**DETAILED PROJECT OUTLINES**

 **Vietnam/UNDP/UNEP Partnership Initiative for the Integration of Sound Management of Chemicals in Development Planning and Processes**

|  |
| --- |
| **Project Brief Description**Coupled with accelerated industrialization, inadequate or insufficient prevention measures, and low awareness within the industrial and other sectors about chemical risk and safety procedures, Vietnam has experienced increased levels of pollution, industrial related accidents and spills. Main barriers that have limited Vietnam in its ability to deal with chemical related problems are associated to (i) insufficient capability and resources to manage chemical sector in effective and environmental sound manner; (ii) Lack of enabling environment to facilitate the sound management of chemicals (SMC); (iii) lack of effective co-ordination, unclear division of responsibility and overlapping mandates of various institutions involving in chemical management. In order to consolidate sound management of chemical (SMC) in Vietnam, the project will provide technical assistance to the Government of Vietnam (GoV) to address the above mentioned barriers, to promote sound management of chemicals and its integration into economic planning and decision making. The project also helps the GoV to fulfill its commitments to associated international conventions it has ratified. |

**SUMMARY PAGE**

1. **Project title: *Vietnam/UNDP/UNEP Partnership Initiative for the Integration of Sound Management of Chemicals in Development Planning and Processes***
2. **Project code :**

QSF: 3103

UNDP

1. **UN Agency**: United Nations Development Programme (UNDP)
2. **Project Implementing Agency:** Ministry of Industry and Trade (MOIT)

Contact address: 54 Hai Ba Trung st., Hanoi, Viet Nam

Telephone: 84 4 2220 2222 Fax: 84 4 2220 2525

1. **Project Proponent:** Ministry of Industry and Trade (MOIT)

Contact address: 54 Hai Ba Trung st., Hanoi, Viet Nam

Telephone/fax:

1. **Project owner:** Vietnam Chemical Agency (VINACHEMIA)

Contact address: 91 Dinh Tien Hoang, Hanoi, Viet Nam

Telephone/Fax: 84 4 3938 7104 / 84 43938 7120

1. **Other Project partners:** United Nations Environment Programme (UNEP)
2. **Project period:** 2 years from July 2011to June 2013
3. **Project location:** Hanoi, Viet Nam
4. **Project Budget:**

*10.1. Total ODA grant:*  US$450.000

a. Committed fund: US$450.000

a.1 SAICM Quick Start Fund: US$250,000

a.2 UNDP TRAC fund: US$200.000

*10.2. Co-financing:* 1.36 billion VND or US$70.000

*10.3. ODA type:* Grant

**Abbreviations**

|  |  |  |
| --- | --- | --- |
| ASEAN |  | Association of Southeast Asian Nations |
| DOIT |  | Department of Industry and Trade |
| DONRE |  | Department of Natural Resources and Environment |
| EIA |  | Environmental Impact Assessment |
| EVN |  | Electricity of Vietnam |
| GDOC |  | General Department of Customs |
| GEF |  | Global Environmental Facility |
| GHS |  | Globally Harmonized System of Classification and Labeling of Chemicals |
| GTZHPPMG |  | Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ)Vietnam – United Nations Harmonized Programmes and project Management Guidelines |
| MARD |  | Ministry of Agriculture and Rural Development |
| MOD |  | Ministry of Defense |
| MOH |  | Ministry of Health |
| MOIT |  | Ministry of Industry and Trade |
| MOLISA |  | Ministry of Labour, Invalids and Social Affairs |
| MONRE |  | Ministry of Natural Resources and Environment |
| MOST |  | Ministry of Science and Technology |
| MOTR |  | Ministry of Transport |
| MPI |  | Ministry of Planning and Investment |
| NIP |  | National Implementation Plan for the Stockholm Convention |
| ODA |  | Official Development Assistance |
| PPC |   | Provincial People Committee |
| PCBs |   | Polychlorinated Biphenyls |
| POPs |   | Persistent Organic Pollutants |
| SAICM |   | Strategic Approach to International Chemicals Management |
| SMC |   | Sound Management of Chemicals |
| UNDP |   | United Nations Development Program |
| UNEP |   | United Nations Environment Program |
| UNITAR |   | United Nations Institute for Training and Research |
| VAST |   | Vietnam Academy of Natural Sciences and Technology |
| VEA |   | Vietnam Environment Administration |
| VINACHEM |   | Vietnam National Chemical Corporation |
| VINACHEMIA |   | Vietnam Chemicals Agency |
| WB |   | World Bank |
| WHO |   | World Health Organization |
| WTO |   | World Trade Organization |

TABLE OF CONTENTS

[I. CONTEXT AND JUSTIFICATION 3](#_Toc294885668)

[1. Brief situation analysis, relevant policies and plans, rationale of the project 3](#_Toc294885669)

[2. Lessons learned from previous and on going cooperation 4](#_Toc294885670)

[3. Development cooperation with other donors in related sectors 5](#_Toc294885671)

[4. Statement of issues/problems to be addressed by the Project 6](#_Toc294885672)

[5. Project expected beneficiaries 7](#_Toc294885673)

[II. RATIONALE FOR SELECTING UNDP 7](#_Toc294885674)

[1. Project appropriateness to UNDP priorities 7](#_Toc294885675)

[2. Rationale for selecting UNDP Viet Nam 8](#_Toc294885677)

[II. PROJECT OBJECTIVES AND INDICATORS 8](#_Toc294885678)

[1. Project Objectives 8](#_Toc294885679)

[2. Project Strategy 9](#_Toc294885680)

[III. PROJECT RESULTS FRAMEWORK 10](#_Toc294885681)

[1. Expected project outcomes and outputs 10](#_Toc294885682)

[2. Project resource allocation 12](#_Toc294885683)

[IV. PROJECT FINANCIAL MECHANISM 13](#_Toc294885684)

[1. For ODA fund 13](#_Toc294885685)

[2. For co-financing 13](#_Toc294885686)

[V. MANAGEMENT ARRANGEMENTS 13](#_Toc294885687)

[1. Management Arrangement 13](#_Toc294885688)

[2. Project organizational structure 13](#_Toc294885689)

[3. Coordination with UNDP and other partners 14](#_Toc294885690)

[4. Mechanism for project planning and financial management 15](#_Toc294885691)

[5. Project Monitoring and Evaluation 15](#_Toc294885692)

[VI. PROJECT COST-EFFECTIVENESS 15](#_Toc294885693)

[1. Direct impact of the project 15](#_Toc294885694)

[2. Economic, Social and Environmental impacts 16](#_Toc294885695)

[3. Project sustainability 16](#_Toc294885696)

[4. Risk management 16](#_Toc294885697)

[ANNEX 1: PROJECT RESULT FRAMEWORK 18](#_Toc294885698)

[ANNEX 2: 1ST YEAR PROJECT WORKPLAN 23](#_Toc294885699)

[ANNEX 3: The UNDP/UNEP Partnership Initiative 24](#_Toc294885700)

[ANNEX 4: Draft ToR for the Interagency Coordinating Mechanism/Project Steering Committee 27](#_Toc294885701)

[ANNEX 5: TERMS OF REFERENCES OF KEY PROJECT POSITIONS 29](#_Toc294885702)

# I. CONTEXT AND JUSTIFICATION

## Brief situation analysis, relevant policies and plans, rationale of the project

With a population over 86 million, Vietnam is the 13th most populous country in the world and also one of the fastest growing economies. It is going through a far-reaching transformation from an inward-looking economy to one that is globalized and market based. Vietnam’s economy has historically primarily depended on agriculture, whereas its industry has been weak. However, between 1985 and 2005, the share of agriculture in GDP has declined from 42 to 21%, while that of industry has risen from 29% in 1995 to 41% in 2005. As Vietnam continues to modernize its economy, chemical production management and use will play an important role in Vietnam’s efforts in maximizing economic growth for poverty reduction.

Besides the chemicals industries (such as fertilizers, basic and other chemicals products, plastic and rubber products, pesticides, pharmaceuticals, soaps and detergents, cleaning and polishing products, perfume and cosmetics), other industrial sectors of relevance in this context are primary metal industries, food processing, leather and leather products, paper and wood products, textiles, ceramics, non-metal mineral products industry (cement, lime and plaster).

The Government of Vietnam recognized the importance of managing the use and production of chemical to ensure the health and environmental safety very early. The approach to management of chemicals in general, covers most of stages prescribed in the life cycle approach internationally recognizedby the SAICM. Regulators put emphasis on import, storage, trade and distribution of chemical.

Coupled with accelerated industrialization, inadequate or insufficient prevention measures, and low awareness within the industrial and agricultural sectors about chemical risk and safety procedures, Vietnam has experienced increased levels of pollution, industrial related accidents and spills that have for example resulted in fish die-off, loss of biodiversity, contamination of important drinking water sources, contamination of aquaculture and marine resources. Industrial and farm workers, farmers families, workers in craft villages, people living near industrial facilities and those relying on food or water obtained from contaminated sites have suffered from chronic and/or acute effects from exposure of chemicals and these populations continues to be at risk.

All the above-mentioned trends show the rise of significance of the chemicals sectors in Vietnam, with increased resource and management requirements. In order to consolidate the chemicals management, the Government established the Vietnam Chemicals Agency (VINACHEMIA) with the mandate to manage chemicals in the country. The capacity of VINACHEMIA is quite limited.

The project will directly contribute to the finalization of the national and sectoral development plans for the next five year periods. An overview of the key development plans is given below.

**National Social Economic Development Plan: 2011-2015** During 2010 the Vietnamese Government is preparing the Socio-Economic Development Plan for 2011-2015 and the Social Economic Development Strategy for 2011-2020. On July 15, 2010, the Government released the text of its draft Socio-Economic Development Strategy for 2011-2020. There is a strong emphasis that economic growth must no longer come at the expense of the nation’s environmental integrity. Economic growth must be closely connected to environment protection and improvement. Measures to ensure this must, therefore, be included in all socio-economic development plans at national, sectoral and local scales.

**Master plan for chemical industry development 2011 - 2020**: this document will lay out vision for developing a sustainable chemical industry in the years to come. Unlike the previous master plan, there is a strong expectation that sound chemical management will take an important part of this sectoral master plan.

**Other sectoral development plans**: As mentioned earlier that chemical management relates and may have impacts to various sectors including agriculture, health, transportation …etc. pursuing sustainable development in Vietnam indicates that sound chemical management must be integrated into sectoral development plans and policies.

The current project designed to support institutional capacity for sound chemical management is fully aligned with the commitment of the Government to sustainable development in the upcoming period.

## Lessons learned from previous and on going cooperation

With the assistance of international partners are implementing, a numbers of projects/programs in the fields related to chemical management are implemented and/or under implementation. Those projects may benefit and/or complementary to this project. There are two projects supported by SIDA and the World Bank and OECD that have direct contribution to development of the Law on Chemical and capacity development for chemical management in general. However, this support is discontinued after the Law is passed, leaving the Government of Vietnam a daunting task to put the law on practice with a limited institutional capacity in place. Meanwhile, other projects often target particular types of chemicals or chemical related issues. The following table list out major initiatives:

|  |  |  |  |
| --- | --- | --- | --- |
| Agency | Project Name | Target Sector Issues | Status |
| SIDA | Strengthening environmental management and land administration Project (SEMLA project) | Environmental management and land administration. In particular, the project has supported various researches and assessments leading to the formulation of the Law on Chemical | completed |
| OECD/WB | National Chemical Management Case Study (2007)  | Chemical management in general. The study provides a rapid assessment of the situation of chemical management and a long list of recommended policies for strengthing the chemical management regime in Vietnam | Completed |
| UNDP | Development of National Action Plan on Comprehensive Overcoming of Consequences of Chemical Toxic Contaminants used by the US during the war in Vietnam to 2015 and Orientation towards 2020. | Develop the action plan, build knowledge, exchange information and experience; study treatment and disposal technologies for Dioxin; build capacity of analytical capacity. | Under implementation |
| UNDP | Building Capacity to Eliminate POPs Pesticides Stockpiles | Eliminate POPs pesticides stockpiles; and carry out pilot treatment of sites that are contaminated with POPs pesticides | Under implementation |
| UNIDO | Introduction of BAT (best available technology) and BEP (best environmental practices) Methodology to Demonstrate Reduction or Elimination of PCDD/PCDFs Releases from the Industry (medium size project) | Prepare BAT and BEP options to demonstrate reduction and elimination of unintentional production of POPs in the industry; and estimate the likely range of incremental costs of implementing BAT and BEP options  | Under implementation |
| UNDP | Global (including Vietnam) Demonstrating and Promoting Best Techniques and Practices for Reducing Health-care Waste to Avoid Environmental Releases of Dioxins and Mercury | Assist the participating countries in developing and sustaining best practices in a way that is both locally appropriate and globally replicable | Under implementation |
| World Bank | Vietnam PCB Management  | Develop national capacity in Vietnam to manage all PCBs and on a pilot basis in selected provinces safely store significant amounts of PCBs in anticipation of future disposal. | Under implementation |

In addition, the Association of the South East Asian Nations (ASEAN) has been a hub for cooperation at the regional level for Chemical Management.

Under the support of the UNITAR and Switzerland Government, a pilot for GHS application was initiated in several ASEAN countries. Further, two conferences on GHS implementation were organized in 2005 and 2007. As a result, the ASEAN road map for implementing GHS has been agreed.

## Development cooperation with other donors in related sectors

The Ministry of Industry and Trade (MOIT) partnered with MONRE to implement the SEMLA project supported by SIDA during the 2006-2007, focusing on strengthening the chemical management. As a result, the Law on Chemicals was issued.

At present, MOIT is also involved in the World Bank/GEF funded programme Vietnam PCB management, of which MONRE is the main implementing partner. This project focuses particularly on the management of PCB, which are used or still stored in some industries in Vietnam. The capacity development aspects of the PCB project will certainly complement this proposal.

## Statement of issues/problems to be addressed by the Project

Vietnam has been endeavoring to establish a legal and institutional framework for a sound management of chemicals and hazardous wastes. However, there are still shortcomings that need to be addressed. These include insufficient human resources and capacities to ensure creation, implementation and enforcement of legislation as well as shortcomings in co-ordination, division of responsibilities and conflicting mandates for various institutions involved in chemicals management. An overview of these issues is given below.

***• Insufficient Resources and Capacities and Lack of an Enabling Environment***

Resources and expertise for taking action on many priority chemicals management issues are lacking in Vietnam. Further, technical and laboratory facilities that are essential to ensure the creation, implementation, and enforcement of scientifically sound legislation are currently not sufficient in Vietnam. Lack of expertise and capacities also affect the ability of the regulated community to comply with legal requirements. Human resource capacities to address chemical safety issues are inadequate in most companies, especially smaller ones. While these obstacles and difficulties are generally understood, budgetary constraints limit the ability of government agencies to tackle these challenges effectively.

Though a strategy and policy on training of experts in pollution monitoring, management and safe treatment of hazardous chemicals, has been developed, it has not been possible to implement it properly due to the lack of resources.

Lack of awareness on issues of chemicals management and safety is identified as a factor, which inhibits effective implementation. Especially, a lack of awareness among decision-makers coupling with a complexity of legislation for industrial and consumer chemicals inhibits the effective development and enforcement of legislation.

Overall, the establishment and maintenance of effective legal, scientific, economic, and political institutions for chemicals are significantly hampered because of insufficient human and financial resources. This deficiency is further compounded by the lack of appropriate administrative infrastructures needed to design, implement, monitor and enforce relevant policies and programs that are vital in the sound management of chemicals.

***• Lack of Effective Co-ordination, Unclear Division of Responsibility and Conflicting Mandates for various institutions involving in chemical management***

A lack of co-ordination and information exchange among concerned ministries within chemicals management hinders the effective implementation of relevant sectoral legislation. Conflicts of interest among ministries may also exist due to their differing mandates and policy objectives. For example, the Ministry of Agriculture and Rural Development (MARD), responsible for registering pesticides, may have as its highest priority the promotion of agricultural productivity, while the Ministry of Health (MOH) and Ministry of Natural Resources and Environment (MONRE), respectively, are seeking to protect human health and the environment as their central goal.

Ministries and sectors, especially the industry, energy and environmental sectors, in their development strategies and programs, have not yet developed specific activities associated with sound management, reduction and elimination of hazardous chemicals. Further, despite that Vietnam has become a member of the World Trade Organisation (WTO), WTO regulations on chemical trade have not fully been nationalized in Vietnam as required for accession. In addition, Vietnam has not participated in some other agreements on chemical management, such as the Chemical Weapons Convention on the Ban of Development, Manufacture, Storage and Use of Chemical Weapons and Their Disposal (1997), and the Rotterdam Convention on prior informed consent procedures for certain hazardous chemicals and pesticides in international trade (1998).

In addition to the issues mentioned above, there is a need to address fragmentation of the existing legislation, overlaps and inconsistencies, the absence or insufficiency of legislation covering all the various life cycle stages following importation or production of a chemical, and the lack of national information and inventories necessary for strategic management of chemicals during their entire life cycle.

## Project expected beneficiaries

As chemical management is a multi-sectoral matter, involving various state agencies and stakeholders, the range of beneficiaries of project is also broad. At the essence, officials of VINACHEMIA and the MOIT will be the direct beneficiaries of the project. They will have been exposed to international knowledge and expertise on sound chemical management and their capacity will be built.

It is expected that other agencies, involved in the multi-sectoral coordination mechanism supported by this proposal will also improve their knowledge about SMC and adopt in their development planning. Particularly, Ministries of natural resource and environment, public health, and agriculture, the Vietnam chemical cooperation, NGOs etc. would be benefit from activities undertaken under this project.

# II. RATIONALE FOR SELECTING UNDP

## Project appropriateness to UNDP priorities

The proposed project is consistent with priorities identified by both UNDP and the Government. Table below shows relationship between the project objective and UN ONE PLAN and Government’s Decree.

| **Summary of Project’s goal and objective** | **Related UN ONE PLAN Outcomes** | **Related priority area in Decree 131** |
| --- | --- | --- |
|
| **Project Objective:** strengthened capacity to integrate the sound management of chemicals into economic planning and decision making | **One Plan’s Outcome 3:** Viet Nam has adequate policies and capacities for environmental protection and the rational use of natural resources for poverty reduction, economic growth, and improving the quality of life | **Priority Area No. 4:** Environmental protection and natural resource conservation |

## Rationale for selecting UNDP Viet Nam

UNDP is widely perceived as a neutral donor organization that has provided substantial levels of technical assistance to Vietnam for more than two decades. UNDP’s support and advice in sustainable development and environmental protection was highly appreciated by Government of Vietnam.

UNDP envisions that there is much more to do to reform regulatory and policy environment than simply drafting new policy and regulatory documents. UNDP has shown its willingness to support effective consultations with all stakeholders, and to raise public awareness and understanding of key issues.

UNDP, along with UNEP are the key agencies that are both drivers and implementing agencies of the Strategic Approach to International Chemical Management (SAICM). Therefore, UNDP and UNEP has certain advantage and strong position to partner with the Vietnamese agencies to implement this project

# II. PROJECT OBJECTIVES AND INDICATORS

## Project Objectives

The overall objective of this project is to strengthen institutional capacity to integrate the sound management of chemicals into economic planning and decision making and to begin implementing generic next steps for strengthening the domestic sound management of chemicals regime that is consistent with SAICM. This will be done by working together with the UNDP/UNEP partnership initiative. The overall objective is specified in the following:

1. Determining linkages between sound chemicals management and national development in Vietnam, both at national and sector levels. This also includes:
2. Qualifying the interlinks between priorities in major chemical management problem areas, human health and environment in Vietnam;
3. Identifying and describing the advantages of integrating Sound Management of Chemicals (SMC) in the perspective of achieving the national development goals.
4. Identifying institutional and capacity needs for mainstreaming of sound chemicals management and what areas of Vietnam’s national SMC governance regime need strengthening most urgently.
5. Developing National Action Plan (NAP) for strengthening Vietnam’s national SMC governance regime.
6. Raising capacity for Vietnam to quantify costs of inaction/benefits of action in planning/financing/economic language regarding major chemical management problem areas.
7. Establishing SMC mainstreaming mechanism, through:
8. Systematizing the process of integrating SMC in Vietnam’s development planning processes and plans;
9. Establishing cross-societal partnerships for SMC mainstreaming; and
10. Monitoring the uptake of SMC priorities in the national development planning, implementation and evaluation of the development plans.

## Project Strategy

To achieve the objectives, the project will implement five project task areas which are described in Section 3.

During implementation stage, the project will capitalize on internationally well-known established methodologies and practices of sound management of chemical that are widely accepted by many other countries to apply into Vietnam context. These methodologies and practices are highlighted as follows:

* Developing and Sustaining an Integrated National Programme for Sound Chemicals Management - Guidance document (2004 edition) prepared by UNITAR in collaboration with UNEP, FAO and others can be considered as a “general stand-alone reference tool for any country that wishes to make its programmes for chemicals management more integrated and sustainable”. The document gives the country an overall approach to SMC and provides guidance on how to apply elements of SMC in flexible ways to meet with the country’s need and capacity.
* Developing a Capacity Assessment for the Sound Management of Chemicals and SAICM Implementation at national level. This specific guidance is to help countries to develop SAICM pilot. With the focus on capacity assessment toward SAICM application, this document very much complements the above-mentioned guidance.
* Mainstreaming SMC into the national social economic as well as sectoral plans using the lessons and experiences from UNDP-UNEP Partnership Initiative for Integration of SMC Considerations into Development Planning Processes.

# III. PROJECT RESULTS FRAMEWORK

## Expected project outcomes and outputs

### Project Activity Area 1: Designating a National Project Manager and Project Initiation

Outcomes:

* Increased awareness among Government officials about SAICM, including the value of:
* A strengthened focus on improved cross-sectoral governance for the sound management of chemicals at the national and local levels (i.e. rather than addressing chemicals on a chemical-by-chemical or chemical class basis exclusively); and
* Recognized by State’s agencies that for the sound management of chemicals to be advanced significantly beyond the pre-SAICM situation there will need much stronger links established with the development planning priorities, processes and plans of Vietnam.

Outputs:

Task 1(a):

* Project initiation meeting held and summary meeting report produced.
* Final project implementation plan produced.

Task 1(b):

* Briefing package for government ministries/stakeholders produced, including description of the value of mainstreaming.

Task 1(c):

* Comprehensive stakeholders database by category developed (ministerial, academia, private sector, etc.).

###

### Project Activity Area 2: Establishing a Cross-sectoral, Interagency Coordinating Mechanism/Steering Committee

Outcomes:

* A sustainable interagency coordinating mechanism for SMC at the national level is set in motion and operating beyond the life of this project, with experience accumulated through this project as a foundation for future activities.

Outputs:

Task 2(a):

* Interagency coordinating mechanism/steering committee established.

Task 2(b):

* Focal points for other international chemical and waste agreements and decisions invited to participate and integrate their activities into the interagency coordinating mechanism.

###

### Project Activity Area 3: Situation Analysis, Priority Setting and Support of Improved SMC Governance Consistent with the Strategic Objectives of SAICM

Outcomes:

* Strengthened awareness within government and stakeholder organizations regarding the country’s situation relative to the strategic objectives of SAICM.
* Enhanced set of strategic priorities that have general government support regarding filling gaps in the SMC regime at the national level going forward.

Outputs:

Task 3(a):

* National Situation Report produced with an assessment of governmental, institutional and political contexts.
* Institutional and capacity strengthening needs for mainstreaming identified.

Task 3(b):

* Multi-stakeholder consultation and awareness raising workshop held to comment on the National Situation Report and raise general awareness on the issues associated with the project.
* Established partnerships for SMC mainstreaming.

Task 3(c):

* Document produced to identify, based on previous project activities, national SMC-specific opportunities and priorities, including addressing gaps in the national SMC regime.
* Two-day briefing and brainstorming workshop held with senior government officials/decision makers from key ministries of the government, including the interagency coordinating mechanism, to consider the priority areas.
* Results from the brainstorming workshop will guide the work of Activity Area 4 by narrowing down the analysis to actions that are of the highest priorities for the government of Vietnam over a planning cycle of the next 5 years.

### Project Activity Area 4: Planning to Implement Priority Actions

Outcomes:

* Enhanced understanding and buy-in within Government, especially national development planning agencies, to support SMC mainstreaming efforts into the country’s development planning processes going forward.
* Enhanced buy-in from government and amongst key stakeholders regarding a phased plan of action for addressing gaps in the national SMC regime.
* Enhanced understanding of the Government and key stakeholders on an approach and methodology for building the economic case for mainstreaming that can be subsequently used for other SMC issues beyond the life of this project.

Outputs:

Task 4(a):

* The produced National Action Plan (NAP) explains how priority gaps in the national SMC regime can be addressed in a phased manner, including a qualitative rational for mainstreaming a certain of the highest priority SMC issues into national development plans.
* A one-day briefing and brainstorming workshop held with senior government officials/decision makers from key line ministries, including MOF and MPI, to discuss and comment on the NAP.
* A design for a National Chemicals Management Database.

Task 4(b):

* Economic analysis report produced demonstrating an approach/methodology of building an economic case for mainstreaming one or several high priority SMC issue into national development planning.
* Formal distribution of the economic analysis report to the interagency coordinating mechanism to further encourage similar work in the country.

Task 4(c):

* A produced “Mainstreaming Road Map” for mainstreaming the highest priority SMC issues into the country’s development planning process.
* The “Mainstreaming Road Map” is formally shared with the representative of the interagency coordinating mechanism, including finance and development planning officials, to encourage readiness to support SMC mainstreaming efforts into the country’s development planning processes going forward.
* Working mechanism for SMC mainstreaming established.

### Project Activity Area 5: Communication and Dissemination of Results

Outcomes:

* MOF and MPI are aware of SMC linkages with the overall national development goals, understand wider societal benefits of addressing key SMC priorities, and approve key SMC issues to be addressed in the selected development plans.
* Other stakeholders are aware of the linkages between sound chemicals management and development within their respective area of interest, and understand what they may benefit from addressing key SMC priorities.

Outputs:

Task 5(a):

* Text addressing key SMC priorities to be included in the selected development plans.

## Project resource allocation

**Table 2: Allocated budget categories**

# IV. PROJECT FINANCIAL MECHANISM

## For ODA fund

Total ODA Funding: US$450,000 of which

- Quick Start Fund (QSF): US$250,000

- UNDP TRAC: US$200,000

## For co-financing

In kind contribution from Government of Vietnam (MOIT) is US$70,000 or VND 1.36 billion.

# V. MANAGEMENT ARRANGEMENTS

## Management Arrangement

**Project implementation modality**: The project will be implemented using the Nationally Execution modality (NEX) in accordance to the rules and guidelines laid out in the Harmonized Programme and Project Management Guidelines (HPPMG) of the UNDP Country Office in Vietnam.

The Ministry of Industry and Trade (MOIT) is the responsible for realizing the project outcomes and objectives within the project budget and time scale. MOIT will delegate its function to Vinachemia as the National Implementing Partner,

## Project organizational structure

The project organization structure and functionality of relevant bodies is described as follows

**National Implementing Partner**: The Vietnam Chemical Agency (VINACHEMIA) under the Ministry of Industry and Trade (MOIT). will be the implementing partner of the project. VINACHEMIA will ensure that all project activities are coordinated with related initiatives and are complementary to activities already undertaken. Successful project execution will require close cooperation with the abovementioned stakeholders. As implementing partner, VINACHEMIA will ensure the delivery of the project outputs and the judicious use of project resources. VINACHEMIA will coordinate with UNDP-Vietnam in the implementation of the project activities and project monitoring and evaluation.

**National Project Director:** A senior official at the departmental level of VINACHEMIA, who is experienced in chemicals management, will be appointed as the National Project Director (NPD), will be responsible to UNDP and the Government of Viet Nam for the achievement of the project objectives, and for all project reporting monitoring and evaluation, including the submission of work plans and financial reports. The salary cost of the NPD will be borne by the government in-kind contribution.

\*\*Notes: compositions of consulting teams will be detailed in the work plans.

**Other Departments of MOIT**

**VINACHEMIA**

**(National Project Director)**

**UNDP CO**

**Figure 2: Project Organizational Structure**

**National Project Manager**

**Project Assurance**

(UNDP CO)

**Project**

**Support**

**Outcome 1 team**

**Outcome 5 Team**

**Outcome 2 team**

**Outcome 4 team**

**Project Support**: A Project Management Unit (PMU) will be established to provide management support to the NPD. The PMU might consists of the following positions

* Project Coordinator
* Project Secretary cum Interpreter
* Project Accountant cum Administrative Support

## Coordination with UNDP and other partners

The UNDP is the focal point for cooperation between project partners and other UN agencies, such as UNEP. UNDP will be responsible for cooperating with Vinachemia to make the project comply with all relevant requirements on financial and technical matter issued by the Quick Start Fund.

**Project assurance:** Upon the designation of the UNDP Country Director, the UNDP Programme Officer acts, as a focal point of UNDP CO, will assist the Project board to exercise the project assurance function. He/she maintains a continuous partnership with the project team and participates in all project management process to ensure the Project Management Unit that the project is implemented according to the approved logical framework and other decisions of the Project Management Unit. She/he will appraise and clear, prior to UNDP Country Director’s approval, the TORs/specifications, annual and quarterly work plan/budgets/progress reports approach, plan, and produce expected outputs that meet quality requirement and beneficiary’s expectations.

**Other project partners**: Other ministries and stakeholders relevant in SMC, such as MARD, MONRE, MOH, MOT, will be invited to participate in specific project activities.

## Mechanism for project planning and financial management

The planning and financial management for the project will follow provisions of the Harmonized Programme/Project Management Guidelines

##

## Project Monitoring and Evaluation

The project monitoring and evaluation will be undertaken in accordance with UNDP and Quick Start Fund M&E requirement. General requirement of monitoring and evaluation plan is shown as follows.

| 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) and Annual Work Plan | Year end | UNDP CO |
| * UNDP programme officer
 | Periodical field visit reports | Quarterly | UNDP CO |
| * UNDP CO
 | Project Terminal Report (PTR) | 3 month before ending |  QSF |

As the National Implementing Partner, the VINACHEMIA will carry out continuous self-monitoring of the project implementation performance.

# VI. PROJECT COST-EFFECTIVENESS

## Direct impact of the project

Vinachemia is the state management agency on chemical management, under the Ministry of Industry and Trade, according to the Law on Chemicals.

All literature reviews, assessment (such as National Situation Analysis, National Chemical Profiles, the roadmap for mainstreaming, the plan of actions for mainstreaming) is essential inputs and helps build a strong foundation for SMC in Viet Nam. These results are also inputs for sectoral planning, particularly the planning undertaken by the MOIT.

The enhanced capacity of Vinachemia and its partners through the participation in the project will be drivers for realizing the upcoming plans and priorities.

## Economic, Social and Environmental impacts

The goal of the project is not only to initial a foundation for SMC in Vietnam, but also to deliver the end result in SMC, such as environmental improvement, or reduction in number of chemically intoxicated cases. Therefore, a direct impact on the economy, society, and the environment is not tangible within the project time or in near post-project future.

However, the project could directly contribute, and in the future, to the enhancement of the economy’s efficiency, improvement of the environmental quality and public health via its influence on the SMC in Vietnam by imposing the sustainable approach endorsed by SAICM. In more direct terms, economic analysis proposed by the project, if applied by SMC agencies will ensure that benefit from SMC will outweigh the cost of doing so.

## Project sustainability

The sustainability of the Project will be measured by the applicability and acceptability of key results of the project toward the end users. Some foreseen aspects of sustainability of the project are:

- Studies, review and assessment report will be used or adopted during the planning phases of relevant sectors

- Staff of Vinachemia and other partners of the project received knowledge and skills and adopted in their daily work.

- Information generated by the projects are disseminated to relevant stakeholders

As the project objectives and outcomes are consistent with the National development priorities, the sustainability of the project is promising.

## Risk management

| Risk | Date identified | Classification | Assessment  | Mitigating Actions |
| --- | --- | --- | --- | --- |
| OPERATIONAL: Ineffective coordination among agencies involving in chemical management There are many overlaps in functions due mixed approaches in chemical managements; agencies might not cooperate very well.  | At the beginning | Operational | High : 7 = 3 (I) + 4 (P) | Setting priority in SMC and reach consensus on common issues to be addressed by all agencies is key factor to create cooperative working relations among agencies. Thus the priority setting exercise shall be allocated with more time and resources at the beginning of the project.  |
| OPERATIONAL: Lack of cooperation by the chemical producers and traders in providing accurate information – Producers and traders do not have incentive to provide information on chemical they are dealing with. Thus, information provided might be neither accurate nor adequate.  | At the beginning | Operational  | Moderate 5= 2(I) + 3(P) | Industry associations, professional organizations, NGOs and private individuals in the participating countries will be consulted and involved in data collection Data collection questionnaire shall be tested carefully before doing the survey. Incentives for informants shall be created during the survey. The data from custom office will be used as proxy data or reference.  |
| OPERATIONAL: Due to application of new Guideline for Programme and Project management (HPPMG), project recruitment and procurement might take longer time and, as a result, would affect project progress | At the beginning  | Operational  | Moderate 5=1(I) + 4(P) | Preparation for project would start as earlier as possible by VINACHEMIA with support from UNDP. VINACHEMIA could seek exception from MOIT planning department on late submission of the procurement plan.  |
| OVERALL | Moderate | 6/10 |  |

\* Scale: 1 – 5, of which 1= inconsiderable/very low probability, and 5 = great impact/high probability

 Risk level = Impacts (I) + Probability (P)

# ANNEX 1: PROJECT RESULT FRAMEWORK

| **Objective** | **Outcomes** | **Outputs** | **Indicators** | **Sources of verification** | **Assumptions/Risks**  |
| --- | --- | --- | --- | --- | --- |
| Strengthened capacity to integrate the sound management of chemicals into economic planning and decision-making, as well as to begin implementing the generic next steps for strengthening the domestic sound management of chemicals regime consistent with SAICM. | **Activity Area 1**Increased awareness by government officials about SAICM, including the value of:* A strengthened focus on improved cross-sectoral governance for the sound management of chemicals at the national and local levels (i.e. rather than addressing chemicals on a chemical-by-chemical or chemical class basis exclusively); and
* Recognition that for the sound management of chemicals to be advanced significantly beyond the pre-SAICM situation, there will need to be much stronger links established with the development planning priorities, processes and plans of Vietnam.
 | Project initiation meeting held and summary meeting report produced. | Project manager appointed. | Inception meeting invitation and report.Project documents specifying roles and responsibilities of stakeholders.Stakeholder endorsement of assigned responsibility and nomination of representatives. | Delays in recruitments/assignments of project manager, consultants and task teams due to lack of expertise, procurement laws and procedures.Project key persons do not have enough time allocated to fully contribute. Inadequate communication with stakeholders.Project manager does not have the expertise needed or confidence of all stakeholders.Inadequate representation of stakeholdersStakeholders may not be able to fully participate. |
| Comprehensive database on stakeholders by category developed (ministerial, academia, private sector, etc.). | Electronic stakeholder list, roles and responsibilities available for project use. | Documentation of stakeholders by category. | Inadequate stakeholder analysis. |
| **Activity Area 2**A sustainable interagency coordinating mechanism for SMC at the national level is set in motion and operating beyond the life of this project, with experience accumulated through this project as a foundation for future activities. | Interagency coordinating mechanism/steering committee established. | National coordination and project steering committee established.National coordinator appointed. | Terms of Reference and assignments as coordination/project steering committee members.Attendance list in minutes and reports from committee meetings and workshops. | Key stakeholders do not have enough time allocated to fully contribute. Stakeholders representing different interest do not “speak the same language”.Interdisciplinary teams can take more time to set up and manage. |
| **Activity Area 3**Strengthened awareness within government and stakeholder organizations regarding the country’s situation relative to the strategic objectives of SAICM. Enhanced set of strategic priorities that have general government support regarding filling gaps in the SMC regime at the national level going forward. | National Situation Report produced with updated Chemical Profile and governmental, institutional and political contexts assessment.  | National Situation Report with readers’ comments sheet available in electronic format and discussed with stakeholders in cross-sectoral inter-ministerial meetings. | National Situation Report.Reports from meetings. | Inadequate access to key policymaking organs within government.Inadequate engagement of stakeholders. Stakeholders may not be able to fully participate |
| Multi-stakeholder consultation and awareness raising workshop held to comment on the National Situation Report and raise general awareness on the issues associated with the project. | Workshop held and workshop report produced. | Report from the workshop.List of workshop participants. | Inadequate engagement of stakeholders. Stakeholders may not be able to fully participate |
| Two-day briefing and brainstorming workshop held with senior government officials/decision makers from key ministries of the government, including the interagency coordinating mechanism, to consider the priorities document. | Workshop held and report produced.List of criteria for prioritization. | Report from the workshop.List of workshop participants.List of criteria for prioritization. | Government officials and decision makers from key ministries representing different interest do not “speak the same language”.Conflicting areas of interest.Inadequate engagement of stakeholders.  |
| **Activity Area 4**Enhanced understanding and buy-in within government, including with national development planning agencies, to support SMC mainstreaming efforts in the country’s development planning processes going forward.Enhanced buy-in from government and amongst key stakeholders regarding a phased plan of action for addressing gaps in the national SMC regime. Enhanced understanding within the government and amongst key stakeholders on an approach and methodology for making the economic case for mainstreaming that can be subsequently used for other SMC issues beyond the life of this project. | National Action Plan produced to guides how priority gaps in the national SMC regime can be addressed in a phased manner, including a qualitative rational for mainstreaming certain of the highest priority SMC issues in national development plans | Decision taken by steering committee to proceed with development of a phased plan for strengthening the SMC governance regime. | Minutes from steering committee meeting.ToRs and contract for consultant.Report from multi-stakeholder workshop to identify gaps and priorities.Priority setting background document. | Delays in procurement of competent consultant.Inadequate stakeholder representation in workshops.Key stakeholders do not have enough time allocated to fully contribute.  |
| Economic analysis report produced demonstrating an approach/methodology for building an economic case for mainstreaming one or several high priority SMC issue in national development planning | Agreement from central planning and finance agencies on the relevance of the methodology tested for costing SMC priorities into national planning and budgeting processes. | ToRs and contract for consultants.Economic analysis document.Minutes from meetings to discuss economic analysis document (steering committee, finance and planning agencies). | Delays in procurement of competent consultantDelays in obtaining comments and meetings to discuss economic analysis document. |
| “Mainstreaming Road Map produced and disseminated for mainstreaming the highest priority SMC issues in the country’s development planning process | “Mainstreaming Road Map” reportDevelopment policies, plans and programmes that reflect SMC priority issues and mainstreaming of chemicals management. | “Mainstreaming Road Map” document and distribution list. Documentation of development policies. plans and programmes. | Insufficient contribution and advocacy from stakeholders. |
| Working mechanism for SMC mainstreaming established | Description of the set up and functioning of the working mechanism. | Terms of Reference and assignments of working mechanism members. | Key stakeholders do not have enough time allocated to fully contribute. Insufficient advocacy from stakeholders. |
| **Activity Area 5**National development and treasury departments are aware of SMC linkages with the overall national development goals. They approve the text on key SMC issues to be addressed in the selected development plans. They understand the wider societal benefits of addressing key SMC priorities.Other stakeholders are aware of the linkages between sound chemicals management and development within their respective area of interest. They also understand what they may benefit from addressing key SMC priorities.  | Text addressing key SMC priorities to be included in the selected development plans. | Workshop held and report produced. | Signed endorsement of SMC priority text to be included in selected planning documents.Workshop and final project report. | Proposed text do not meet the standards of ministry of finance or planning.Unsuccessful communication on SMC influence on public finances.Insufficient advocacy from stakeholders. |

# ANNEX 2: TENTATIVE 2011 PROJECT WORKPLAN

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Outputs** | **Activities** | **Time frame** | **Resp. Party**  | **Budget Description** |  |
|
| **Q 3** | **Q4** | **Donor**  | **Fund** | **Account** | **Narrative description**  |
| **Project Activity Area 1** | **Designating a National Project Manager and Project Initiation** |  |  |   |  |  |   |  |  |
| *Major Task* 1a | Project initiating and final planning with UNDP and UNEP including an inception workshop |  x |   | Vinachemia | QSF | tbd | tbd | Local consultants  |  |
| *Major Task* 1b | Notification of and briefing the project for government ministries, government commissions, academia, major private sector associations |   |  x |  Vinachemia |  QSF |   |   | Travel |  |
| *Major Task* 1c | Building a comprehensive database on organizations  |  |  x |  Vinachemia | QSF |   |   | Workshop  |  |
| **Project Activity Area 2** | **Establishing a Cross-Sectoral, Interagency Coordinating Mechanism and Project Steering Committee** |   |   |   |   |   |   |   |  |
| *Major Task* 2a | Review functions and responsibilities for SMC across agencies and stakeholder  |  x |  x | Vinachemia | UNDP | tbd | tbd | Workshop |  |
| *Major Task* 2b | Propose a coordinating mechanism |   |  x | Vinachemia | UNDP | tbd | tbd | Miscellaneous |  |
| **Project Activity Area 3** | **Situation Analysis, Priority Setting and Support of Improved SMC Governance Consistent with the Strategic Objectives of SAICM** |  |  |  |  |  |  |  |  |
| *Major Task* 3a | Information gathering and analysis for development of a “National Situation Report” |   |  x | Vinachemia | UNDP | tbd | tbd | International Consultant |  |
|   |   |   |   |  Vinachemia | UNDP | tbd | tbd | Local Consultant |  |
|  |   |   |   |   |  QSF |  |   | Workshop |  |
|  |   |   |   |   |  QSF |  |   | Travel |  |
|  | **Project management** |  |  |  |  |  |  |  |  |
|  | National project manager | x | x | Vinachemia | QSF | tbd | tbd | contractual serv-individual |  |
|  | Project accountant/Assistant | x | x | Vinachemia | QSF | tbd | tbd | contractual serv-individual |  |
|  | Project Secretary/Interpreter (PSI) | x | x | Vinachemia | QSF | tbd | tbd | contractual serv-individual |  |
|  | Office equipment  |  |  |  |  |  |  |  |  |
|  | Office expenses and others  |   |   |   | QSF  |   |   | Sundries |  |
|  | **Total** |   |   |   |  |  |   |   |  |

# ANNEX 3: The UNDP/UNEP Partnership Initiative

*Introduction*

Two significant value-added features of SAICM relative to the international sound management of chemicals work that preceded it are:

* A strengthened focus on improved cross-sectoral governance for the sound management of chemicals at the national and local levels (i.e. rather than addressing chemicals on a chemical-by-chemical or chemical class basis exclusively); and
* Recognition that for the sound management of chemicals to be advanced significantly beyond the pre-SAICM situation, there will need to be much stronger links established with the development planning priorities, processes and plans of developing countries.

In support of these two prominent value-added features of SAICM, UNDP and UNEP have developed a partnership initiative to help client countries to:

1. Assess their sound management of chemicals regimes relative to the strategic objectives of the SAICM Overarching Policy Strategy, and put in place a plan to begin addressing gaps in the national regime; and
2. Improve the incorporation of national sound management of chemicals priorities into the national development planning agenda (e.g. Poverty Reduction Strategic Plans, Country Assistance Strategies, UN Development Frameworks, etc.).

This partnership initiative will draw on the unique support services that can be provided by the cooperating agencies, including guidance that is being developed applicable to the second and third QSP strategic priorities. To start, the initiative will identify three “champion” case study countries, which will self-select consistent with the principle of country driven programming. Ultimately, the initiative will test guidance materials and advance practical examples that can be replicated by other countries to advance the second and third QSP strategic priorities, which are fundamental to SAICM implementation overall.

*The Initiative Concept*

For the conceptualization of this initiative, UNDP and UNEP contemplated the steps that countries typically go through to advance their national sound management of chemicals regimes. These steps can be described generically as:

1. Initial chemicals profiles/inventories (i.e. what chemicals, where, how much, produced, used etc.)
2. Basic data on areas of high risk/exposure for the environment and human health within the country (e.g. serious chemical contamination of a major fishery, contaminated sites impacting food production, stockpiles destroying ground water, etc.);
3. Qualification of the links between major chemical problem areas and human health and environmental quality (i.e. analyzing and explaining the linkages in understandable language for policy decision-makers);
4. Developing or filling-out an integrated chemicals management program
(i.e. understanding what is needed to enhance SMC-related governance capacity relative to the countries chemicals profile so that current problems can be addressed and future problems prevented);
5. Quantification/estimation of the costs of inaction/benefits of action in major chemical risk areas from (c) above (i.e. the economic analysis that can be compelling for national planning and finance ministries; speaking the development planner's language); and
6. Mainstreaming in development planning to foster national budget commitments in partnership with donor assistance to address the most serious problems/potential benefits at the nexus between sound management of chemicals and sustainable forms of development.

Different countries will, of course, have different starting points for these steps depending upon how well developed their current SMC regime is. The UNDP/UNEP partnership initiative, however, is being advanced to support countries that:

* 1. Already have a national chemicals profile/inventory in place; and
	2. Have a strong sense of where they have or at least suspect having major chemicals
	management problems/exposure risks.

The rationale for this approach is that if countries are too early in the generic a-f steps outlined above, they are unlikely to be successful candidates at this time for movement all the way to mainstreaming (step f) in just one project.[[1]](#footnote-1)

*UNEP and UNDP Support to Vietnam*

To support this initiative, UNEP and UNDP will bring their extensive and well known experience in providing support to client countries with respect to chemicals management issues including, for example, being implementing agencies for the POPs Focal Area of the Global Environment Facility. In addition to years of accumulated experience, UNDP has developed a Technical Guide for Integrating the Sound Management of Chemicals in MDG-Based Policies & Plans

The steps identified in the guidance document are compatible with the UN programming sequence for harmonized and integrated programming at the country level as undertaken by the UN system in partnership with developing nation governments and other key development partners. The UN programming process includes:

* Assessment;
* Analysis;
* Prioritizing development challenges;
* Clarifying expected results and the roles of different actors;
* Designing country programmes and projects; and
* Monitoring and evaluation.[[2]](#footnote-2)

In addition, UNEP will bring to the partnership initiative its recent work done jointly with WHO on the Health and Environment Linkages Initiative (HELI), which aims to provide a coherent approach to value the services that ecosystems provide to human health, and ensure that they are reflected in decision-making processes. The initiative promotes an inter-sectoral approach to decision-making that includes consideration of the full range of environmental and health impacts of decisions and emphasizes that efforts to protect environmental health should be integrated with, and support, national development plans as well as sustainable development objectives.

The initiative has successfully established multi-sectoral teams to apply and field test the HELI approach to key environment and health issues several countries.

# ANNEX 4: Draft ToR for the Interagency Coordinating Mechanism/Project Steering Committee

### Background

The project ‘Vietnam/UNDP/UNEP Partnership Initiative for the Integration of Sound Management of Chemicals in Development Planning and Processes’ aims at strengthening the focus on improved cross-sectoral governance for the Strategic Management of Chemicals (SMC) at the national and local levels and establish stronger SMC links with national development planning priorities, processes and plans. The expected outputs of the project are a National Situation Report describing governmental, institutional and political contexts and the SMC situation, an economic analysis of at least one priority SMC issue, a Road Map for mainstreaming priority chemicals management issues and a National Plan for strengthening the SMC regime. These will be prepared with participation and guidance of an inter-ministerial coordination committee with full participation of stakeholders. The committee will serve as the coordination mechanism described in Activity Area 2 as well as a national steering committee (NSC) for the project.

The project is intended to review the existing actions in the area of chemicals management in order to advance the sound management of chemicals by identifying gaps and proposing concrete projects and priorities to incorporate chemical safety issues into the development agenda of Vietnam.

To oversee and guide the implementation of the project activities, the committee should be composed of representatives from the relevant ministries of Vietnam, such as

* Industry and Trade
* Health
* Natural Resources and Environment
* Agriculture and Rural Development
* Planning and Investment
* Transport and Communications
* Labour, Invalids and Social Affairs
* Science and Technology
* Defense
* Construction
* Public Security
* Education and Training
* Foreign Affairs
* Finance (including custom)
* Justice

### Functions of the National Coordination/Project Steering Committee

In general, the committee will be responsible for policy input, functional guidance and overall coordination of the project activities among the national stakeholders.

### Specific Terms of Reference

Consistent with the function above, the specific terms of reference for the committee are to:

1. Provide advice, policy guidance and oversee the implementation of the project.
2. Undertake monitoring and evaluation of project activities.
3. Oversee the establishment of the criteria for setting national priorities for SMC issues to be mainstreamed and priorities for strengthening SMC Governance.
4. Oversee the formulation of national objectives with regard to priority SMC Governance.
5. Review and make inputs on project reports including action plans and strategy documents.
6. Facilitate integration of project outcomes into Government priority development programmes.
7. Spearhead further resources mobilization for implementation of the project outcome.
8. Securing necessary stakeholder support for implementation of project activities and output at all levels of policy and decision-making.
9. Secure the necessary political and technical support from the respective entities represented by including SMC priorities for consideration into institutional strategies.
10. Coordinate with other similar mechanisms under establishment or established, in order to ensure complementarity of national chemicals-related initiatives.
11. Ensure institutional coordination when planning to address SMC issues and SMC mainstreaming.

In the execution of its work, the committee will hold regular and extra-ordinary Committee meetings.

### Outputs

The expected output of the project is a National Plan for Strengthening SMC Governance with the development needs and priorities of Vietnam and resources addressed.

### Duration

The tenure of the committee is limited to the duration of the project (up to 18 months) but could be extended and constitute a part of the mainstreaming mechanism that will be suggested under Activity Area 4(c) “Proposing a road map for mainstreaming the highest priority SMC issues in the country’s development planning process”.

### Remuneration

Should travel be required to attend these meetings, Steering Committee members will be reimbursed accordingly.

# ANNEX 5: TERMS OF REFERENCES OF KEY PROJECT POSITIONS

**A5.1) TERM OF REFERENCE FOR NATIONAL PROJECT DIRECTOR**

Title: National Project Director (NPD)

Duty Station: Hanoi, Vietnam

Duration of Assignment: 2 years (part-time)

**Background**

Rapid development accompanied by accelerated industrialization, inadequate or insufficient prevention measures, and low awareness within the industrial and agricultural sectors about chemical risk and safety procedures, Vietnam has experienced increased levels of pollution, industrial related accidents and spills that have for example resulted in fish die-off, loss of biodiversity, contamination of important drinking water sources, contamination of aquaculture and marine resources. Industrial and farm workers, farmers families, workers in craft villages, people living near industrial facilities and those relying on food or water obtained from contaminated sites have suffered from chronic and/or acute effects from exposure of chemicals and these populations continues to be at risk. The above mentioned trends show the rise of significance of the Sound Chemicals Management in Vietnam

The National Project Director (NPD) is the focal point responsible and accountable to National Implementing Partner for UNDP – funded project. The NPD should be a person of the Implementing Partner at the director or deputy director level of VINACHEMIA.

The NPD primary role is to ensure the substantive quality of the project and the proper use of resources allocated to it. His/her overall role is to ensure the successful execution and implementation of the project toward achieving project results, and accountability to the Government and UNDP for the proper use of project resources. He/she represents the MOIT and supervises the Project Manager (PM).

The NPD position will usually require 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**

Specific responsibilities and tasks of NPD include:

* Ensuring 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 Programme. This will be discharged through the (i) approval of project work plans, TORs, reports, (ii) follow-up on the implementation of recommendations made by regular project reviews and external evaluations, and (iii) conduct of internal reviews and evaluations as/if needed;
* Ensuring 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/if needed;
* Ensuring that all Government inputs committed to the project are made available in sufficient quantities and in a timely manner to support project implementation;
* Ensuring that project parties, particularly national parties and other Parties fully participate in project implementation, effectively collaborate in project activities and duly benefit from project results;
* Supervising the work of the Project manager (PM) and national project staff and ensure PM is empowered to effectively manage the project, and the other project staff to perform their duties effectively;
* Ensuring that required project work plans are prepared and updated, in consultation with and agreed by UNDP, and distributed to MPI and other relevant agencies;
* Representing the Implementing partner at major project reviews, evaluations, audits and other important events

**A5.2) TERM OF REFERENCE FOR NATIONAL PROJECT MANGER**

Title: (National) Project manager

Duty Station: Hanoi with national travel as required

Duration of assignment: 24 working months (full-time)

Direct Supervisor: National Project Director

**Responsibilities and Duties:**

Rapid development accompanied by accelerated industrialization, inadequate or insufficient prevention measures, and low awareness within the industrial and agricultural sectors about chemical risk and safety procedures, Vietnam has experienced increased levels of pollution, industrial related accidents and spills that have for example resulted in fish die-off, loss of biodiversity, contamination of important drinking water sources, contamination of aquaculture and marine resources. Industrial and farm workers, farmers families, workers in craft villages, people living near industrial facilities and those relying on food or water obtained from contaminated sites have suffered from chronic and/or acute effects from exposure of chemicals and these populations continues to be at risk. The above mentioned trends show the rise of significance of the Sound Chemicals Management in Vietnam

The Ministry of Industry and Trade/VINACHEMIA is implementing the

Vietnam/UNDP/UNEP Partnership Initiative for the Integration of Sound Management of Chemicals in Development Planning and Processes. To help the Government implementing the project successfully, the position of Project Manager is needed

**Duties and Responsibilities**

The primary task of the Project Manger is to plan, organize and implement the project under the direction of the NPD. He/she will be responsible for management of input mobilization and day-to-day project operations including timely resolution of issues, problems or bottlenecks. He/she will report directly to the National Project Director and UNDP country Office.

As a part of the overall responsibility, the specific tasks of the Project Manager are:

* Preparation, updating, and submission of project work plans to NPD and UNDP CO for clearance timely and with satisfactory quality. The work plans could be annual work plans, quarterly work plans, Annual Project implementation Reports, Quarterly Progress Reports, and the Final Project Termination Reports;
* Finalization of TORs for key activities (i.e. personnel, sub-contractors, training, and procurements), with assistance from UNDP programme officer and Project Advisers, and submit to NPD and UNDP CO for clearance and approval;
* Monitoring the overall progress of the project and initiative corrective actions if necessary;
* Managing the project budget on behalf of the NPD, ensuring that:
	+ Project funds are made available when needed, and are disbursed properly;
	+ Accounting records and supporting documents are kept;
	+ Required financial reports are prepared;
	+ Financial operations are transparent and financial procedures/regulations for HPPMG project are applied;
	+ International and national consultants are hired and deliver their inputs on schedule.
* Keeping record and updating the Project issues and risks and recommending necessary actions to NPD to effectively cope with identified risks, and coordinating the implementation of the approved risk mitigation actions;
* Liaisoning and coordinating the implementation of all project partnership agreements to ensure that partners implement the project components in a collaborative manner with the Project quarterly and annual work plan;
* Reporting regularly to and keeping the NPD and UNDP PO up-to-date on project progress and problems.
* Supervising the project staff and local or international experts/consultants working for the project;
* Providing back-stopping support for administrative work of the Project Management Unit if necessary.

**Qualifications**

* Bachelor’s Degree in Chemistry, project management, environmental management or related fields;
* At least 8-year working experience in project management/ coordination, preferably with ODA projects.
* Knowledgeable in chemical management (institutional setting, rule and regulations).
* Experience in working with Sound Management of Chemical will be advantage.
* High self-motivated, with good leadership skills, capable of planning, initiating and managing multi-disciplinary activities within the context of a multi-donor international project;
* Good communication skill as well as interpersonal and team building skills;
* Good English language skills, both written and spoken.

**A5.3) TERM OF REFERENCE FOR PROJECT SECRETARY AND INTERPRETER**

Title: Project Secretary and Interpreter (PSI)

Duration: 18 months (recruited, full time)

Reporting: National project manager

**Background:**

Rapid development accompanied by accelerated industrialization, inadequate or insufficient prevention measures, and low awareness within the industrial and agricultural sectors about chemical risk and safety procedures, Vietnam has experienced increased levels of pollution, industrial related accidents and spills that have for example resulted in fish die-off, loss of biodiversity, contamination of important drinking water sources, contamination of aquaculture and marine resources. Industrial and farm workers, farmers families, workers in craft villages, people living near industrial facilities and those relying on food or water obtained from contaminated sites have suffered from chronic and/or acute effects from exposure of chemicals and these populations continues to be at risk. The above mentioned trends show the rise of significance of the Sound Chemicals Management in Vietnam.

The Ministry of Industry and Trade/VINACHEMIA is implementing the Vietnam/UNDP/UNEP Partnership Initiative for the Integration of Sound Management of Chemicals in Development Planning and Processes. To help the Government implementing the project successfully, the position of PSI is needed.

**Duties and Responsibilities:**

The Project Secretary and Interpreter (PSI) will work under the direct supervision of and provide support to the Project Manager in the discharge of his/her responsibilities in the overall management of the day-to-day activities of the project. The PSI will work closely with the NPD, the PM, staff from the PMU and other international and national consultants.

The main duties of the PSI are as follows:

*a. Responsibilities of the Project Secretary*

* Providing necessary assistance in the operational management of the project according to the project document and the NEX procedures.
* Drafting correspondence on administrative and program matters pertaining to the Project Office responsibilities;
* Providing support in preparing project events, including workshops, meetings (monthly, quarterly and annul), study tours, trainings, etc., as required. This also includes preparation of background materials for use in discussions and briefing sessions on project matter;
* Logistical arrangements. This includes visa, transportation, hotel bookings for project staff, consultants and invited guests coming for project activities;
* Be responsible for project filing system. This includes setting up the filing, numbering and filing all incoming and outgoing correspondence.
* Preparing regular list of events for sharing of information within project staff and outside;
* Assisting in project communication activities, including publications;

*b. Responsibilities of the Project Interpreter:*

* Providing interpretation services to the Project activities, including meetings, small-scale workshops, and relevant events;
* Acting as interpreter for NPD and international consultants;
* Translating project documents, materials, papers, letters etc. from Vietnamese into English and vice versa

**Qualifications**

* University degree in English language, administration or related fields;
* Good command of both written and spoken English and at least four (03) years of working experience in the positions of secretary or interpreter/ translator.
* Good secretarial skills and good organizational capacity;
* Knowledge in administrative procedures of the Government and in chemical sector will be an asset.
* Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), Vietnamese software;
* Knowledge and experience in working with ODA projects and international organizationss is an advantage

**A5.4) TERM OF REFERENCE FOR PROJECT ACCOUNTANT/ASSISTANT**

Title: Project Accountant / Assistant (PAA)

Duration: 24 months, as starting of the project (recruited, Part-time)

Reporting: National Project Manger

**Background:**

Rapid development accompanied by accelerated industrialization, inadequate or insufficient prevention measures, and low awareness within the industrial and agricultural sectors about chemical risk and safety procedures, Vietnam has experienced increased levels of pollution, industrial related accidents and spills that have for example resulted in fish die-off, loss of biodiversity, contamination of important drinking water sources, contamination of aquaculture and marine resources. Industrial and farm workers, farmers families, workers in craft villages, people living near industrial facilities and those relying on food or water obtained from contaminated sites have suffered from chronic and/or acute effects from exposure of chemicals and these populations continues to be at risk. The above mentioned trends show the rise of significance of the Sound Chemicals Management in Vietnam.

The Ministry of Industry and Trade/VINACHEMIA is implementing the Vietnam/UNDP/UNEP Partnership Initiative for the Integration of Sound Management of Chemicals in Development Planning and Processes. To help the Government implementing the project successfully, the position of PAA is needed.

**Duties and Responsibilities:**

Overall supervision by the NPD and under the direct supervision of the project manager, the project accountant has two roles: as an Accountant and as an Administrative Assistant.

1. *As a Project Accountant, he/she to*
* Prepare quarterly advance requests to get advance funds from UNDP in the format applicable.
* Assist the PM and NPD in project budget monitoring and project budget revision.
* Set up accounting system, including reporting forms and filling system for the project, in accordance with the project document and the HPPMG procedures;
* Maintain petty cash transactions. This includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances;
* Prepare cheques and withdraw money from the bank;
* Prepare project financial reports and submit to PM and NPD for clearance and furnish to UNDP as required;
* Enter financial transactions into the computerised accounting system;
* Reconcile all balance sheet accounts and keep a file of all completed reconciliation;
* Check and ensure that all expenditures of projects are in accordance with HPPMG procedures. This includes ensuring receipts to be obtained for all payments;
* Check budget lines to ensure that all transactions are booked to the correct budget lines;
* Ensure documentation relating to payments are duly approved by the NPD;
* Bring any actual or potential problems to the attention of the NPD;
* Follow up bank transfers. This includes preparing the bank transfer requests, submitting them to the bank and keeping track of the transfers;
* Ensure Petty Cash to be reviewed and updated ensuring that there is up-to-date records;
* To continuously improve system & procedures to enhance internal controls to satisfy audit requirements.
* Ensure that bank statements be collected from the banks on the 2nd working day of each month;
* Ensure that bank accounts should be reconciled and reported on or before 3rd of each month;
* Prepare monthly bank reconciliation statement, including computation of interests gained to be included into reports.
* Maintain the inventory file to support purchases of all equipment/assets.
* Undertake other relevant matters assigned by the NPD.
1. *As a Project Administrator, he/she to*
* Provide assistance in the operational management of the project according to the project document and the HPPMG procedures.
* Undertake all preparation work for procurement of office equipment, stationeries and support facilities as required;
* Provide support in preparing project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings, etc., as required.
* Take care of project telephone, fax, and email system;
* Assist with preparation of TORs and contracts for consultants for project activities.

**Qualifications**

* University degree in business administration, accounting, finance or related fields;
* Solid experience of budgeting and reporting on foreign funded projects;
* Knowledge in administrative and accounting procedures of the Government
* Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.
* Experience in working with ODA projects is an advantage.
* Appropriate English language skills, both spoken and written.

**A5.5) TERMS OF REFERENCE FOR NATIONAL TECHNICAL SPECIALIST**

Title: National Technical Specialist (NTS)

Duration: 16 months, as starting of the project (recruited, Part-time)

Reporting: National Project Director

**1) General background**

Rapid development accompanied by accelerated industrialization, inadequate or insufficient prevention measures, and low awareness within the industrial and agricultural sectors about chemical risk and safety procedures, Vietnam has experienced increased levels of pollution, industrial related accidents and spills that have for example resulted in fish die-off, loss of biodiversity, contamination of important drinking water sources, contamination of aquaculture and marine resources. Industrial and farm workers, farmers families, workers in craft villages, people living near industrial facilities and those relying on food or water obtained from contaminated sites have suffered from chronic and/or acute effects from exposure of chemicals and these populations continues to be at risk. The above mentioned trends show the rise of significance of the Sound Chemicals Management in Vietnam.

The Ministry of Industry and Trade/VINACHEMIA is implementing the Vietnam/UNDP/UNEP Partnership Initiative for the Integration of Sound Management of Chemicals in Development Planning and Processes. The position of the NTS is needed to help the Government successfully implementing the project.

**2) Objective of the assignment**

NTS is to provide consultancies, proposals on needed researches, studies, technical assistance directly to the PMU and VINACHEMIA during project implementation.

The objectives of having NTS are:

 (i) to support the arrangement for outsourced services in order to have better and timely implementation of project activities;

(ii) to provide technical assistant to the project management Unit (MPU) and national experts/ consultants subcontracted to deliver services, to make sure that the tasks taken in line with requirements and needs which will contribute to achieve project’s objectives; and

(iii) to have technical support for M&E activities.

**3) Scope of the work**

Planning: NTS provides support for NPD/PMU in defining issues to be solved, needed resources, approaches for improvement of the project implementation plan. In collaboration with NPD, NPM and consultants, the NTS is to provide technical contents of preparation and implementation for activity plan prior to approval by NPD and UNDP.

Supervising, monitoring and evaluating project activities***:*** NTS is to support in setting up baseline and indicators for supervising, monitoring and evaluating project’s activities. NTS also provides consultancies/advisory support and comments for progress reports prior to approval by NPD and UNDP.

Technical Advice and quality control***:*** NTS is to support NPD and project office in assuring quality control against project technical activities including:

(a) defining/orienting needs of technical assistances;

(b) preparing TORs for required activities;

(c) supporting in selection of experts through providing necessary expertise and information to relevant technical networks;

(d) supporting in review, assessing technical reports prepared by group/expert, subcontractors submitted to project and consulting for PMU and NPD with assurance these reports are met requirements specified in TOR; and

(e) taking part in preparing technical contents and project important events related to national inputs.

**4) Duration of assignment, duty station and expected places of travel**

The NTS will work for the project for the period over 16 months (estimate 10 days /month).

Duty station: Hanoi with possible travel in Vietnam.

**5) Final products**

Corresponding to the above specific tasks, NTS will contribute the major outputs as follows:

* Planning: Reports of review, analysis on technical issues to be solved, needed resources, approaches in implementation for improvement of the project implementation plan serving for quarterly, annual meeting of project.
* Supervising, monitoring and evaluating project activities: proposal to setting up system for supervision, monitoring and evaluation of project activities; technical contributions in preparing progress reports (quarter and annual) with focus on results, achievements, lessons learned and recording good practices to improve project implementation. NTS also provides consultancies, comments for progress reports prior to approval by NPD and UNDP.
* Assessing and strengthening capacity**:** NTS is to brief and meeting with training coordinator to support for training needs assessment and preparing training curriculum.
* Policy Advice: NTS provides consultancy comments, draft speeches and proposes contents related to important events (example: consultative group meeting for donors, national conferences) coordinated by the Ministry of Planning and Investment as requested.
* Knowledge sharing: NTS prepares reports on gaps of knowledge, skills in sustainable development, climate change in working process with MPI, line ministries, localities and to propose needed measures through consultancies on policy researches and database surveys.
* Technical Advice and quality control: NTS is to support NPD, project office and project technical groups/experts in assuring quality of the project activities implemented.

**6) Qualification**

* Master degree or equivalent in chemistry, environment management and sustainable development related fields with at least 10 years of working experiences in ODA projects/programmes;
* Extensive international/national experience in the area of chemistry, chemical management, TA project management and technical consultancy;
* In-depth understanding of procedures, policies regarding chemical management issued by Government of Vietnam.
* Knowledge and experience in strategic planning;
* Knowledge and experience in implementation of monitoring and evaluation for technical assistance project.
* Excellent in English, both written and spoken skills.
* Strong analytical and synthesizing skills
* Proven ability to work as team member to achieve outputs with quality, transparence and in time.

**A5. 6) Terms of Reference FOR INTERNATIONAL CONSULTANT**

Title: International Technical Specialist (ITS)

Duration: 45 days

Reporting: National Project Director

1. **Background**

Rapid development accompanied by accelerated industrialization, inadequate or insufficient prevention measures, and low awareness within the industrial and agricultural sectors about chemical risk and safety procedures, Vietnam has experienced increased levels of pollution, industrial related accidents and spills that have for example resulted in fish die-off, loss of biodiversity, contamination of important drinking water sources, contamination of aquaculture and marine resources. Industrial and farm workers, farmers families, workers in craft villages, people living near industrial facilities and those relying on food or water obtained from contaminated sites have suffered from chronic and/or acute effects from exposure of chemicals and these populations continues to be at risk. The above mentioned trends show the rise of significance of the Sound Chemicals Management in Vietnam.

The Ministry of Industry and Trade/VINACHEMIA is implementing the Vietnam/UNDP/UNEP Partnership Initiative for the Integration of Sound Management of Chemicals in Development Planning and Processes. The project objectives are to strengthen the capacity to integrate the sound management of chemicals into economic planning and decision making, as well as to begin implementing the generic next steps for strengthening the domestic sound management of chemicals regime consistent with SAICM.

The position of the ITS is needed to help the Government successfully implementing the project.

1. **Objectives of the Consultancy**

Objectives of having this position are to help Government of Vietnam to:

* Initiate the project
* Develop approaches/methodologies for building an economic case for mainstreaming one or several high prioritized SMC issues in national development planning;
* Develop a National Action Plan for SMC and Mainstreaming road-map for integrating high priorities of chemical management into national development process.

1. **Scope of the work**

The consultant shall:

* Review the project documents and, with discussion with the Project team, key project partners, to identify the potential gaps/areas that need to be re-examined in the inception phase.
* Prepare inception report to include key issues such as: Updated logical framework, risk management plan, coordination mechanism, project management arrangement, Monitoring & Evaluation plan and Annual Work plans.
* Provide guidance for development of action plan for SMC in Vietnam.
* Advice and provide guidance on how to develop and demonstrate an economic case for mainstreaming one or several high prioritized SMC issues in national development planning.
* Provide guidance on development of road-map for mainstreaming highly prioritized SMC areas into national development planning.
1. **Qualification**
* Master degree or equivalent in Chemistry, environment economic, chemical management, or related field, with at least 10 years of working experiences in ODA projects/ programmes;
* Experience and expertise in SAICM implementation in developing countries will be an asset.
* At least 5 years of relevant experience in project development and implementation, M&E and risk management.
* Knowledge of international conventions such as Stockholm Convention on POPs, Basel Convention, Montreal Protocol, Rotterdam Convention
* Excellent communication skill
* Excellent in English, both writing and spoken skills.

1. The countries that are farther behind in the development of their SMC regimes require help with their initial, first and second step chemicals management work.  This support is available through various mechanisms, including IGOs, but the UNEP/UNDP cooperative initiative would not be well suited to these countries since incorporating the development planning-oriented analysis would occur too soon for these countries to take full advantage of the support that will be provided under the initiative. [↑](#footnote-ref-1)
2. See United Nations, 2004 for more information. [↑](#footnote-ref-2)