

**United Nations Development Programme
Project Document**

Project Title *Strengthening Capacity and Institutional Reform for Green Growth and Sustainable Development in Vietnam (CIGG).*

One Plan Outcome **Outcome 1.3:** By 2016, key national and sub-national agencies, in partnership with the private sector and communities, have established and monitor multi-sectoral strategies, mechanisms and resources to support implementation of relevant multilateral agreements and effectively address climate change adaptation, mitigation and disaster risk management

One Plan Output **Output 1.3.1:** Planning and investment processes are climate proofed and specific programs have been formulated and operationalized for long term adaptation to reduce climate change
Output 1.3.4: National long-term climate change strategy and green economy/low carbon strategy operationalized, which are based on the national development vision (SEDS) while building on the National Target Programme results

Implementing Partner Ministry of Planning and Investment (MPI)

Responsible Party Department of Science, Education, Natural Resources and Environment (DSENRE)

Brief Description

The specific objective of this project is to build capacities and strengthen policies and regulations for the effective implementation of the Viet Nam Green Growth Strategy and achievement of sustainable development goals. The specific areas of project support include Government agencies' capacity to review, adjust implementation and integrate green growth into the national, sectoral, provincial SEDP; basic and advanced knowledge for policy makers and the public on implementation of VGGs activities at sectoral and local levels, as well as participation of decision-makers in international forums; strengthened policies, mechanisms, and fiscal tools to ensure cost-effective abatement of emissions; support to the Government's role as a catalyst for private investment in green growth projects; and coordination and mobilization of resources from international donors, funds and private investors both national and international to support the successfully implement of the VGGs.

The project will be comprised of three expected outputs:

- To build capacities of MPI, MOF, MOT and provinces for effective implementation and monitoring of the Viet Nam GGS/AP and for mainstreaming green growth into the SEDP.
- To develop policies and regulations to promote green growth investments and sustainable development.
- To improve access to green growth financing and pilot green projects with private sector.

Programme Period:

2015-2019

Atlas Award ID: 080 84023

00092226 → Project ID

Start date:

January 2015

End Date

December 2018

Management Arrangements:

National Implementing (NIM)

Total resources required (total project funds) \$ US	4,128,000
Total allocated resources (UNDP managed funds) \$ US	3,900,000
Regular (UNDP TRAC) - confirmed	1,000,000
One Plan Fund to be mobilized	270,000
EU-UNDP LECB - confirmed	230,000
USAID- confirmed	2,400,000
Other (partner managed resources) \$ US	
o Government (in-kind) - confirmed	228,000

Agreed by MPI

[Signature]

Date

12/3/2015

PHAM HOANG MAI

Agreed by UNDP

[Signature]

Date

6/3/2015

Louise Chamberlain - Country Director

I. MANAGEMENT ARRANGEMENTS

Project Implementation Modality:

The project will be implemented using the Nationally Implementation Modality (NIM) in accordance to the rules and guidelines laid out in the Harmonized Programme and Project Management Guidelines (HPPMG) and Programme and Operations Policy and Procedures (POPP) of UNDP Country Office in Vietnam.

The Ministry of Planning and Investment (MPI) is responsible for realizing the project outcomes and objectives within the project budget and time scale.

Implementing Partner

Government Agency/ Implementing Partner (IP)

MPI is already running projects supported by UNDP such as the Strengthening Capacity in Sustainable Developing and Climate Change Planning Project (SD&CP) and “Support for the Formulation of Socio-Economic Development Strategy 2011- 2020”.

The Implementing Agency/ National Implementing Partners (NIP) is the Department of Science, Education, Natural Resources and Environment (DSENRE) under MPI. DSENRE is the state advisory body on resources and environmental management; the Department also manages some international projects on sustainable development, green growth, integrating green growth issues into planning, and ensures related agencies are trained and equipped with tools to fulfill these tasks. In addition, the Department has worked closely with interdisciplinary agencies of MONRE, the Ministry of Finance, MOIT and MARD.

The Implementing Agency/NIP will be fully responsible for fulfilling the approved annual working plans (AWPs) and for the quality of activities as well as the reasonable use of assigned resources in front of UNDP and the Government of Vietnam. The National Implementation Partner (NIP) is responsible for managing, coordinating and monitoring all project activities including direct and indirect tasks given to the other partners.

DSENRE under MPI 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;
- (d) The proper coordination among all project stakeholders, particularly national parties.

DSENRE will set up a PMU for the project implementation.

As the day-to-day implementer of project activities, Department of Science, Education, Natural Resources and Environment (DSENRE) is responsible for mobilizing all national and international inputs to support project implementation, organizing project activities in accordance with the agreed work plan, and reporting to MPI and UNDP on the progress as well as financial status of the project.

Implementing Ministries

Two ministries participating in project implementation: Ministry of Finance (MOF) and Ministry of Transportation (MOT). Based on activities stated in the DPO, these ministries will be responsible to assign senior officers to be members of the PEB and to manage and implement the specified activities under coordination of the NIP by appointing focal point agency (ies) to work with MPI and the selected consulting teams while ensuring quality and progress of delivered works in line with the overall workplan. There are 02 ministries participating in project implementation: Ministry of Finance (MOF) and Ministry of Transportation (MOT). Based on activities stated in the DPO, these ministries will be responsible to assign senior officers to be members of the PEB and to manage and implement the specified activities under coordination of the NIP by appointing focal point agency(ies) to work with MPI and the selected consulting teams while ensuring quality and progress of delivered works in line with the overall workplan.

The Project will prepare a unified annual workplan based on annual workplans prepared by the implementing agencies and will inform these ministries. The budget will directly transfer to account of NIP (DSENRE) in line with the government guidelines on financial management and utilization as stated in the HPPMG and circular No. 225/TT-BTC.

The management structure will include a Project Executive Board and a Project Management Unit as follows:

Project Executive Board (PEB)

PEB plays an important role in monitoring and directing project implementation. PEB will make necessary decisions and direct project implementation including approval for the overall work plans, annual work plans and project budget amendment.

PEB members include the leader of MPI (chair), MOF leader and MOT leader, UNDP and USAID representatives, representatives from MPI's Departments i.e. Department of Foreign Economic Relations, Department of National Economic Affairs, the Development Strategy Institute and National Project Director (Vice Chairman). PEB meets annually, with inter-session meetings as necessary (detailed work description attached).

In case of any special requirements exceed the authority of PEB or PEB needs support and/or participants from the other ministries' participations, MPI and UNDP can convene a consultation meeting with USAID and the coordinating agencies of Vietnamese Government.

Project Management Unit (PMU)

The PMU will be established as per MPI's Circular No. 03/2007/TT-BKH dated 12 March 2007 and Circular No. 04/2007/TT-BKH dated 30 July 2007 to undertake the day-to-day operations of the project and the overall operational and financial management and reporting of UNDP funding in accordance with NIM Guideline. The Project Director is responsible for preparing project progress reports based on the reports submitted by the CIP(s) and the PMU, and submitting them to the following agencies:

- The NIP;
- The GACAs;
- The UNDP

The PMU is responsible for managing, operating, implementing the project, including developing the overall action plan and annual work plan and project budget amendment in front of the Minister of MPI and donors. The detailed Annual Work plan must be developed on the agreement with UNDP and approved by the PEB.

The PMU will cooperate with UNDP to recruit national and international experts according to the suitable demand from the annual working plan. The international experts will work with the national experts to establish and develop the knowledge and experience sources on the specialized issues, and to strengthen the capacity of PMU and implementing partners.

PMU members include the National Project Director (NPD), Deputy National Project Director (DNPD), if any, Project Manager and project officers working fulltime during the project period (see detailed description).

National Project Director

The National Project Director (NPD) is appointed by the Ministry of Planning and Investment (MPI) for project implementation and management. The NPD is responsible for overall operations and accountable to MPI. The National Project Director (NPD) has the authority to run the project on a day-to-day basis. The NPD's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The NPD holds the ultimate authority to spend funds from the UNDP managed project budget, acts as the approving officer for the project and serves as a focal point for coordination of the project with MPI, UNDP and other Government Ministries and agencies.

MPI, the project's NIP, appoints the NPD and NPDD, who should be an officer at managerial level at MPI -DSENRE and should be different from MPI's representative in the Project Executive Board. The NPD is responsible for overall implementation to achieve project objectives and is accountable to MPI and UNDP for effective utilisation of project resources. On behalf of MPI, the NPD is responsible for leading and supervising the project manager. The main duties and responsibilities of NPD are described in the TORs in the DPO.

The PMU will consist of the following positions (TORs of the main positions are given in DPO):

- National Project Director (NPD, MPI appointed senior official, at directorial level, part-time, 30% of working time)
- National Deputy Project Director (DNPD, MPI appointed senior official, at directorial level, part-time, 30% of working time)

- Project Manager (PM, recruited, 48 months, full-time)
- International Senior Technical Advisor
- Project Accountant (PA, recruited, 48 months, full time)
- Admin Assistant cum Secretary (AA, recruited, 48 months, full-time)
- National Technical Advisor (NTA, recruited, 48 months, part-time)
- National Coordinator with MOF (NO, recruited, 48 months, part time)
- National Coordinator with MOT (NO, recruited, 48 months, part time)
- Interpreter/translator (IT, recruited, 48 months, full-time)

Project Coordinator

The Project Coordinator shall be responsible for the implementation of core project technical activities with support from the project team and technical assistance from the International Senior Technical Advisor and contracted experts. The Project Manager shall develop annual and quarterly work-plans by identifying specific activities to achieve project outputs and outcomes. During the implementation of each activity, the need for outsourcing to short-term contracted personnel or national/international consultants will be assessed and contracting undertaken accordingly to accomplish the designated work.

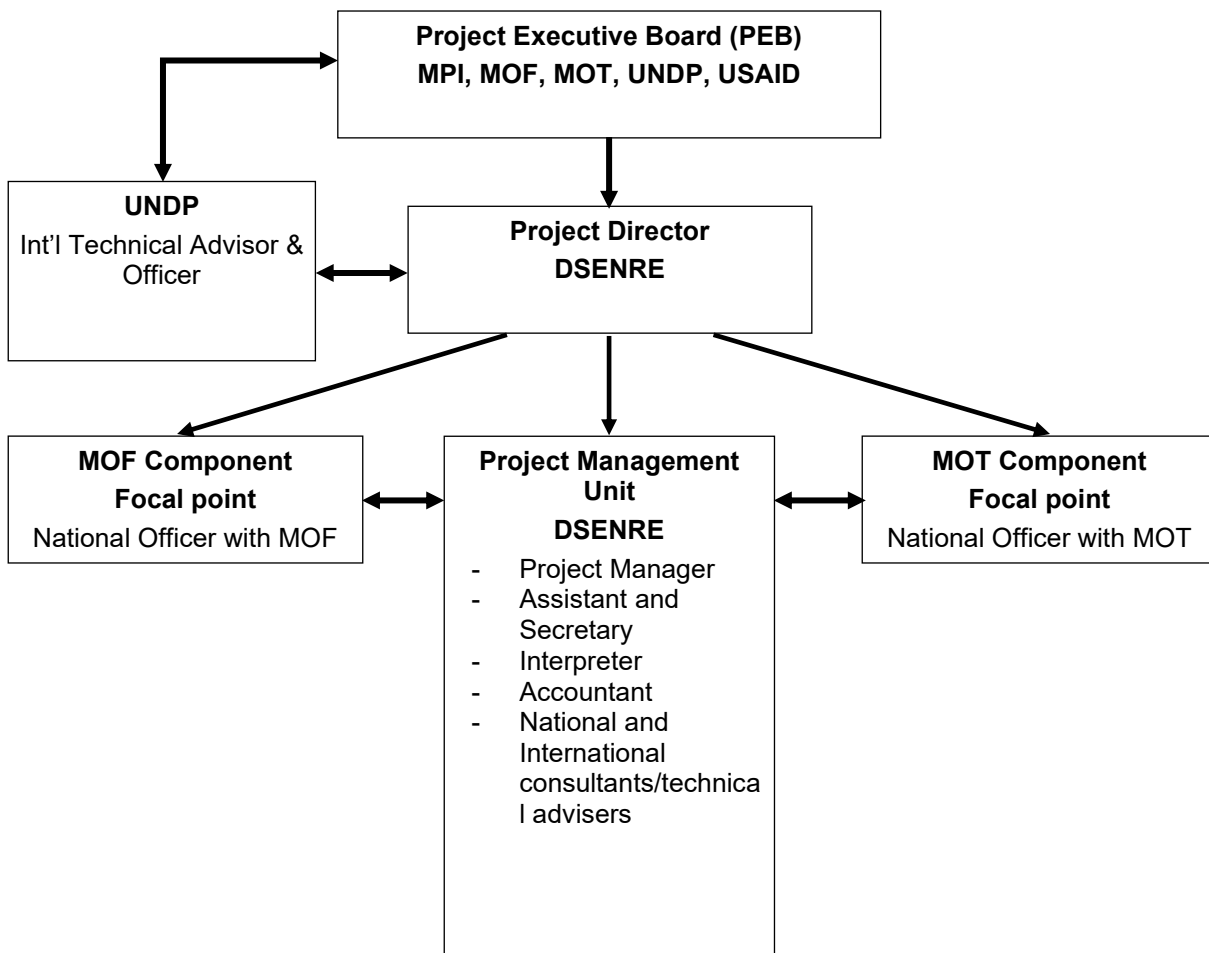


Figure 1. Schematic of the management arrangements for the proposed project

Quality Assurance Role

Project Assurance is the responsibility of each Project Executive Board member; however the Project Assurance role supports the Project Executive Board by carrying out objective and independent project oversight and monitoring functions. This role ensures that appropriate project management milestones are managed and completed. Project Assurance has to be independent of the Project Manager; therefore the Project Executive Board cannot delegate any of its assurance responsibilities to the Project Manager.

This function will be assumed by the UNDP Programme Officer responsible for the project, based in the UNDP Country Office (CO), and an International Technical Advisor, funded by the project. The UNDP PO will work closely with PMU to develop quality criteria for project products/outputs as mentioned in the table below. The PO will be in charge of monitoring and evaluating products against the agreed quality criteria. The UNDP Programme Officer will also act as a focal point of UNDP CO in facilitating and monitoring the project implementation. He/she will maintain a continuous partnership with the project team and participates in all project reviews, work/budget planning meetings, monitoring visits and evaluations. She/he will certify 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 can provide, upon request by the NPD and PMU, a range of implementation support services (ISS) to the PMU as part of its project support role (e.g. recruitment of the project personnel, overseas travel, and procurement of equipment). When the need arises, the project partners should request support services (see Annex II.3.5, Vol. 2, NIM), together with specific TORs, specifications and other instructions. UNDP CO will recover the costs for these services from the project as well as other routine project support transactions (e.g. processing contracts, payments, visas, reserving hotels, air tickets) based on actual costs or on the Local Pricing list and the Universal Pricing List established by UNDP Headquarters in consultation with Country Offices worldwide. UNDP will allocate a separate budget line for ISS based needs. According the UNDP policy the project will provide for UNDP Programme and Development Effectiveness Support from its funds.

The main mechanisms to develop and implement project work plans and manage its financial resources

Annual and quarterly work plans are the foundational arrangement between the NIP and UNDP CO for program implementation. The PMU's project management role will include developing project work plans and managing allocated financial resources.

The NIP is responsible for working with the UNDP in developing and in preparing the annual work plans (AWPs) ensuring the progress schedule and quality standards as stated in the approved DPO. The AWP must reflect all the activities that are to be implemented by the Vietnamese side within the planning year, together with the inputs to be needed, the outputs to be expected, the budgets/funds to be made available, the parties to be responsible and the indicators to be used to measure the progress/achievement. The AWP is the basis of disbursements and efforts should be undertaken to determine reasonable costing of the planned activities. The AWP should indicate, among other elements, the resource transfer modalities to be applied. The duration of the AWP is 12 months of the calendar year, from January through December. In the first year, this duration may be 6 months in accordance with timing of the project activation. From the 2nd year onward, the preparation of the AWP for the following years must take into due consideration the progress made and results achieved in the implementation of the previous AWP as well as the financial resources that can be made available.

The AWP embodies the commitments of the signatory parties to the project. In principle, activities anticipated for the project generally and envisaged in the AWP particularly are primarily to be implemented by the NIP. NIP that directly implement corresponding project activities are fully and ultimately responsible and accountable for these activities. In case the NIP is not capable of implementing a given activity, the NIP could request the UNCO or another organization to implement it on its behalf, provided that the NIP sends a written request to the former together with proper justification. This request must be agreed upon by the two parties when the AWP is developed. During the implementation, UNCO where possible can provide technical assistance through UNCO staff, consultants or other means; the procurement of services; capacity building; research and advocacy; support to policy development; monitoring and evaluation.

In relation to these work plans, UNDP Viet Nam's role will include both supplier and quality assurer and will be responsible for provision of the resources as needed to implement the approved annual and quarterly work plans, and monitoring and provision of project management/ implementation support as required and requested by the MPI, including on work plans.

All cash transfers to NIP/ DSENRE are based on the AWP's agreed between IP and UNDP and undertaken in accordance with the Harmonized Approach to Cash Transfers (HACT) guidelines. Applied modalities include cash transferred directly to the IP or vendors or third parties for obligations incurred by the IP on the basis of requests signed by the designated official of the IP and/or direct payments to vendors or third parties for obligations incurred by UN agencies in support of activities agreed with IP.

Cash transfer modalities, the size of disbursements, and the scope and frequency of assurance activities may be revised in the course of project implementation based on the findings of project monitoring, expenditure monitoring and reporting, and audits.

Cash transfer (Quarterly advance) will be applied. The NIP (DSENRE) is responsible for transferring funds and processing payments to the CIPs, MOT and MOF upon their requests (on a case by case basis according to the approved AWP's and QWP's).

The Project will prepare a unified annual workplan based on annual workplans prepared by the implementing agencies and will inform these ministries. The budget will directly transfer to account of NIP (DSENRE) in line with the government guidelines on financial management and utilization as stated in the HPPMG and circular No. 225/TT-BTC.

Audit arrangements

The project is subject to audit regulations of UNDP.

Capacity Assessment of implementation partner

The micro-assessment conducted in March 2014 by the Stephen-Moore company identified the overall risk in DSENRE as low. As a result, weak points such information system will be addressed and managed during project implementation.

MPI is a long-standing implementing partner of UNDP in Viet Nam. As the lead Ministry in charge of implementing the VGGs/AP, MPI is responsible for guiding line ministries and provinces in formulating medium-term and annual Socio-Economic Development Plans (SEDP), e.g. 2016-2020, and for supervision and appraisal of these plans. The project "Strengthening Sustainable Development and Climate Planning (SD&CP)": has provided important technical support in formulating Viet Nam's National Green Growth strategy; reinforcing climate change capacity for planning institutions at both central and provincial levels (2009- 2014);

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II. Monitoring Framework and Evaluation

Monitoring, evaluation and reporting requirements provided in this section are based on the provisions of the HPPMG on Project Monitoring, Evaluation and Reporting of Individual Projects.

Continuous self-monitoring of implementation progress will be the responsibility of the Project Steering Committee, with the support of the PMU, based on the project results and resources framework (Annex 2 of the DPO), Annual and Quarterly Work Plans and its indicators. The Project Steering Committee will inform UNDP CO of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be taken in a timely fashion.

Periodic monitoring of implementation progress will be undertaken by the UNDP CO through quarterly meetings with the PMU, or more frequently as deemed necessary. UNDP CO will also conduct yearly visits to project activities in the field as appropriate or more often based on an agreed upon scheduled to be detailed in the project's Inception Report and Annual Work Plans (AWPs) to assess project progress first hand. A Field Visit Report will be prepared by UNDP CO and circulated to all Project Executive Board members.

M&E arrangement

The NPD is responsible for preparing the Monitoring and Evaluation (M&E) plan as an integral part of the periodical processes of developing Annual Work Plans (AWPs) and Quarterly Work Plans (QWPs) for the project. In case indicators need to be updated or refined, the Project Director works with the UNCO to undertake this task before the preparation of the AWP for the first year. Indicators should be elaborated in subsequent AWPs. The Project Director is responsible for working with the UNCO to arrange for the development and utilization of baselines, indicators, survey questionnaires, checklists, matrixes and other tools to support M & E activities. During the implementation of the activities included in signed AWPs, there will be regular and frequent interaction between UNCO technical and professional staff, the PSC and the NPD to ensure the overall quality of all activities undertaken, as well as to monitor the progress of activities being undertaken and results being achieved jointly and those activities being implemented directly by each party (UNDP and NIP/CIPs). The interaction would also include monitoring and reporting on a range of inputs provided by both parties, such as supply, cash and technical assistance.

Project monitoring

Project monitoring is a routine function of the PMU that helps it to keep track of project performance and take immediate corrective actions if so required. In undertaking its monitoring function, the PMU has the following main tasks:

- Updating project implementation
 - ✓ Project progress against current work plan
 - ✓ Quantity and quality of the work performed
 - ✓ Costs and inputs involved
 - ✓ Issues and likely risks
- Updating project management including
 - ✓ Preparing and detailing out plans to implement project management tasks
 - ✓ Updating the implementation of work plans and changes to them if necessary
 - ✓ Ensuring the compliance with regulations/procedures in project management

In addition to continuous/routine M&E, annual project reviews would be conducted in cases where the project performance has been poor, disbursement has been significantly lower than planned, and the major results have not been achieved as expected. Field monitoring visits would also be conducted as appropriate based on an agreed upon schedule to be detailed in QWPs/AWPs to assess first hand project progress and to implement spot checks at the same time. Ad hoc field monitoring visits, financial spot checks and unofficial channels of information and monitoring mechanisms such as emails, telephones, informal consultations, etc. will possibly be taken whenever these are required.

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- On a quarterly basis, a quarterly work plan and a project progress report shall be submitted by the Project Manager using the standard format in HPPMG

Project evaluation

Evaluation might be needed in case the project experiences serious implementation difficulties, such as a delay of two consecutive quarters compared to the plan in input mobilization, institutional bottle-necks or lack of human resources that seriously hold up project progress and jeopardize the realization of project outputs. Mid-term evaluation and terminal evaluation of the project may also be undertaken.

Project reporting

Evaluation of an individual project provides critical information to decision-making during the project life cycle and serves as important building blocks for the evaluation of the One UN Plan. Periodic project reports include the following:

- **Quarterly Project Progress Report:** Within fifteen days of the first month of the following quarter, together with the Funding Authorization and Certificate of Expenditures (FACE) form;
- **Annual Project Performance Report:** By 30 November of the current year, the draft annual report should be submitted to the UNDP CO and the Project Steering Committee and be finalized and formally submitted by 15 January of the following year after the financial reports for the fourth quarter and the entire planning year have been finalized;

- **Mid-term Project Review Report:** Following the third year of operation, an evaluation of implementation in progress will be conducted by an external provider;
- **Terminal Project Report:** Within six months as of the day on which the project is operationally closed.
- In addition to the above project reports, the PMU and the NIP are responsible for preparing and submitting other reports as specified in Circular 04/2007/TT-BKH and Decision 803/2007/QĐ-BKH on reporting requirements for ODA-financed projects.

The NIP is responsible for preparing reports on the implementation of project activities assigned to it using the standard format and submitting these reports to the NPD by the required deadline.

M&E Framework

Agencies	Monitoring and evaluation Products	Time or frequency	Submitted to
- National Implementing partner	Quarterly progress report (QPR) and Quarterly work plan	Quarterly	UNDP CO
- National Implementing partner	Annual Project Review Report (APR) combined and Annual Work Plan,	Year end	UNDP CO
- National Implementing partner	Mid-Term Report	Year 2 of the project	UNDP CO
- National Implementing partner	Final Report	End of the project	UNDP CO

Risk analysis

isks	Level	Risk reduction method
Delay in recruiting national and international experts	<i>High</i>	Taking priority actions as mentioned in Decree No. 38/2013/ND-CP to promptly recruit national and international experts having experiences in high quality advisory services about policies as well as capacity building in green growth and sustainable development.
Changing MPI's role due to restructure.	<i>Medium</i>	Evaluate the institutional changes and continue to maintain the flexibility and adjust to any new functions and/or missions.
Lack of coordination and associations among Government agencies	<i>Medium</i>	The project will give technical support and advice on the basis of clearly identifying functions, responsibilities and associated areas.
Lack of coordination with other donors	<i>Low</i>	Regular outreach and association with other donors.
Possibility, support and efficiency in mechanisms, common management system within MPI	<i>Medium</i>	The project needs to mobilize resources as well as experience in running previous UNDP projects including harmonization factors. Exchanging experience with other projects/programs needs to be actively encouraged.
Effective association between MPI's UNDP supported projects and other UNDP supported projects.	<i>Low</i>	Concentration and more efforts need to be toward coordination of all UNDP supports.

III. Quality Management for Project Activity Results

Component 1 – Strengthen Capacity of MPI, MOF, MOT and provinces for effective implementation and monitoring of the VGGs/AP		
Output 1 (Atlas Activity ID) <i>CIGG_GGSAP</i>	Strengthened capacity at MPI for guiding the implementation and for M&E of the Green Growth Strategy and its Action Plan, including enhancing coordination among national and international agencies and development partners;	Start Date: Feb 2015 End Date: Dec 2016
Purpose	The project will establish a MRV mechanism for mitigation actions and GHG emission targets under the VGGs (GG-MRV) and will support the M&E mechanism to report on implementation progress to the VGGs Inter-ministerial Coordinating Board (ICB) under the National Committee on Climate Change (NCCC).	
Description	Planned actions to produce the activity result: <ul style="list-style-type: none"> • A measurement, reporting and verification (MRV) mechanism for mitigation actions and GHG emission targets under the Green Growth Strategy; to support a Monitoring and Evaluation mechanism for the GGS in place to report to the Inter-ministerial Coordinating Board for VGGs (ICB) under the National Committee on Climate Change (NCCC). • A well functioning Standing Office for GGS/AP coordination, and coordination actions implemented. 	
Output 2 (Atlas Activity ID) <i>CIGG_GGSEDP</i>	Strengthened technical capacity at MPI, MOF, MOT ministries and provinces to integrate green growth into the planning, budgeting and spending processes at national sectoral and provincial levels, including development of green growth action plans for Transportation sectors and target provinces.	Start Date: Feb 2015 End Date: Feb 2016
Purpose	MPI will include GG objectives into its official directions to Ministries, provinces and sectors for social and economic developing planning to ensure an integrated planning process across all levels. GGAP at the provincial and sector levels will have to be consistent with the national GGAP and the MRV and M&E systems set by MPI.	
Description	Planned actions to produce the activity result: <ul style="list-style-type: none"> • Policies and guidelines to integrate GG into development plans of ministries and provinces. • GG action plans of transportation sectors, two provinces and Da Lat city formulated with GHG emission targets. 	
Output 3 (Atlas Activity ID) <i>CIGG_Training</i>	Enhanced knowledge and awareness of policymakers and businesses on green growth and sustainable development, through joint training and communication programmes on green growth and climate change (with MONRE, MARD, and MOIT through UNDP-and USAID-funded projects with these ministries);	Feb 2015 Dec 2017
Purpose	The project will support the establishment of a training program for government and private sector professionals on the recent development in the green growth and climate change areas and a communication program for the general public to increase awareness and introduce behavior change.	

Description	Planned actions to produce the activity result: <ul style="list-style-type: none"> • A joint training of trainers programme developed and implemented • A communication plan on green growth and post-2015 Millennium Development Goals prepared and implemented (GGAP Activity No. 4) 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<ul style="list-style-type: none"> - M& E mechanism - MRV tools - # of policy-based analytical studies and coordination meetings/discussions 	MPI decision to adopt M&E and MRV tools. Reports of studies and Media coverage of policy discussion.	Dec 2015
<ul style="list-style-type: none"> - Guidelines for preparation of provincial GGAP. - Guidelines/decision to integrate GG into provincial SEDPs and sectoral development plans. - # of sectoral and provincial GG action plans with GHG emission targets. 	<ul style="list-style-type: none"> - Decision by MPI to adopt guidelines and format for preparation of GG APs and mainstream into sector and provincial development plans - Reports of 5 MACC studies - Decisions by MOT, AA and BB provinces and Da Lat city on adoption of GG APs 	December 2015
<ul style="list-style-type: none"> - Curricula/ training modules - # of trainers and trainees - Communication action plan, # of events and media coverage 	<ul style="list-style-type: none"> - Inter-ministry circular on adoption of the Training of Trainer Programme - Decision on adoption of Communication Strategy/Plan - Project reports and training assessment reports 	September 2017
COMPONENT 2: Develop Policies and Regulations for Green Investments and sustainable development		
Output 4 (Atlas Activity ID) CIGG_Investment	Policy analysis conducted on finance, investment and fiscal and other barriers to green growth investments, enabling policy dialogue on the research findings enabled.	Start Date: Feb 2015 End Date: Dec 2017
Purpose	The project will support commissioning targeted studies on Viet Nam's policy gaps and challenges to achieve a green growth model, on international climate change frameworks and its national implications, and on mechanisms, tools and guidelines for green growth investment	
Description	Planned actions to produce the activity result: <ul style="list-style-type: none"> • Studies conducted to identify shortcomings and policy gaps in green investment policies. 	
Activity Result 5 (Atlas Activity ID) CIGG_Investment	Improved investment policies and regulations to tackle barriers to green growth, with strategies and incentives enhanced to increase engagement of the private sector into green investments, production and consumption, including renewable and clean energy.	Feb 2015 Dec 2018
Purpose	The project will provide technical advice to enhance the management of public	

	spending and investment by providing evidence on gaps, needs and recommendations for revising and improving policy frameworks and instruments	
Description	Planned actions to produce the activity result: <ul style="list-style-type: none"> • Revised/ new green investment policies formulated and introduced. • Revised/new public green procurement and expenditure and investments policies introduced. • Policy revision and development of feasible fiscal policy framework and tools. 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<ul style="list-style-type: none"> - # of policy studies - # of high-level policy dialogues 	<ul style="list-style-type: none"> - Study reports - Media coverage 	September 2017
<ul style="list-style-type: none"> - # of policy analysis relating to green investments. - # of revised/new investment policies, with inclusion of incentive mechanisms for green investment from private sectors. - # of policies on public green procurement. - #of policy analysis and recommendations on fiscal policy framework and tools. 	<ul style="list-style-type: none"> - Project reports - Decisions to adopt revised/new policies on green investments/ incentive mechanisms 	January 2017
COMPONENT 3: Improve access to the green growth financing and pilot green projects with private sector		
Output target 6 (Atlas Activity ID) CIGG_CliFinance	Improved climate finance architecture to mobilize funds for green growth and climate change, focusing on international public finance and enabling domestic and foreign private investments.	Start Date: Feb 2015 End Date: Dec 2016
Purpose	The project will support the development of strengthened climate finance architecture and building capacities to access international climate funds	
Description	Planned actions to produce the activity result: <ul style="list-style-type: none"> • National climate architecture to mobilize international and national sources of finance in place and operational according to international best practices. 	
Output target 7 (Atlas Activity ID) CIGG_Tracking	Developed and employed a system of tracking and reporting climate change climate change finance that is consistent with international practice, contributing to improvement of planning, budgeting and spending of climate finance.	Jan 2016 Dec 2018
Purpose	In order to implement a harmonized climate finance tracking system to attract further climate funding and to enhance the climate financial structure and management in Viet Nam the project will assist MPI and the NCCC to develop a	

	comprehensive and harmonized tracking system for climate finance.	
Description	Planned actions to produce the activity result: <ul style="list-style-type: none"> • Formulation and design of a credible and country owned system for tagging and tracking investment for climate change mitigation activities in the private sector. • A systematic system of tagging, tracking and reporting on climate finance to support formulation and adoption of a harmonized and unified set of criteria for priority setting of climate change and green growth established. 	
Output target 8 (Atlas Activity ID) CIGG_Private	Private sector investment and projects contribute to achieving GG objectives	Feb 2015 Dec 2016
Purpose	The project will support a comprehensive review of the existing banking and financial products and types of support to be used to finance private sector green growth projects as well as an investment forum for green growth in order to setting up a green growth investment network to increase interaction policy and investment dialogue. The project will provide technical, expertise and financial support for the development of green growth projects by the private sector and to facilitate investment into the pilot projects.	
Description	Planned actions to produce the activity result: <ul style="list-style-type: none"> • Review, raise awareness of, and advance feasible national banking products, tools and systems and other international and national sources of finance to support GG projects and investments. • Private sector and investors engaged in dialogue and development of green growth projects and investment pipeline. 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<ul style="list-style-type: none"> - Extend to which at least 100 GoV officials/stakeholders involved in climate finance and CC negotiations understand requirement of international climate finance. - Advanced, transparent and effective national climate finance architecture/ facility, - Level of availability of financial data and information to the authorized users/ interested stakeholders. - Level/amount of funding mobilized and disbursed. 	<ul style="list-style-type: none"> - Project and review reports - Results of an survey on knowledge of international climate finance - Website of the financial architecture/facility - Financial reports of the Climate Finance Architecture/Facility 	September 2016
<ul style="list-style-type: none"> - A system for tagging, tracking and 	<ul style="list-style-type: none"> - Project and review reports - Decision on tagging and tracking system 	Jan 2016

<p>reporting on climate finance.</p> <ul style="list-style-type: none"> - Methodology and analysis tools for tagging and tracking private sector investment. - # of report on climate public and private expenditure to the National Committee on Climate Change (NCCC). 		
<ul style="list-style-type: none"> - # of review of banking products and modalities for green activities and projects - # of forums on banking for green projects held - # of training and trainees - # of green projects and activities invested and developed by private sector 	<ul style="list-style-type: none"> - Meeting minutes - Report - Project agreements. 	<p>January 2016</p>

IV. Legal Context

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA [or other appropriate governing agreement] and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".

I. ANNEX 1: DRAFT JOB DESCRIPTION FOR ORGANIZATIONAL UNITS OF THE PROJECT**Job Description for National Project Director**

Title: National Project Director (NPD)

Duty Station: Hanoi, Viet Nam

Duration of Assignment: Up to five years (part-time, appointed)

The NPD has the authority to run the project on a day-to-day basis on behalf of the Project Executive Board within the constraints laid down by the Board. The NPD's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The NPD holds the ultimate authority to spend funds from the UNDP managed project budget, acts as the approving officer for the project and serves as a focal point for coordination of the project with MPI, UNDP and other Government Ministries and agencies. The NPD supervises the Project Manager in the PMU.

The National Implementing Partner appoints the NPD, who should be an officer at the Director or Deputy Director level and should be different from the National Implementing Partner's representative in the Project Steering Committee. Prior to the approval of the project, the Project Developer role is the UNDP staff member responsible for project management functions during formulation until the Project Manager from the Implementing Partner is in place. The NPD position requires only a part of his/her regular work time and cost of salary and his/her time is regarded as government contribution to the Project resources.

Duties and Responsibilities

- Ensures that the expected results of the project are of satisfactory substantive quality and that they contribute to the achievement of the intended outcome identified in the UNDP Country Program Document (CPD) and UN One Plan III. This will be discharged through the (i) agreement with UNDP of project work plans, TORs, reports, (ii) follow-up on the implementation of recommendations made by annual project reviews and external evaluations, and (iii) conduct of internal reviews and evaluations as/if needed.
- Ensures that project resources, national as well as international, are effectively utilized for their intended purposes through the (i) verification of project budgets and payments, (ii) approval of budget revisions within the agency flexibility limit, (iii) follow-up on the implementation of recommendations made by external audits and (iv) conduct of internal audits as needed.
- Ensures that all Government inputs committed to the project are made available in sufficient quantities and in a timely manner to support project implementation.
- Ensures that project parties, particularly national parties (including the National Implementing Partner and other parties) fully participate in project implementation, effectively collaborate in project activities and duly benefit from project results.
- Selects and arranges for the appointment of the Project Manager and appropriate national and international consultants and advisors, in line with relevant UNDP policies and procedures and consultation with the UNDP CO.
- Supervises the work of the Project Manager and ensures he/she is empowered to effectively manage the project, and project staff to perform their duties effectively.
- Ensures that required project work plans are prepared and updated, in consultation with and with agreement by UNDP, and distributed to MPI and other relevant agencies.
- Open and operate a separate project bank account, and serve as Approving Officer for recruitment, procurement, training, sub-contracting and financial operations of the project.
- Represents MPI and the project at major project reviews, evaluations, audits and other important events.

Job Description for International Senior Technical Advisor

Title: International Senior Technical Advisor (ISTA)

Starting Date: January 2015 (subject to starting date of the project)

Duty station: Ha Noi, Viet Nam

Duration: 48 months

Supervision: National Project Director

Reporting arrangements

The International Senior Technical Advisor (ISTA) is a full-time position. The ISTA will implement his/her main functions and undertake specific duties under the direct supervision of the National Project Director (NPD) and in close collaboration with the Project Manager (PM).

In line with UN/UNDP's staff rules, the ISTA'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 UNDP as the funding agency for the project.

Main functions

The STA is expected to provide active advices to MPI, the Government and donors in carrying out the project. The STA has three main functions: capacity building for counterparts; provision of policy advice; and advocacy. Specifically, he/she will:

- Provide advice in coordinating inputs for capacity building of MPI and other relevant personnel through the various stages of project management and implementation.
- Serve as policy advisor for MPI, the Government and UNDP in the areas of climate change policies and planning.
- Advocate sustainable development concepts, share development experiences and good practices acquired abroad and in Viet Nam and share them with relevant stakeholders, as per the planned project activities.

Specific duties

- **Project planning:** To work closely with the NPD and Project Manager in preparation and implementation of quarterly and annual work plans and budgets, and provide comments on the substantive aspects of those plans before approval of work plans by the NPD and UNDP. To provide active advice to MPI, NPD and PMU in identifying emerging issues, improving the quality of project work plans.
- **Project monitoring and evaluation:** To provide guidance in developing baseline and indicators for project monitoring and evaluation as well as inputs in preparing project reports (quarterly and annual progress) focusing on capturing results, learning lessons and documenting best practices in order to improve project performance. To provide comments on the substantive aspects of those reports before agreement by the NPD and UNDP.
- **Capacity assessment and capacity building:** Provide advice in assessing capacity gaps that exist in MPI and project personnel, mainstream lessons and best practices learned elsewhere into capacity building activities for the project, and give guidance in organizing such capacity building activities.
- **Advocacy:** Serve as an advocate for UNDP's policy and human development concepts in the areas of sustainable industrial development and climate change and environment.
- **Policy advice:** Provide substantive inputs to MPI, the Government and UNDP as requested 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 policy issues. To help UNDP play its role in providing policy advice to the Government and feed into UNDP's continuous programming in Viet Nam and UNDP-assisted interventions elsewhere. To provide annual policy and advocacy briefs on themes addressed by the project.
- **Knowledge generation and sharing:** Identify knowledge gaps that exist in MPI and UNDP staff and suggest necessary measures for addressing such gaps, including suggesting areas for policy research; contributing to knowledge sharing events organized by UNDP staff; sharing knowledge acquired from the project; and participating in UNDP's global knowledge networks.

- **Donor coordination:** Advise UNDP and MPI in strategically linking project activities with support on climate change by other donors.
- **Quality control:** Assist the NPD and UNDP in ensuring the quality control of the technical aspects of the project, including preparing TORs for requested activities; reviewing technical reports carried out under the project and providing guidance to the PMU and UNDP on areas for improvement; and participating in key project events.
- **Technical advice:** Provide specialized technical inputs and advisory services in key project areas in line with the ISTA's educational background and practical experience, especially relating to climate change and sustainable industrial production.
- **Final reporting:** 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 UNDP in the future.

Qualifications

- Postgraduate degree (MSc. or Ph.D.) in political science, economics environmental sciences, climate change or a related field.
- At least ten years working experience in the development field.
- Relevant work experience in developing countries. Previous work experience in Viet Nam or neighbouring 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;
- 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.

Position and title of post: National Coordinator with MOF

Organization and Unit:

Duty station: Hanoi, Vietnam

Duration: From March 2015 to December 2017

ROLES OF THE NATIONAL COORDINATOR

- Inputs to project management and implementation
- Technical review; quality assurance and knowledge management on project outputs

DUTIES AND RESPONSIBILITIES

a) Inputs to project management and implementation

- *Advice and inputs to project planning and implementation:* Working closely with UNDP Programme Officer, Programme Associate, Project Coordinator, National Technical Advisor, and International Technical Advisor, to provide inputs to ensure quality annual and quarterly project work-plans.

- *Mobilization of quality inputs to the implementation of the project activities:* Identify viable modalities to facilitate the engagement of necessary expertise and services, smooth implementation, and production of expected outputs/outcomes. Modalities include individual contracts, teams of experts, individual service provider or consortiums of service providers, or a combination of these.

- Working closely with UNDP staff to group activities into viable packages for tendering/procurement of services, and lead or provide inputs to the formulation of terms of references/requests for proposals for such packages; support in identifying suitable expertise/experts, specialists, organizations, services providers, in order to facilitate the procurement of necessary services;

- *Monitoring and providing guidance to contracted consultants/service providers:* Working in a team with the NTA and International Technical Advisor to provide technical advice and guidance to the contracted technical consultants/services providers, based on agreed TORs, work-plans, quality criteria and benchmarks, in order to achieve quality results.

- *Monitoring and providing guidance to project team on technical issues:* Working closely with MOF to provide technical advice and guidance to MOF staff in charge of financial mechanisms for green growth and climate change, based on agreed project workplans, quality criteria and benchmarks, in order to achieve quality results.

- *Project Reports:* Provide quality inputs to the preparation of technical/progress reports, including reports to and for the meetings of Project Executive Board (PEB) as required, focusing on capturing results, lessons, and follow up actions.

b). Technical review, quality assurance and knowledge management

- *Technical review and quality assurance for project activities:* Working closely with the National Technical Advisor and International Technical Advisor, take lead to develop or review, and consolidate comments, make necessary revisions to terms of references for project activities/ bidding packages/requests for proposals, submitted by the PMU and/or contracted consultants on related project components and outputs;

- *Technical review and quality assurance of outputs/products:* In close collaboration with the National Technical Advisor and International Technical Advisor, undertaking review and commenting on all

technical reports, materials, outputs/products, publications, and proceedings of workshops/consultation meetings to ensure highest quality before review and approval by the NPD and UNDP;

- *Knowledge generation and information:* Working in team with the National Technical Advisor, the International Technical Advisor, PMU, and Technical staff, based on policy analysis and research results by the Project, and experiences and practices elsewhere, provide inputs or lead in producing policy briefs/policy discussion papers, and in documenting Project lessons learnt, experiences, best practices, and human interest stories.

WORKING RELATIONSHIP AND REPORTING LINES

The National Officer will report to and work under supervision of the NPD.

S/he will also work closely with relevant assigned staff from MPI, MOT, MOF, UNDP in relation to the CIGG project.

QUALIFICATIONS AND EXPERIENCE

- Postgraduate degree (MSc. or Ph.D.) in public finance management, fiscal policy, climate or environmental economics, or related fields;
- At least 10 years of working experience in the areas of finance, climate finance, payment for environmental services;
- Profound experience in legislative and policy development of finance sector, development planning and financing in Vietnam and dealing with the government and development partners at senior level;
- A proven track record on climate finance and environmental financing schemes at national level
- Outstanding experience in undertaking policy analysis/ research, and in facilitating and chairing consultations;
- Proven strong inter-personal skills of leadership, networking, communication, facilitation, and working in multi-cultural team;
- Proven Proficiency in both spoken and written English, including writing skills.

Position and title of post: National Coordinator with MOT

Organization and Unit:

Duty station: Hanoi, Vietnam

Duration: From March 2015 to December 2017 (part-time)

ROLES OF THE NATIONAL COORDINATOR

- a) Inputs to the management and implementation
- b). Technical review, quality assurance and knowledge management on project outputs

DUTIES AND RESPONSIBILITIES

a) Inputs to project management and implementation

- *Advice and inputs to project planning and implementation:* Working closely with UNDP Programme Officer, Programme Associate, Project Coordinator, National Technical Advisor, and International Technical Advisor, to provide inputs to ensure quality annual and quarterly project work-plans.

- *Mobilization of quality inputs to the implementation of the project activities:* Identify viable modalities to facilitate the engagement of necessary expertise and services, smooth implementation, and production of expected outputs/outcomes. Modalities include individual contracts, teams of experts, individual service provider or consortiums of service providers, or a combination of these.

- Working closely with UNDP staff to group activities into viable packages for tendering/ procurement of services, and lead or provide inputs to the formulation of terms of references/ requests for proposals for such packages; support in identifying suitable expertise/ experts, specialists, organizations, services providers, in order to facilitate the procurement of necessary services;

- *Monitoring and providing guidance to contracted consultants/service providers:* Working in a team with the NTA and International Technical Advisor to provide technical advice and guidance to the contracted technical consultants/services providers, based on agreed TORs, work-plans, quality criteria and benchmarks, in order to achieve quality results.

- *Monitoring and providing guidance to project team on technical issues:* Working closely with MOT to provide technical advice and guidance to MOT staff in charge of financial mechanisms for green growth and climate change, based on agreed project workplans, quality criteria and benchmarks, in order to achieve quality results.

- *Project Reports:* Provide quality inputs to the preparation of technical/progress reports, including reports to and for the meetings of Project Executive Board (PEB) as required, focusing on capturing results, lessons, and follow up actions.

b). Technical review, quality assurance and knowledge management

- *Technical review and quality assurance for project activities:* Working closely with the National Technical Advisor and International Technical Advisor, take lead to develop or review, and consolidate comments, make necessary revisions to terms of references for project activities/ bidding packages/ requests for proposals, submitted by the PMU and/or contracted consultants on related project components and outputs;

- *Technical review and quality assurance of outputs/products:* In close collaboration with the National Technical Advisor and International Technical Advisor, undertaking review and commenting on all technical reports, materials, outputs/products, publications, and proceedings of workshops/consultation meetings to ensure highest quality before review and approval by the NPD and UNDP;

- *Knowledge generation and information:* Working in team with the National Technical Advisor, the International Technical Advisor, PMU, Technical staff, based on policy analysis and research results by the Project, and experiences and practices elsewhere, provide inputs or lead in producing policy briefs/policy discussion papers, and in documenting Project lessons learnt, experiences, best practices, and human interest stories.

WORKING RELATIONSHIP AND REPORTING LINES

The National Officer will report to and work under supervision of the NPD.

S/he will also work closely with relevant assigned staff from MPI, MOT, MOF, UNDP in relation to the CIGG project.

QUALIFICATIONS AND EXPERIENCE

- Postgraduate degree (MSc. or Ph.D.) in climate mitigation, sustainable transport, environmental management or relevant disciplines;
- At least 10 years of working experience in the in transport sector development, or infrastructure development;
- Sound knowledge of transport sector related policies and application of sustainable transport in Viet Nam;
- Experience dealing with the government and development partners at senior level;
- Outstanding experience in undertaking policy analysis/ research, and in facilitating and chairing consultations;
- Proven strong inter-personal skills of leadership, networking, communication, facilitation, and working in multi-cultural team;
- Proven proficiency in both spoken and written English, including writing skills.

Title:	Project Manager (PM)
Starting Date:	March 2015 (subject to starting date of the project)
Duty station:	Ha Noi, Viet Nam
Duration:	Up to four years (full time, recruited)
Supervision:	National Project Director

Duties and responsibilities

- Prepares and updates project work plans, and submits these to the NPD and UNDP for agreement and approval.
- Prepares and participates in quarterly project work planning and progress reporting meetings with the NPD and UNDP.
- Mobilizes, guides, and coordinates all PMU staff through regular staff meetings, communications, and monthly staff workplanning.
- Coordinates inputs from national and international technical advisors, ensuring timely delivery of high quality advisory services.
- Ensures that all agreements with implementing agencies are prepared, negotiated and agreed upon, with timetable for deliverables monitored and enforced as required.
- Drafts TORs for key inputs (i.e., personnel, sub-contracts, training, and procurement) and submits these to the NPD and UNDP for agreement and approval, and administers the mobilization of such inputs.
- Provides technical advice to project beneficiaries, reviews technical reports and monitors technical activities carried out by responsible parties.
- With respect to external project implementing agencies/ sub-contractors:
 - (a) ensures that these agencies mobilize and deliver the inputs in accordance with their letters of agreement or contracts, and
 - (b) provides overall supervision and/or coordination of their work to ensure the production of the expected outputs.
 - (c) regularly reports to NPD and UNDP respecting any risks to the successful achievement of project results that arise from the performance of implementing agencies/sub-contractors.
 - Assumes direct responsibility for managing the project budget by ensuring that:
 - (a) project funds are made available when needed, and are disbursed properly;
 - (b) expenditure is in accordance with the project document and project work plans;
 - (c) accounting records and supporting documents are properly kept and financial reports are prepared;
 - (d) financial operations are transparent and financial procedures/ regulations are properly applied; and
 - (e) she/he is ready to participate in audits at any time.
- Supervises PMU staff and local or international short-term consultants working for the project.
- Prepares project progress reports and the Final Project Report and organizes Project Executive Board meetings, review meetings and evaluation missions, in coordination with UNDP.
- Reports regularly to and keeps the NPD and UNDP up-to-date on project progress, implementation issues, and risks.

Qualifications

- University degree (preferably post-graduate degree) in engineering, industrial development, environmental management or related fields;
- At least 5 years of experience in project management and implementation;
- Strong leadership skills, analytical skills, good inter-personal and team building skills;
- Excellent working level of English language;
- Familiarity with technical assistance projects and the UNDP programme in Viet Nam is an asset.

Job Description for Administrative Assistant cum Secretary

Title:	Admin Assistant cum Secretary (01)
Starting Date:	March 2015 (subject to starting date of the project)
Duty station:	Ha Noi, Viet Nam.
Duration:	Up to four years (full time)
Supervision:	Project Manager

Duties and responsibilities

- Provide assistance in the operational management of the project according to the project document and the NIM procedures.
- Draft correspondence pertaining to the Project Office responsibilities.
- Undertake all preparation work for procurement of office equipment, stationeries and support facilities as required
- Provide administrative support for project events, including workshops, meetings (monthly, quarterly and annual), study tours, training events, preparation of minutes and proceedings in Vietnamese and English.
- Make logistical arrangements for the Project Office, including visas, transportation and accommodation bookings for project staff, consultants and project activity participants.
- Assist in preparation of project work plans and reports.
- Manage the project filing, document and correspondence control systems, includes setting up, assisting Project Staff on, and managing filing procedures, including online storage of all project documents, records, and files for sharing via controlled-access among project staff, MPI and UNDP.
- Prepare, maintain and regularly circulate an inventory of project events, achievements and news for the information of all Project Staff, UNDP and the Project Executive Board and other organizational units in the project.
- Monitor project telephone, fax, and email correspondence.
- Assist the Project Manager and other Project staff with the preparation of, and administrative support on, project activities as required.
- Providing interpretation services to Project activities, including meetings, small-scale workshops, and relevant events.
- Acting as interpreter for NPD, Project Staff and international consultants as required.
- Translating project documentation such as project documents, relevant papers and correspondence between Vietnamese and English.

Qualifications and requirements

- Good secretarial skills and good organizational capacity;
- Knowledge in administrative and accounting procedures of the Government
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software, plus online storage systems (GoogleDocs, Box, DropBox).
- Excellent English language skills, spoken, written, translation and interpretation.

Job Description for Project Accountant/MPI

Title:	Project Accountant
Starting Date:	January 2015 (subject to starting date of the project)
Duty station:	Ha Noi, Viet Nam.
Duration:	Up to four years (full time)
Supervision:	Project Manager

Duties and responsibilities

- Prepare quarterly advance requests for UNDP funding in the applicable format.
- Assist the Project Manager and NPD in project budget monitoring and revision.
- Establish a robust project accounting system, including reporting and filling systems, in accordance with the project document and the NIM procedures.
- Maintain petty cash transactions, including writing receipts, preparing payment request forms, and disbursement of cash and clearance of advances.
- Manage banking transactions related to the project, including preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting.
- Prepare project financial reports for agreement by the Project Manager, NPD and UNDP, as required.
- Account for financial transactions in web-based accounting software systems, including UNDP's ATLAS system.
- Reconcile all balance sheet accounts and maintain records on file.
- Monitor and ensure expenditure of project funding is made in accordance with NIM procedures and approved by the Project Manager or NPD, as appropriate.
- Report any actual or potential financial issues to the Project Manager or NPD, as appropriate.
- Monitor expenditure of petty cash and ensure records on file are up-to-date.
- Continuously improve systems & procedures to enhance internal controls to satisfy audit requirements.
- Maintain an inventory file to support purchases of all equipment/assets.
- Undertake other relevant matters assigned by the Project Manager and NPD.

Qualifications and requirements

- University degree in accounting, finance or a related field.
- Solid experience of budgeting, planning and reporting on foreign funded projects.
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.
- Working English language skills, both spoken and written.