifically re Disaster Risk Management information; communication and awareness raising; analysis of vulnerabilities; and for formulation of specific investments					
<i>Output 2.1</i> Strengthen coordination and collaboration for policy development, Early Warning, and response	NDM-Partnership and other disaster related institutions receive financial and technical assistance and improve their performance	NDMP progress report July 2008 NDMP Mid-Term Review Report	NDM-Partnership and other disaster related institutions	NDM-Partnership and other disaster related institutions annual reports	Low: The future Vietnamese disaster management structure is yet to be defined
<i>Output 2.2</i> Design of a central level DRM Centre, and three provincial level DRM Centres	New National disaster management institution policy paper prepared for consideration	Initial disaster management institutional assessment in Viet Nam	Disaster related central and provincial (pilot provinces) institutions in Viet Nam	National disaster management institution policy paper. Evaluation report	High: Resistance from Senior Officials to modify DRM
<i>Output 2.3</i> Establish a central level DRM Centre, and three provincial level DRM Centres	Pilot Disaster Centers operative in three provinces	No baseline available	Pilots Disaster Centers operational by October 2010.	Disaster Centers TORs and GoV approval	High: Resistance from Senior Officials to modify DRM structures or procedures at provincial level
<i>Output 2.4:</i> Strengthen DRM capacities of key staff, of new DRM centres and local CFSC-partner agencies	DRM key staff has the capacity to properly handle disaster situations	Initial capacity assessment	DRM related institutions and their staff. VNRC staff.	Evaluation report	Low: limited coordination with other training initiatives

Annex 3 – Project work-plan (mid 2008-end 2011)

Project activities	Year 1	Year 2	Year 3	Year 4
<i>Activity 1.1.1</i> Technical assistance / expert advice to support the Government in the implementation of the National Strategy, including analysis of DRM legislation and recommendations on Law formulation, gender equality and CC-related vulnerabilities				
<i>Activity 1.1.2</i> Support the Government and other organizations in legislative reform activities				
<i>Activity 1.1.3</i> Regional <i>exchanges</i> on DRM law				
<i>Activity 1.2.1</i> Review emergency response mechanisms , do case studies, and make recommendations to improve policies for response including food supply standards and distribution , with emphasis on women, children and the elderly (with UNICEF, WHO, and other UN agencies and iNGOs)				
<i>Activity 1.2.2</i> Review existing recovery framework and support to national institutions for the formulation and issuance of national policies and guidelines on disaster recovery .				
<i>Activity 1.3.1</i> Research on linkages between vulnerability and poverty reduction, with a quantitative approaches and complemented by qualitative field observations, including analysis of gender equality and additional risks from climate change, and disseminate results and recommendations				
<i>Activity 1.3.2</i> Review pre-feasibility studies on crop insurance and livelihoods recovery after disasters, update assessment on existing financial risk transfer mechanisms especially with regards to additional vulnerabilities from Climate Change, and make recommendations for disaster insurance options in order to support poor households in risk management and recovery				
<i>Activity 1.3.3</i> Facilitate a long term partnership between relevant national and international research institutions to enable research on poverty-vulnerability reduction and financial risk transfer mechanisms				
<i>Activity 2.1.1</i> Technical assistance to NDM-Partnership secretariat and specific events of the partnership network				
<i>Activity 2.1.2. Equipment and training for NDM- Partnership</i> and key members				
<i>Activity 2.1.3</i> Improve coordination to strengthen the early disaster warning system including improved connections with international early warning networks for tsunami and other priority disasters				
<i>Activity 2.2.1</i> Analysis of institutional structure and human resources capacities , re disaster response and re formulation and approval of DRM mitigation investments, including but not limited to review of CCFSC and province level CFSC mandates.				
<i>Activity 2.2.2</i> Prepare a detailed and costed proposal , based on studies and experiences at provincial level such as in Quang Nai, to extend the mandate and functions of the CCFSC and CFSCs and their Standing Offices to serve as DRM Centres , and submit to PM for approval				
<i>Activity 2.3.1</i> Establish the central DRM Centre , with staff, mandate, office, equipment and clear action plan. (MARD)				
<i>Activity 2.3.2</i> Establish DRM Centres in three provinces , with staff, mandate, office, equipment and clear action plan.				
<i>Activity 2.4.1</i> Training needs assessment for DRM Centres related institutions and establish mechanism				

Project activities	Year 1	Year 2	Year 3	Year 4
to mainstream training on DRM as part of the official training programmes for Senior and middle level officials of national/provincial government and related agencies in coordination with other training programmes				
<i>Activity 2.4.2</i> Capacity building for training institution (universities) and development of training modules				
<i>Activity 2.4.3</i> Develop a network of trainers (100 trainers ins DRM) and training 1000 GoV officials and VNRC staff (in DRM centres at central and in pilot provinces) on disaster risk assessment, policy analysis and knowledge sharing and networking for integration of DRM .				
<i>Activity 2.4.4</i> Upgrade Disaster And Needs Assessment (DANA) tool and integrate it into Viet Info in collaboration with UNICEF . Training programmes on DANA-VietInfo disaster and needs assessment tool by the VNRC and other training institutions and provide training on this tool to 1000 officials and VNRC staffs.				
<i>Activity 2.4.5</i> Train GoV officials and insurance company staff in Disasters related insurance options				
<i>Activity 2.4.6</i> Support to capacity building and workshops of key DM stakeholders				

Annex 4 – List of major supplies and contracts

1. International and national experts/consultants hired through open recruitment and competitive bidding. Close collaboration with MONRE for the Climate Change Outcome and possible synergies in LTAs.
2. Contract for services (consultancy, audit, etc.).
3. Long term partnership with relevant international research institutions to provide training and technical assistance.
4. Office equipment
 - 5 laptop computers [1/province and NPD, PM]
 - internet ready
 - CD/DVD/RW
 - at least 80 GB hard drive
 - 9 desktop computers [1/province and PM, TC, Accountant, Secretary, STA and NTA]
 - internet ready
 - CD/DVD/RW
 - LCD screen
 - at least 100 GB hard drive
 - power backup
 - 9 UPS [for desktops]
 - 4 laser printer (B&W)
 - 4 Photocopiers
 - 3 GPS
 - Some office furniture

Annex 5 – Job Descriptions for key positions

Term of Reference of Project Steering Committee (PSC)

Representing the Project Steering Committee for development and implementation of the MARD-UNDP disaster management project, the PSC⁵ will make all necessary decisions and provide guidance for implementation of project activities, including approval of the overall project work-plan, annual work plans and budget revisions.

The PSC is responsible for the following:

1. Make all necessary and timely decisions for project management and implementation of the project, including review and approve project overall work-plans and budget revisions.
2. Review and approve annual reports and audit reports;
3. The PSC will meet once a year and more ad-hoc as deemed necessary to rreview Project progress made towards planned outputs. In the event that progress is not consistent with the project work plan, the PSC will determine what actions, if any, should be undertaken to rectify the situation;
4. The PSC may not alter project objectives or outputs. The PSC may alter project activities and/or implementation arrangements, but only if there is clear and consistent evidence that the project activities are failing to deliver project outputs, based on progress reports against project output indicators. Changes to project activities and/or implementation arrangements will require the consent of the UNDP-CO.

⁵ The Project Management Board for development and implementation of the NTP on CC (NSC) will nominate its appropriate members from MPI and MARD, who are focal point of UNDP programme, and a representative of UNDP-CO.

Job Description for National Project Director

Background:

The NPD is the focal point for responsibility and accountability in the National Implementing Partner (NIP) for the UNDP funded Project. The NPD must be a leading official of the NEX Agency whose primary responsibility will be to make major Project policy decisions and to supervise and guide the work of the national Project Manager (PM). Thus, the position requires only part-time direct involvement in the Project.

Duties and Responsibilities

- Assumes overall responsibility for the execution of the Project towards achieving Project objectives and accountability to UNDP and the Government for the proper and effective use of Project resources.
- Serves as a focal point for the coordination of the Project with implementing agencies, UNDP and other Government agencies.
- Ensures that all Government inputs committed to the Project are made available.
- Works with UNDP in selecting and arranging for the appointment of the Project Manager.
- Supervises the work of the PM, and ensures that the PM is empowered to effectively manage the Project, and other Project staff in performing their duties.
- Ensures that work plans are prepared and updated, in consultation with UNDP, and distributed to the Government and other relevant agencies.
- Undertakes the recruitment and contract of UNDP financed Project professional and support staff using agreed procedures.
- Opens and operates a separate bank account in the name of the NIP, and serves as the Approving Officer for the recruitment, training, sub-contracting, and financial operations of the Project.
- Represents the NIP and the Project at formal meetings of the Project parties.

Duration: Part-time input over the full life of the Project. The NPD can nominate a Deputy NPD to act on her or his behalf during any absence.

Job Description for Project Manager

Background:

The Project Manager has responsibility for the operational management of the project, as secretariat for the Task Force. Consequently the Project Manager is responsible for the day to day project management. S/he will plan, initiate and manage project activities and also be involved in substantive support in realizing project targets. The PM will be selected by the NPD in consultation with UNDP and/or other independent advisors nominated by UNDP

Duties and Responsibilities:

1. Assumes operational responsibility for the execution of the Project in accordance with procedures and practices outlines in the NEX manual.
2. Prepares and updates work plans for submission to the NPD.
3. Prepares and facilitates scheduled meetings of the Task Force in review of Project activities.
4. Ensures that all agreements with designated implementing agencies and sub-contractors are prepared, negotiated and agreed. Supervise and coordinates their implementation.
5. Initiates and administers the mobilization of Project inputs under the responsibility of the NIP.
6. Initiates and executes necessary field trips and workshops in support of the work programme.
7. Assumes direct responsibility for managing the Project budget on behalf of the NPD to ensure that:
 - a. Project funds are made available as needed and are disbursed properly;
 - b. Accounting records and supporting documents are kept,
 - c. Financial reports are prepared,
 - d. Financial operations are transparent and comply with NEX rules, and,
 - e. Records are in order for auditing at any time.
8. Manage Project physical resources (equipment, etc) financed by UNDP.
9. Supervise and guide project staff and experts working for the Project
10. Drafts and/or organizing the drafting of all projects management reports, including quarterly, annual, and terminal reports and organize tripartite reviews and Evaluation Missions in coordination with the Government and UNDP.
11. Organise project monitoring and evaluation systems and regularly update the NPD on progress, issues and constraints to Project implementation.

Qualifications:

- University level training in economics, business or law.
- Past experience (at least 2 years) in Project management.
- Good inter-personal and team building skills.
- Good spoken and writing skills in both Vietnamese and English.
- Available to assist with Project implementation on a regular basis as required.
- Familiarity with UNDP financed technical assistance projects and NEX.

Duration: An initial year (full time), with the possibility of extension for another 2.5 years

Job Description for Senior Technical Advisor

Title: Senior Technical Advisor (STA) on Disaster Risk Management
Project ID and title: Strengthening institutional capacity for Disaster Risk Management in Viet Nam, including Climate Change related disasters
Duty Station: Hanoi, Viet Nam
Duration & timing: 12 months with possibility of extension.
Expected starting date: September 2008

BACKGROUND

The UNDP project on “Strengthening national capacities for institutional development and implementation of Climate Change Adaptation and DRM measures in Viet Nam” is one of the main projects to support the achievement of the outputs under Outcome 5 of the One Plan for 2006-2010. The project aims address capacity gaps for comprehensive CCA and DRM in Viet Nam through support to institutional development and capacity building for concerned central GoV agencies, training institutions and local GoV and communities in three pilot provinces, namely Binh Thuan, Can Tho and Cao Bang. The support the STA will be in four domains:

1. Strengthen capacities for formulation of important legislation and policies for DRM i.e. articulation of National Disaster Strategy to 2020 DRM, the integration of DRM concerns into the upcoming Social Economic Development plans for 2011-2015. Support the preparation of and wide consultation on the Draft Law on DRM/CCA for submission to the NA;
2. Promote institutional innovations for DRM, both at central and local level with pilots in three provinces. This will build on available analyses on strengths and areas for improvements of the current coordinating bodies for DRM in Viet Nam and propose the establishment of a DRM Centre, which will be piloted in three provinces for a review and approval by the PM to establish a National Centre;
3. Analysis of DRM institutional framework and applicability of Hyogo Framework for Action. Recommendations for MARD consideration through PSC; and
4. Support the formulation and issuance of national policies and guidelines to improve emergency response standards including supply and distribution food, nutrition and drugs with focus on the most vulnerable groups (i.e. children, women and elderly).

REPORTING ARRANGEMENTS

The Senior Technical Advisor (STA) is a full time position with his/her time into this project. The STA will implement his/her main functions and undertake specific duties under the direct supervision of the National Project Directors (NPD) and in close collaboration with the Project Managers (PM).

In line with UN/UNDP’s staff rules, the STA’s annual performance will be measured by a full Results and Competency Assessment (RCA). The RCA exercise, with self-assessment of the STA, will be reviewed by the NPD and by UNDP’s Competency Review Group set up by the UNDP Resident Representative. As such, the STA is also accountable to MARD as the implementing agency and UNDP as the funding agency for the project.

The STA reports to the Chairperson of the PSC and the Head of Sustainable Development Cluster. S/he is expected to prepare an end-of-assignment report which focuses on key lessons learned and best practices drawn from project management and capacity building processes as well as major substantive issues that have merged and that would require further assistance from MARD and UNDP in the future.

MAIN FUNCTIONS

The STA is expected to provide active advices to MARD, Provincial PPC, other concerned government agencies and donor through National Project Director and Project Management Unit in carrying out the project under the DRM approach. The STA has three main functions, one on capacity building for counterpart, one on provision of policy advice, and one on advocacy. More specifically, he/she will:

- Provide advice to Government, provincial PPC through Project Management Unit and UNDP and ensure proper capacity building of concerned Government, local government and other agencies staffs and local communities through various stages and activities in implementing the projects
- Serve as policy advisor for MARD, Government, Provinces and UNDP in the areas of DRM.
- Advocate multi-hazard approach and integrated DRM concepts. Advocate for UN/UNDP corporate positions in crisis prevention and recovery in general and Disaster Risk Management in particularly including the implementation of the UNFCCC, HFA and other related global policy frameworks. Share development experiences/good practices that have been acquired elsewhere and learn similar experiences/good practices in Viet Nam and share them with relevant stakeholders. This advocacy will include mainstreaming DRM concerns into the implementation of social economic development strategies and plans, particularly the SEP 2006-2010 and beyond.

SPECIFIC DUTIES

The STA will carry out the above four functions through the following specific duties:

Programme and Project Management

Planning: Provide active advice to MARD, PPC through the NPD, PMU and provincial project offices to ensure that the project keep strategic directions to achieve results, synergies between them and their alignment with the One Plan Outcome and outputs. Advise and build capacity of national partners in capturing emerging issues and identification of interventions to address the issues. Work closely with PMU to ensure quality of substantive aspects of the annual/quarterly work plans and budgets before approval by MARD and UNDP.

Technical advice and Quality control in delivery of outputs: STA is expected to assist the NPD, PMU and UNDP in (i) ensuring the quality control of project technical works. To this end, the STA will be involved in (a) preparing or supervising other project staff in preparing TORs for requested works; (b) supporting the NPD and PM in managing inputs by project external consultants and/or sub-contracts particularly those with international inputs; (c) reviewing technical reports submitted to the project by the experts/agencies and sub-contracts and work with PMU to ensure that these reports meet standards specified in the respective TORs; and (ii) facilitating the provision of specialized technical inputs and advising services in some key project areas in line with the STA's educational background and practical experience.

Project monitoring and evaluation: Provide guidance and train project and other concerned staffs in developing baseline and indicators for project monitoring and evaluation. Strengthen national/local capacity in project monitoring and evaluation through support to set up good M&E plans of the projects including guidance/support in preparing project progress reports (quarterly and annual reports) focusing on capturing results, learning lessons and documenting best practices that will help improve the project performance. Ensure substantive quality of those reports before approval by the NPD and UNDP. Assist

UNDP and the Government in overall monitoring of the DRM programme and progress toward outputs and outcome.

Capacity assessment and capacity building: Provide advice and support in assessing capacity gaps that exist in MARD, PPCs and project personnel for effective DRM. Share lessons and good practices learned elsewhere with concerned parties to ensure the mainstreaming of capacity building activities in the projects to address these gaps as well as advice and guide on the implementation of such capacity building activities.

Policy advice: Proactively engage in policy discussions on DRM at different levels (Government, ministerial, provincial and local, NDM-Partnership and other national-international forums). Provide substantive inputs to the Government, provinces and UNDP whenever requested in order to prepare policy statements for important events (e.g. Consultative Group Meetings, donor forums, national conferences) and/or to help formulate UNDP’s positions on particular sets of substantive issues. Provide regular policy and advocacy briefs themes addressed by the DRM programme to the Government (MARD/PPC) and UNDP, focusing on learning from experiences elsewhere with applicability in Viet Nam.

Advocacy: Serve as an advocate for UNDP’s policy sustainable development and human development concepts in the areas of crisis prevention and recovery/DRM.

Knowledge generation and sharing: Identify knowledge gaps on DRM that exist in MARD, other Gov agencies, provincial departments and UNDP staff and suggest necessary measures for addressing such gaps, including suggestions for policy research and data survey; participation in knowledge sharing events organized by UNDP to sharing knowledge/information acquired from the project and join UNDP’s global knowledge networks.

Donor coordination: The STA is expected to work closely with the NDP-Partnership Secretariat and other partnership mechanisms within MARD and at provincial level. Advise UNDP, MARD, and PPC through NPD on opportunities to enhance partnership with donors and NGOs. Support UNDP and the Gov in ensuring that Donors with interest in the area of DRM are kept informed of the Programme/projects progress, results and lessons learned. Advise the Gov and UNDP on areas of possible cooperation with other donors, both in the field of DRM and in other fields where integration of DRM seems feasible.

COMPETENCIES

Corporate Competencies:

- Demonstrates commitment to UNDP’s mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Project Management

- Has strong managerial competency with experience in results based management and results oriented approach to project implementation.

Communications and Networking

- Has excellent oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.
- Has excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Has demonstrated knowledge and experience in working on policy development and capacity building.

- Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government

Knowledge Management and Learning

- Shares knowledge and experience.
- Actively mentoring PMU staff.

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm and in control under pressure.
- Competent in leading team and creating team spirit, stimulating team members to produce quality outputs in a timely and transparent fashion.

QUALIFICATIONS

- Postgraduate degree (M.Sc or Ph.D.) in crisis prevention and recovery/Disaster Risk Management, natural resource management, environmental sciences or a related field.
- At least ten years working experience in the development field.
- Understanding challenges in development works. Be able to adapt to local environment.
- Relevant work experience in developing countries. Previous work experience in Viet Nam or neighboring countries will be an asset.
- Excellent project management skills and knowledge of donor policies and funding modalities. Knowledge of UNDP programming practices is an asset;
- Experience in gender mainstreaming
- Proficiency in both spoken and written English is a must, including excellent writing skills.
- Strong inter-personal skills; results driven, ability to work under pressure and to meet strict deadlines. Ability to deal with politically sensitive and complex issues; Strong communication, networking and team-building skills.

Job Description for National Technical Advisor

Title: National Technical Advisor (NTA) on Disaster Risk Management
Project ID and title: Strengthening institutional capacity for Disaster Risk Management in Viet Nam, including Climate Change related disasters
Duty Station: Hanoi, Viet Nam
Duration & timing: 12 months with possibility of extension.
Expected starting date: September 2008

BACKGROUND

The UNDP project on “Strengthening national capacities for institutional development and implementation of Climate Change Adaptation and DRM measures in Viet Nam” is one of the main projects to support the achievement of the outputs under Outcome 5 of the One Plan for 2006-2010. The project aims address capacity gaps for comprehensive CCA and DRM in Viet Nam through support to institutional development and capacity building for concerned central GoV agencies, training institutions and local GoV and communities in three pilot provinces, namely Binh Thuan, Can Tho and Cao Bang. The NTA will work to support the following domains:

1. Strengthen capacities for formulation of important legislation and policies for DRM i.e. the new Law on DRM, National and provincial action plan to implement the new National Strategy for DRM, the integration of DRM concerns into the upcoming Social Economic Development plans for 2011-2015. Support the preparation of and wide consultation on the Draft Law on DRM/CCA for submission to the NA
2. Promote institutional innovations for DRM, both at central and local level with pilots in three provinces. This will build on available analyses on strengths and areas for improvements of the current coordinating bodies for DRM in Viet Nam and propose the establishment of a DRM Centre, which will be piloted in three provinces for a review and approval by the PM to establish a National Centre.
3. Analysis of DRM institutional framework and applicability of Hyogo Framework for Action. Recommendations for MARD consideration through PSC; and
4. Support the formulation and issuance of national policies and guidelines to improve emergency response standards including supply and distribution food, nutrition and drugs with focus on the most vulnerable groups (i.e. children, women and elderly).

REPORTING ARRANGEMENTS

The National Technical Advisor (NTA) is a full time position into this project. The NTA will implement his/her main functions and undertake specific duties under the direct supervision of the National Project Directors (NPD) and in close collaboration with the Project Managers (PM), Senior Technical Advisor (STA).

In line with UN/UNDP’s staff rules, the NTA’s annual performance will be measured by a full Results and Competency Assessment (RCA). The RCA exercise, with self-assessment of the NTA, will be reviewed by the NPD(s) and by UNDP’s Competency Review Group set up by the UNDP Resident Representative. As such, the NTA is also accountable to MARD as the implementing agency and UNDP as the funding agency for the project.

The NTA, in coordination with STA, reports to the Chairperson of the PSC and as well as other members of AB the Head of Sustainable Development Cluster. S/he is expected to prepare an end-of-assignment report which focuses on key lessons learned and best practices drawn from project management and

capacity building processes as well as major substantive issues that have merged and that would require further assistance from MARD and UNDP in the future.

MAIN FUNCTIONS

The NTA is expected to provide active advices to MARD, Provincial PPC, other concerned Government and provincial agencies and donors through NPD and PMU in carrying out the projects under the DRM approach. The NTA has three main functions, one on capacity building for counterpart, one on provision of policy advice, and one on advocacy. More specifically, he/she will:

- Provide advice to Government, provincial PPC through Project Management Unit and UNDP and ensure proper capacity building of concerned Government, local government and other agencies staffs and local communities through various stages and activities in implementing the projects;
- Serve as policy advisor for MARD, Government, Provinces and UNDP in the areas of DRM;
- Advocate multi-hazard approach and integrated DRM concepts. Advocate for UN/UNDP corporate positions in crisis prevention and recovery in general and Disaster Risk Management in particularly including the implementation of the UNFCCC, HFA and other related global policy frameworks. Share development experiences/good practices that have been acquired elsewhere and learn similar experiences/good practices in Viet Nam and share them with relevant stakeholders. This advocacy will include mainstreaming DRM concerns into the implementation of social economic development strategies and plans, particularly the SEP 2006-2010 and beyond.

SPECIFIC DUTIES

The NTA, in close coordination with STA, will carry out the above three functions through the following specific duties:

Programme and Project Management

Planning: Provide active advice to MARD, PPC through the NPD/ PMU to ensure that the project keep strategic directions to achieve results, synergies between them and their alignment with the One Plan Outcome and outputs. Advise and build capacity of national partners in capturing emerging issues and identification of interventions to address the issues. Work closely with PMU and STA to ensure quality of substantive aspects of the annual/quarterly work plans and budgets before approval by the NPD and UNDP.

Technical advice and Quality control in delivery of outputs: NTA is expected to assist the NPD and UNDP in: (i) ensuring the quality control of project technical works. To this end, the NTA will be involved in (a) preparing or supervising other project staff in preparing TORs for requested works; (b) supporting the NPD and PM in managing inputs by project external consultants and/or sub-contracts particularly those with international inputs; (c) reviewing technical reports submitted to the project by the experts/agencies and sub-contracts and work with PMU to ensure that these reports meet standards specified in the respective TORs; and (ii) facilitating the provision of specialized technical inputs and advising services in some key project areas in line with the NTA's educational background and practical experience.

Project monitoring and evaluation: Provide guidance and train project and other concerned staffs in developing baseline and indicators for project monitoring and evaluation. Strengthen national/local capacity in project monitoring and evaluation through support to set up good M&E plans of the projects

including guidance/support in preparing project progress reports (quarterly and annual reports) focusing on capturing results, learning lessons and documenting best practices that will help improve the project performance. Ensure substantive quality of those reports before approval by the NPD and UNDP. Assist UNDP and the Government in overall monitoring of the DRM programme and progress toward outputs and outcome.

Capacity assessment and capacity building: Provide advice and support in assessing capacity gaps that exist in MARD, PPCs and project personnel for effective DRM. Share lessons and good practices learned elsewhere with concerned parties to ensure the mainstreaming of capacity building activities in the projects to address these gaps as well as advice and guide on the implementation of such capacity building activities.

Policy advice: Proactively engage in policy discussions on DRM at different levels (Government, ministerial, provincial and local, NDM-Partnership and other national-international forums). Provide substantive inputs to the Government, provinces and UNDP whenever requested in order to prepare policy statements for important events (e.g. Consultative Group Meetings, donor forums, national conferences) and/or to help formulate UNDP’s positions on particular sets of substantive issues. Provide regular policy and advocacy briefs themes addressed by the DRM programme to the Government (MARD/PPC) and UNDP, focusing on learning from experiences elsewhere with applicability in Viet Nam.

Advocacy: Serve as an advocate for UNDP’s policy sustainable development and human development concepts in the areas of crisis prevention and recovery/DRM.

Knowledge generation and sharing: Identify knowledge gaps on DRM that exist in MARD, other Gov agencies, provincial departments and UNDP staff and suggest necessary measures for addressing such gaps, including suggestions for policy research and data survey; participation in knowledge sharing events organized by UNDP to sharing knowledge/information acquired from the project and join UNDP’s global knowledge networks.

Donor coordination: The NTA is expected to work closely with the NDP-Partnership Secretariat and other partnership mechanisms within MARD and at provincial level. Advise UNDP, MARD, and PPC on opportunities to enhance partnership with donors and NGOs. Support UNDP and the Gov in ensuring that Donors with interest in the area of DRM are kept informed of the Programme/projects progress, results and lessons learned. Advise the Gov and UNDP on areas of possible cooperation with other donors, both in the field of DRM and in other fields where integration of DRM seems feasible.

COMPETENCIES

Corporate Competencies:

- Demonstrates commitment to UNDP’s mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Project Management

- Has strong managerial competency with experience in results based management and results oriented approach to project implementation.

Communications and Networking

- Has excellent oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.

- Has excellent written communication skills in both Vietnamese and English, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Has demonstrated knowledge and experience in working on policy development and capacity building.
- Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government
- Strong capacity to work in close collaboration with International staff.

Knowledge Management and Learning

- Shares knowledge and experience.
- Actively mentoring PMU staff.

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm and in control under pressure.
- Competent in leading team and creating team spirit, stimulating team members to produce quality outputs in a timely and transparent fashion.

QUALIFICATIONS

- Postgraduate degree (M.Sc or Ph.D.) in crisis prevention and recovery/Disaster Risk Management, natural resource management, environmental sciences or a related field.
- At least ten years working experience in the development field. Experience on disaster risk reduction in Vietnam is favored.
- Understanding challenges in development works. Be able to adapt to local environment.
- Excellent project management skills and knowledge of donor policies and funding modalities. Knowledge of UNDP programming practices is an asset;
- Experience in gender mainstreaming
- Proficiency in both spoken and written English is a must, including excellent writing skills.
- Strong inter-personal skills; results driven, ability to work under pressure and to meet strict deadlines. Ability to deal with politically sensitive and complex issues; Strong communication, networking and team-building skills.

[missing are job descriptions for:

- A Training Coordinator
- An Administrator/accountant.
- An Interpreter/Translator cum Programme assistant in PMU and 3 in provinces
- 3 technical support officers in provinces

ToR of those positions will be developed at the beginning stage of the project implementation]