

United Nations Development Programme

Country: VIETNAM

Project Document – AWP 2012-2013

Project Title:	Support to the implementation of the Resolution 80/NQ-CP on directions of sustainable poverty reduction 2011-2020 and the National Targeted Program on Sustainable Poverty Reduction 2012-2015 (PRPP)
UNDAF outcome:	One Plan 2012-2016, Focus Area 1 “Inclusive, Equitable and Sustainable Growth”, Outcome 1.1 (see below)
Expected CP Outcome:	One Plan Outcome 1.1: By 2016, key national institutions formulate and monitor people-centered, green and evidence-based socio-economic development policies to ensure quality of growth as a Middle Income Country.
Expected Output(s):	OP Output 1.1.3: Multi-dimensional approaches and human development are applied in poverty reduction components of SEDPs at central and local levels in order to effectively address chronic poverty and emerging forms of poverty
Executing Entity:	Ministry of Labor, War Invalids and Social Affairs (MOLISA)
Implementing Agency:	Ministry of Labor, War Invalids and Social Affairs (MOLISA)
Co-implementing Agencies:	CEMA/Policy Department and selected provinces

Brief Description

The project is to support the implementation of the GOVN Resolution 80/NQ-CP on directions of sustainable poverty reduction 2011-2020 and the National Targeted Program on Sustainable Poverty Reduction 2012-2015. Its contributions to the GOVN's target of accelerated poverty reduction in the poorest ethnic minority, mountainous and coastal areas and primarily to the UN One Plan output 1.1.3 and outcome 1.1. will be realized through achievement of the project specific outputs (i) Poverty reduction policies under the responsibility of line ministries are streamlined, and poverty reduction is mainstreamed into line ministries' plans and policies; (ii) National Targeted Program on Sustainable Poverty Reduction (NTP-SPR) is designed and implemented effectively, contributing to rapid poverty reduction in poorest districts, communes and villages and of ethnic minority people through the application of innovative and gender sensitive modalities and approaches; (iii) System for monitoring and analysis of multi-dimensional poverty and vulnerability and high level policy dialogues on poverty and vulnerability contribute to inclusive, equitable and pro-poor development outcomes. The project will be implemented in close cooperation and coordination with other UN and development partner agencies within the One UN Initiative and the Joint GOVN-Development Partners Partnership to “Support the implementation of Resolution 80 and NTP-SPR”.

Programme Period:	2012-2016	Total resources required	US\$10,385,200
Key Result Area (Strategic Plan)	MDG acceleration	Total allocated resources:	US\$9,885,200
Atlas Award ID:	68889	• Regular	US\$3,000,000
Start date:	September 2012	• Other:	
End Date	December 2016	◦ Irish Aid	Euro4,000,000
		(Equivalent	US\$ 5,300,000)
PAC Meeting Date	14 Sep 2012	One Plan Fund:	US\$1,585,200
Management Arrangements	NIM	In-kind Contributions (GOVN)	US\$500,000

Agreed by (MOLISA/National Implementing Partner)

Agreed by (UNDP)

Agreed by (Irish Aid/cost-sharing donor)

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ABBREVIATION

AMT/PMT	Aligned Monitoring Tool/Portfolio Monitoring Tool
AWP	Annual Work plan
BLS	Baseline Survey
CEMA	Committee for Ethnic Minority Affairs
CIO	Commune Investment Owner
CIP	Co-Implementing Partner
CRC	Citizen Report Card
CSA	Committee for Social Affairs
CSO	Civil Society Organization
DEMA	Department of Ethnic Minority Affairs
DOLISA	Department of Labor, Invalids and Social Affairs
DPO	Detail Project Outline
EC	Ethnic Council
EM	Ethnic Minority
EMPCD	Ethnic Minority Policy Capacity Development project
EOPE	End of Program Evaluation
HDR	Human Development Report
HEPR	Hunger Eradication and Poverty Reduction
HPPMG	Harmonized Project and Program Management Guidelines
IA	Irish Aid
ITA	International Technical Advisor on Programme Management and Coordination
JPR	Joint Progress Review
LOA	Letter of Agreement
MOLISA	Ministry of Labor, Invalids and Social Affairs
MTR	Mid-term Review
NA	National Assembly
NIM	National Implementation Modality
NIP	National Implementing Partner
NTP-SPR	National Targeted Program on Sustainable Poverty Reduction
OP	One Plan
P135	Program to support extremely difficult communes in ethnic minority and mountainous areas
PC	Partnership Committee
PMU	Project Management Unit
PR	Poverty Reduction
QWP	Quarterly Work plan
RIM	Rapid Impact Monitoring
SP	Social Protection
SPA	Senior Policy Advisor
TA	Technical Assistance
TBS	Target Budget Support
UPS	Urban Poverty Survey

I. SITUATION ANALYSIS

Vietnam has gained remarkable success in implementing the socio-economic development strategy in the period of 2001-2010 and the five year plan of socio-economic development in the period of 2006-2010. The average GDP growth rate stands at 7.26%. In 2009, the GDP per capita reached more than USD 1,000, benchmarking Vietnam as a low middle income country from a starting point of a poor nation. As cited in Vietnam MDG Report 2010, Vietnam is amongst very few countries which have the fastest speed of poverty reduction. Poverty incidence has sharply dropped from 18.1% in 2006 to 9.45% in 2010, using the poverty line officially introduced in 2006. Poor people are having better access to economic resources and key social services, including health care, education, housing, etc.

The achievements in poverty reduction, however, are not sustainable, considering the high rate of “falling back to poverty”, ranging from 7% to 10% of the total households escaping from poverty. Additionally, many people especially ethnic minorities (EM) and/or living in mountainous areas are becoming vulnerable facing such factors as economic crisis, climate change, health hazards, etc. While ethnic minority people only occupy 14% of the entire national population, they account for nearly one half of the national poor. The development level of ethnic area and ethnic groups stay much lower than the average level of the whole country while chronic poverty within such EM groups remains a big issue. EM groups are lagging behind in almost all Millennium Development Goals (MDGs) that reflects the seriousness and dynamics of their poverty.

There are deprivations of the poverty in Vietnam, particularly among ethnic minority groups and people living in mountainous, remote rural, border and poor coastal/island areas¹:

Firstly, poor people, 91% of the whom live in rural areas and depend on agriculture, still lack of necessary capacities and access to economic resources for production and doing business in market economy, for livelihood diversification and income generation. On the other hand, they are most vulnerable facing shocks like economic crisis, climate change and diseases.

Secondly, a majority of poor population, especially ethnic minority groups living in poor, rural, remote and isolated areas, hence face difficult access to basic social services. Meanwhile, such public services as infrastructure, health, education, clean water, etc., fail to satisfy the demand of the poor in these areas, both in terms of quantity and quality necessary for improving their livelihoods and economic development.

Thirdly, resource allocation for poverty reduction, particularly for rural remote and mountainous areas is still low and very dispersed which results in not meeting the actual demand of the poor; and resource mobilization from communities is still limited. There is a lack of an appropriate adjusting and mainstreaming mechanism in order to focus resources for achieving the common objective of “rapid and sustainable poverty reduction”; there are a large number of poverty reduction policies and programs, the overlaps in implementation of different line Ministries and sectors are observed. An UNDP supported report on “Mapping poverty reduction programs and policies in Viet Nam” indicates that there were totally 41 poverty reduction related policies and programs, in which various contents are overlapped, for example, the NTP-PR, Program 135-II and the Resolution 30a/2008/NQ-CP all have the contents of infrastructure, production development, support to education, health, vocational training and capacity development.

Fourthly, organizational arrangements for implementation of poverty reduction policies and programs remain weak. Implementation of the poverty reduction programs over the past is based on the top-down administration system; poverty reduction task is not linked to the regular

¹ Issues in this section identified in UNDP-supported “Mid-Term Reviews of the 135P-2 and NTP-PR”, “Poverty among Ethnic Minority” Study report, “Mapping poverty reduction programs and policies in Viet Nam”, 135P-2 “lessons learned” and 2011 NHDR; as well as various thematic studies commissioned by the 135P-2 partnership DP-members, and Joint UN-Donor Situation Analysis, Viet Nam’s MDG report, One Plan (2006-2012).

mandates of line Ministries and sectors; limited effective decentralization and innovation mechanisms (such as block-grant) empower and promote participation of grass-roots/community levels in program design, management and implementation; limited number of GOVN staff assigned and/or seconded and general poor capacity for management and implementation of the poverty reduction programs and policies at local levels; lack of effective poverty monitoring system (a national database of poverty reduction is not yet in place) and lack of a coherent M&E system for monitoring the implementation and management of the national poverty reduction programs, etc. These facts have revealed limited capacity of the central and local governmental agencies in designing and coordinating programs and projects. Such programs need changes in order to better mobilize involvement of poor and ethnic minority people during the national development process, especially, the pro-active participation of the poor and ethnic minority people shall need to be dramatically enhanced and support schemes be built upon their requirements and local situation.

The legal and institutional framework and intended beneficiaries

The Project “*Supports to the implementation of the Resolution 80/NQ-CP on directions of sustainable poverty reduction (2011-2020) and National Targeted Program for Sustainable Poverty Reduction (2012-2015)*” aims at supporting the implementation of the policies and program on poverty reduction which have been stated in the Resolution 80/NQ-CP on directions for sustainable poverty reduction in the period of 2011 - 2020. In particular, the project will provide technical assistance and capacity building for the following agencies, in line with their mandates, functions and responsibilities defined in the Resolution 80, the Decision on promulgation of the NTP-SPR (2012-2015) and oversight responsibility of the National Assembly Committees.

a. MOLISA in (i) taking lead, in cooperation with CEMA and line Ministries and sectors, in development and implementation of the Resolution 80/NQ-CP on directions for sustainable poverty reduction in the period of 2011 - 2020; (ii) taking lead, in cooperation with CEMA and line Ministries and sectors in development and implementation of the NTP-SPR; (iii) implementation of Proposals/Projects on rapid and sustainable poverty reduction in poor districts according to the Resolution 30a/2008/NQ-CP; (iv) development of monitoring and evaluation systems for national poverty monitoring and monitoring of the NTP-SPR. Office of NTP-SPR at Department of Social Protection will be principal beneficiaries to coordinate and connect with other concerned Departments in MOLISA to benefit from this project.

b. CEMA in (i) implementation of Proposals/Projects on poverty reduction in communes and villages facing extreme hardship under the NTP-SPR; (ii) development of particular policies on supports to poor, ethnic minority households and people; (iii) development of project on preservation of ethnic minority people, projects on residential settlement in areas facing extreme hardship. The project will target Policy Department and other Departments/units that are responsible for management and implementation of the NTP-SPR components/projects and provide policy advices to ethnic minority development policies/interventions formulation and implementation.

c. Other relevant line Ministries and sectors of the Government based on their mandates and responsibilities are required to implement the Resolution 80 and NTP-SPR will be beneficiaries of the project. They include departments (focal points on poverty reduction and/or NTP-SPR of) Ministries of Agriculture and Rural Development, Ministries of Health and Educations, Ministry of Planning and Investment, Ministry of Finance, Ministry of Construction State Audit of Viet Nam, etc, according to their relevant roles and functions assigned by the Resolution 80 and the NTP-SPR program document;

d. Local authorities (in selected provinces under the NTP-SPR) are required to implement and manage the NTP-SPR effectively. The beneficiaries at local level will be selected amongst the suggested provinces, of which local authorities (People's Committee of selected provinces, districts, communes, Department of Ethnic Minority Affairs (DEMA), Departments of Labour, Invalids and Social Affairs (DOLISA) in selected 2 communes in each of 2 districts in each of selected 8 provinces in NTP-SPR target areas will directly involve in the project. The pilot provinces will be selected amongst Ha Giang, Dien Bien, Cao Bang, Bac Can, Thanh Hoa, Quang Ngai, Kon Tum and Tra Vinh provinces.

e. National Assembly Committees (Ethnic Council, Committee for Social Affairs) to strengthen their constitutional functions, representation and oversight in the areas of poverty reduction and ethnic minority development.

f. Poor people nationwide, especially poor, ethnic minority people, poorest people, target villages, communes, districts and provinces of the Resolution 80 and NTP-SPR.

II. STRATEGY

1. Closely linked to national strategies/plans/programmes

Sustainable poverty reduction, especially in the poorest areas, is considered and reflected in the 10 year socio-economic development strategy (2011-2020) and the Resolution 80/NQ-CP on directions for sustainable poverty reduction (2011-2020) as a key mandate of the Government which calls for focused resources for implementation.

The Resolution 80/NQ-CP provides a framework of “directions for sustainable poverty reduction from 2011 to 2020” with the set objective of sustainable poverty reduction of 4% per year in the poorest areas of the country, and assigns the tasks of (i) streamlining and mainstreaming of poverty reduction policies into the regular policy framework/plan of each Ministry, focusing on addressing sustainable poverty reduction in the poorest areas; (ii) developing and implementing the National Targeted Program on Sustainable Poverty Reduction (NTP-SPR) to sustainably address poverty issues in the poorest areas.

MOLISA in cooperation with CEMA and other line Ministries, sectors and development partners has developed the road map/action plan for implementation of the Resolution 80 and formulating the NTP-SPR (2012-2015) which expresses three new significant contents of the Resolution 80/NQ-CP in order to accelerate the poverty reduction particularly in the poorest areas and among ethnic minority people. Namely: *firstly*, piloting the block-grant model in the National targeted programme on Sustainable Poverty Reduction in poor areas and bringing poverty reduction initiatives nearer to essential demands of as well as strengthening empowerment of poor people; *secondly*, shifting the responsibility of poverty reduction to become the regular responsibility of line Ministries and sectors. In such move, poverty reduction policies are considered as a key task in mandatory performance of line Ministries and sectors; *and thirdly*, the Resolution 80 has committed to pilot the new/innovative approaches/models for poverty reduction program and policies, for example block-grant, cash transfer aimed at enhanced empowerment, decentralization and participation of local authorities and people, etc.

Development of the roadmap for effective implementation of objectives and tasks of the Resolution 80/NQ-CP is very important for reaching the target of accelerated and sustainable poverty reduction. To ensure success of policies and the NTP-SPR, besides the resources of the Government, it is in need of valued support from international community and donors. In addition to target budget support (TBS) for the NTP-SPR (like the target budget support of 6 donors - DFID, EC, Finland, Ireland, WB - for the Program 135 -II in the past period of 2006 – 2011),

technical assistance will provide Vietnam with best practices/experiences and international experts, helping improved capacity of the central and local level, contributing to ensured effective implementation of the Resolution 80, including the NTP-SPR, and achieving the poverty reduction objectives in a most sustainable and effective manner.

2. Effectively attributed to ONE PLAN 3

Hunger eradication and poverty reduction, especially chronic poverty of EM people and EM development is the highest priority of UN, Ireland and many other development partners in Viet Nam. Gender mainstreaming/gender equity and climate change response into poverty reduction activities is also another area of priority of these development partners.

The project also fits with the UN One Plan in the period 2012-2016 (as a part of the One UN Initiative in Viet Nam) and the Joint Country Program Document (2012 – 2016) of UNDP – UNICEF-UNFPA, particularly this project will primarily contribute to: **Focus area 1 (FA1)** “Comprehensive, equal and sustainable growth”, **Outcome 1.1** “Key national institutions formulate and monitor people-centered, green and evidence-based socio-economic development policies to ensure quality of growth as a Middle Income Country”; Output 1.1.3 “A multi-dimensional and human development approach² is adopted in the poverty reduction components of socio-economic development plans at national and sub-national level to effectively address chronic and emerging forms of poverty”. The project will also contribute to **FA1, Output 1.1.2; Focus Area (FA2)** “Access to Quality Essential Services and Social Protection”, **Outcomes 2.1, 2.2 and 2.3**, through the project contributions to the related improvements to be achieved in the implementation of the Resolution 80 and NTP-SPR.

3. Technically assisted by comparative advantages of the supporting UN agencies and development partners

Expected development partners supporting this Project, i.e. UNDP, Ireland, EU and other UN agencies like FAO, ILO and UNICEF have long experience on supports to poverty reduction and rural development in Viet Nam, especially in technical assistance, target budget support (TBS) and policy advising for the NTP-PR and Program 135 over the past period.

Among development partners, **UNDP** has always been a trustworthy and long-term development partner of the Government of Viet Nam. Present in Vietnam since 1970s, UNDP has been regarded as “a gateway to the outside world, bringing important technical and economic support and ideas to the country’s planning for development”. UNDP has been providing funds, technical assistance and policy advice for Vietnam in development and implementation of poverty reduction policies, programs and ethnic minority policies since early years of 1990s. The comparative advantages of UNDP include: (i) rich experience, (ii) neutrality and objectiveness; (iii) intensive understanding about poverty, vulnerability situation, policies, programs, organizational systems and capacity of poverty reduction in Viet Nam, (iv) UNDP has established a network of many organizations, research institutes and senior qualified international experts with rich experience on poverty reduction and socioeconomic development, through which UNDP can always mobilize and provide Vietnam with most knowledgeable experience and best and most practical international expertise; (v) UNDP has played an important role in researching and evaluating policies and programs on poverty reduction in an independent and objective manner, and supporting wide and open policy dialogues with participation of governmental agencies at all levels, NGOs and people; and (vi) UNDP has played an important role in supporting the Government in incorporating efforts of Governmental agencies and development partners for poverty reduction. These comparative advantages have been effectively used. UNDP funded projects, like the projects on poverty reduction in 7 provinces (Hà Giang, Tuyên Quang,

² Multi-dimensional approach to poverty reduction is a comprehensive approach which considers not only economics (income, consumption, and assets) but also human needs (health, education, food, water, etc.), security (risk, vulnerability, social protection and social risk management), politics (rights, freedoms, voice and influence), and social cultural issues (status, respect and dignity)

Quảng Bình, Hà Tĩnh, Quảng Trị, Bến Tre and Trà Vinh) and “capacity building for poverty reduction of EM people” in 1990s have drawn valued lessons learned and experience, contributing significantly to development and implementation of hunger eradication and poverty reduction program (HEPR) of the Government in the period of 1996-2000³. Supports of UNDP in development and implementation of the VHLSS and studies, policy dialogues on poverty reduction in Viet Nam started since 1990s and recent UNDP funded projects, like “Supports to the improvement and implementation of the National Targeted Programs on Poverty Reduction (NTPs-PR)” and the EMPCD project, have greatly contributed to development and implementation of policies, programs on poverty reduction of the Government as well as the NTP-PR (2001-2005 and 2006-2010), the Program 135 phase I and phase II, and development of the directions for sustainable poverty reduction in the period of 2011-2020.

Irish Aid has comparative advantages and unique contribution in Vietnam, which was specified in its Country Strategy 2007-2011 and has evolved over time with a strong and clear poverty focus, emphasis on local level processes and specific marginalized groups and a strong cross cutting theme of inclusion and participation via support to strengthening civil society. Building capacity of Vietnamese partners using Ireland’s model of peer exchange, high level visits and targeted training is another comparative advantage that Ireland supports have proved to be responded to a strong demand from Government. Irish Aid also support the One Plan with un-earmarked funding for 2012-2015 inclusively, with engagement on three outcome areas to monitor performance. They will also engage on the reform process and governance arrangements through the informal donor group to One UN.

Together with UNDP and Ireland, other development partners (such as Finland, WB, SDC, Ausaid, UNICEF, DFID, EU, IFAD, SIDA, GIZ) also provided technical assistance to Program 135 and NTPPR, and budget support and policy advice for the Program 135 phase I and II. For the phase II of P135, a budget supports of over USD300 million was granted (by Finland, WB, Ausaid, DFID, Ireland), and five TA projects (by Ireland, Ausaid, UNDP, Finland and UNICEF) was formulated to support the implementation of the Program 135, at both national and sub-national level, in terms of promulgation of instructions for the program implementation, capacity building for CEMA and particularly for localities to effectively implement the Program 135, as well as monitor and evaluate the program’s results. Through the “partnership for program 135” and based on “results framework”, the development partners have contributed precious experience and policy advice for improvement of instructions and mechanisms for implementation of the program 135, particularly in terms of audit, information dissemination to people, operation and maintenance of infrastructure projects, improved mechanisms for production support component and M&E, etc. The partnership also participated and substantively contributed to the process of formulation of Resolution 80 2011-2020 and NTPSPR 2011-2015. Comparative advantages of the development partners are: (i) strong commitment on support to Vietnam for poverty reduction, (ii) rich experience and thorough understanding about poverty & vulnerability situation and policies, programs, organizational arrangement and capacity for poverty reduction in Vietnam; (iii) international experience; (iv) financial resource; (v) trusted partnership which has been established and challenged over policy discussion and advice.

4. Addressing concrete and emerging development issues

The project is expected to help MOLISA, CEMA and other partners of Viet Nam, through providing necessary technical assistance and capacity development support in planning, developing guidelines on implementation of the Resolution 80 and the poverty reduction program, undertaking studies, providing policy recommendations and advices for poverty reduction in the new context. The Project will address the following issues:

³ Detail of key lessons learnt can be seen in the UNDP supported papers like “Taking Stock and Plan Ahead - HEPR, 2005” “Mid-term Review of the national targeted programmes for poverty reduction 2006-2008, 2009”, “A Mapping Exercise of Poverty Reduction Programmes and Policies, 2010”,

Mainstreaming poverty alleviation policies into regular system and developing special/targeted poverty reduction policies:

The slower rate of poverty reduction and chronic poverty situation calls for the existence of both universal, regular policy system and special/targeted policies and programs on poverty reduction for poorest areas and ethnic minority people or most vulnerable groups, particularly for EM women and children. The Resolution 80/NQ-CP aims at addressing poverty issues with new approaches in a way that shifts responsibility of poverty reduction toward a regular task of line Ministries and sectors. This ***approach*** is considered ***new*** in a context where a high number of poverty reduction policies exist which are developed and managed by different Ministries and sectors with overlaps and fragmentation built up over a long time period. Focused on (i) reviewing and simplifying poverty reduction policies, (ii) mainstreaming (poverty reduction policies) into the regular policy planning framework of line Ministries and sectors, (iii) prioritizing efforts and resources for poverty reduction in the most disadvantaged areas and (iv) studying and developing new poverty reduction policies for the period of 2011 - 2020, the implementation of the Resolutions is anticipated to face with many challenges in terms of identifying contents, mainstreaming, cooperation mechanisms among line Ministries, sectors and localities, as well as closely monitoring poverty changes over time and socioeconomic development situation in general.

Applying innovative and flexible approaches for accelerating rapid and sustainable poverty reduction:

It is challenging to help accelerate rapid and sustainable poverty reduction in these poorest districts, communes/villages facing extreme hardship. The existence of chronic and transient poverty, including persistent EM poverty requires new and creative approaches in place. Challenges can be seen particularly in researching and developing a suitable implementation instruction for block grant as a new decentralization management mechanism; in applying new, creative and flexible approaches that would best meet the demands of poor women and men while promoting their pro-activeness and mobilizing local knowledge, traditions and cultures of EM/local people as have been piloted in many projects supported by the iNGOs and development partners in Vietnam; in upgrading the current monitoring and evaluation system of poverty reduction; or in supporting the rethinking of targeting approach and poverty monitoring in a multi-dimensional and gender sensitive manner.

Enhancing pilot-testing and replication of best practices:

To promote democracy at grassroots levels and empower the poor, it is important to strengthen decentralization and empowerment to encourage the poor people's active engagement in the socio-economic development and capacity building processes. Best practices such as Commune Investment Ownership (CIO), Citizen Reporting Card (CRC), farmers training farmers, saving and credit scheme for women, water users' group, market based production, community development fund, and income generation, etc, which have been piloted and successfully implemented in many projects funded by donors, UN and NGOs in many localities, should be considered to be documented, adapted and replicated under the implementation of Resolution 80 and NTP-SPR. Besides, block-grant and conditional cash transfer models which have been successfully applied in developing countries, should be piloted in Vietnam to ensure that poverty reduction policies and program reflect the right demands and interests of the communities.

Building capacity in organizational management and implementation of poverty reduction programs at all levels, particularly at grass-root level and for poor people:

Lessons learned and experiences from the NTP PR and the Program 135 - II (2006 – 2011) show that institutional, organizational and individual capacities need further developed to cope with the dynamics of poverty and to handle new approach in poverty reduction. Enhancement of effective cooperation, information channel and policy dialogues among Ministries, sectors and localities, researchers, related development partners and the poor themselves will need to be improved and strengthened. Among many capacity development activities, a master course was

designed and supported by Irish Aid to over the last two years to support staff from CEMA and related line ministries in the knowledge and skills of public policy. Such support will need to be continued to assure the sustainability of the capacity development activities.

Applying multi-dimensional poverty approach in targeting and monitoring:

Viet Nam is currently applying monetary or income standards to monitor poverty incidences and make policies/programs on poverty reduction. According to this kind of poverty line, Viet Nam can sharply reduce poverty to even lower rates. However, the reality and results of studies show that families (poor and “escaped” from income poverty), especially those live in big cities and their children, are still suffering various difficulties, like increasingly high expenses for essential needs, unstable job condition, environmental pollution, unsafe and inconvenient shelters, limited access to quality public services like education, health care, basic infrastructure. Especially, the proportion of poor people living in mountainous, ethnic minority and coastal areas accessing to quality education remains low that is an alarming challenge for economic development and poverty reduction. Therefore, in the coming period, it needs to focus on improving public service delivery in poor areas and enhancing service quality, particularly at grass root levels; simultaneously breaking barriers so that poor people can access these services in a convenient manner. The immediate challenge that needs to be solved is to develop an objective measurement and monitoring system to assess the living standard and condition of people/multi-dimensional poverty (not only by income - single dimensional poverty measurement). Viet Nam needs to study and officially use multi-dimensional poverty indicators which are used by UN in the Human Development Reports in order to reflect a more comprehensive picture of poverty situation and based on that to develop and implement poverty reduction policies and program in a more comprehensive manner. Because this approach is quite new to Vietnam, TA from experts/consultants, international experience sharing and TA for researches, piloting and application are necessary, as very important inputs.

Falling back into poverty and increasing vulnerability in the context of economic instability and climate change:

Data from the Government (MOLISA) shows that the rate of falling back into poverty is high (around 7% - 10% of the households escaped from poverty have been falling back to poverty); though many households, especially those of EM people or living in mountainous areas, have just escaped from poverty, they can easily fall back to poverty due to economic shocks, climate change or disease risks, etc. The recent study (RIM 2009, 2010 and 2011) shows that the global and domestic economic instability has led to the increased vulnerability and negative impacts on poverty situation; the poverty level is becoming deeper, especially for migrants, informal workers and small farmers who are not benefited from increased prize of agriculture products but facing increased prized of inputs and essential goods, and vulnerable groups who are depending on subsidy/social assistance from the State.

Over the past period, our socioeconomic development has not gone along with/integrated with policies on environmental protection, climate change, and sustainable management/protection of natural resources. As a result, economic development often relies on exploitation of natural resources, especially forestry resources. In places where forests are over-exploited, animal - botanical resources are extinct, soil is unable for water penetration, flows and erosion prevention, and not protective from flash floods. Chain of consequences includes ever exhausted land, poor production capacity, rapidly downgraded/useless infrastructure schemes due to floods or landslides. Besides that, national disasters seem to become more severe and more difficult to predict their frequencies which are resulting in negative impacts, particularly for poor and near poor people, forcing them to fall back or become deeper in poverty.

In order to guarantee the sustainability of poverty reduction outcomes in the coming period, right from the designing stage to operation/implementation of policies and programs needs to pay special attention to impacts of climate change, economic shocks and diseases, particularly for the vulnerable groups.

TA is very crucial to (i) monitor and understand thoroughly the situation of poverty return and vulnerability increase due to the impacts of economic shocks, diseases, national disasters and climate change and (ii) use this understanding to design, operate/implement poverty reduction policies and programs.

Developing and operating the monitoring and evaluation system for poverty reduction policies, program and monitoring poverty and vulnerability:

(i) Developing and operating the monitoring and evaluation system poverty reduction policies, program

Up to now, although Vietnam has been trying to put efforts on developing and applying the monitoring system of poverty reduction policies/programs with technical support from the donors, it has not been finalized. Under the Project on “Supports to the improvement and implementation of the NTP-PR and Program 135-II (2006 – 2010)” supported by UNDP, Vietnam has developed (a) a poverty reduction program monitoring and evaluation system, including Portfolio Monitoring Tool/Aligned Monitoring Tool (PMT/AMT) software based on VAMESP II M&E system (MPI), baseline and end-line survey data and progress review mechanism for P135-II ; (b) an indicators/criteria system for monitoring the NTP-PR; and (c) a tool and process for identification of poor people/households. These contributed to the most comprehensive monitoring and reporting system at all stages of designing, programming, nationwide training, and application from commune to central levels. However, due to commune’s limited capacity in data gathering, entry and reporting, poor IT and telecommunication infrastructure, many provinces fail to report the program performance results according to the templates. Moreover, AMT/PMT monitoring and reporting systems are developed for just programmatic level, leading to numerous limitations in archiving concerned data and monitoring quality of post-investment schemes.

(ii) Developing and operating a monitoring and evaluation system for monitoring poverty and vulnerability:

Up to date, Vietnam has not yet developed a database on poor households/people and EM development, although it has been directed and planned for long. Therefore, managing, monitoring and updating information about poverty reduction and ethnic minority development are not available. This is a big disadvantage for MOLISA and CEMA since they will have to seek for data (often the data are either inadequate or inaccurate) from other Ministries, local governments, research institutions each time when they embark on formulating new policies for poor, ethnic minority people or areas. As a result, a number of policies are designed based upon subjective, incorrect and inconsistent data while their objectives and indicators are determined far beyond available resources in an unworkable, qualitative and immeasurable manner.

Conduction of surveys on vulnerability is often irregular, inconsistent and sometimes in a form of case studies (like Rapid Impact Monitoring - RIM). The VHLSS organized by GSO is considered as the best quality survey for poverty situation monitoring, but there is still room for improvement so as to provide better information about multi-dimensional poverty. The number of analysis studies and policy discussions about poverty in Vietnam is increasing in terms of both quality and quantity, but they are not timely and not receiving adequate attention of policy makers. TA and capacity building for development, improvement and operation of M&E system for monitoring and evaluating poverty reduction policies, program, vulnerability and EM development, relevant to the new context, for the development, monitoring and evaluation, implementation of poverty reduction policies and programs as well as socioeconomic development programs in a more pro-poor, equal and inclusive manner are very important and necessary.

Gender mainstreaming and equity:

Though significant advancement in gender equity, particularly with the promulgation of Law on gender equity has been gained, Vietnam still needs to maintain and strengthen efforts for reaching further and more sustainable achievements in gender equity. Mainstreaming gender into

policies, programs and development plans in general and poverty reduction interventions in particular have been stated in the Law and Gender Equity Strategy of Vietnam and Action Plan for Gender Equity of MOLISA and CEMA and some related Ministries/localities. The challenges in implementation of the Resolution 80 on directions for sustainable poverty reduction (2011-2020) and the NTP-SPR (2012-2015) are (i) to ensure participation of women in designing, implementing, managing, monitoring implementation of poverty reduction policies and program; (ii) to ensure equal accessibility of women to services and supports from poverty reduction policies, program and public services; (iii) to ensure that the M&E system of poverty reduction policies/program, system for poverty/vulnerability monitoring can collect and analyze data based on sex category, aimed at better serving the development, implementation and effective management of poverty reduction policies and program. Design of project activities, project review and evaluation will also assure considerations of gender sensitivity and gender equality, in line with the National Strategy on Gender Equality (2011-2020) and following UNDP's own gender equality strategy.

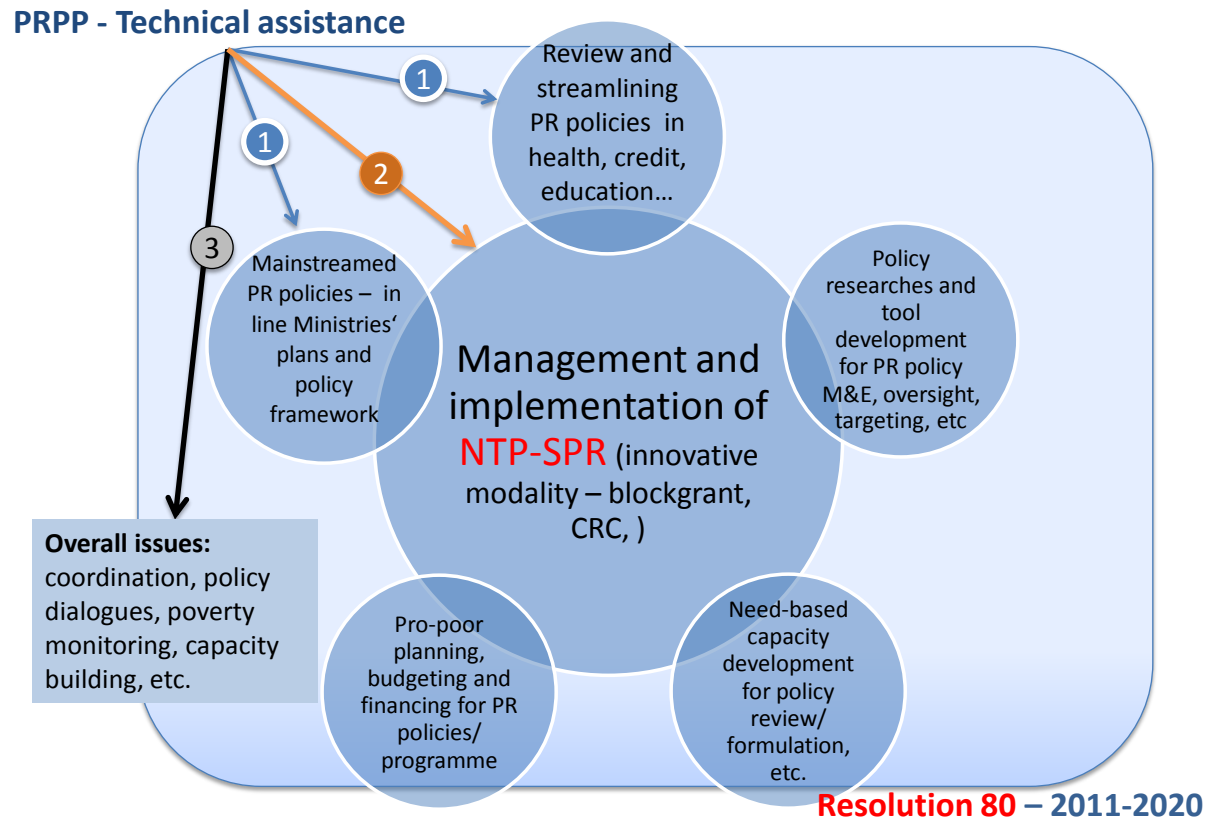
III. RESULTS AND RESOURCES FRAMEWORK

Based on the need to support the implementation of Resolution 80 on Sustainable Poverty Reduction 2011-2020, the Project is designed with three components:

Output target 1: Technical assistance to the streamlining and mainstreaming of poverty reduction policies in line Ministries

Output target 2: Technical assistance to the implementation of the national target program on poverty reduction

Output target 3: Technical assistance to enhance policy dialogues on multi-dimensional poverty and vulnerability.



PRPP Project Result and Resource Framework

<p>Intended Outcome as stated in the Country Programme Results and Resource Framework:</p> <p>OP outcome 1.1. By 2016, key national institutions formulate and monitor people-centered, green and evidence-based socio-economic development policies to ensure quality of growth as a Middle Income Country.</p>			
<p>Outcome 1.1: Output 1.1.3 (in OP): Multi-dimensional approaches and human development are applied in poverty reduction components of SEDPs at central and local levels in order to effectively address chronic poverty and emerging forms of poverty.</p> <p>Indicator 1: Degree to which GoV poverty reduction monitoring and targeting systems include multidimensional approach and methodologies</p> <p>Baseline 2011: Limited use of the multi-dimensional poverty measures for poverty monitoring and targeting (only multi-dimensional child poverty rate used for monitoring poverty in VHLSS); Target (2016): Comprehensive multi-dimensional measure and methodology systematically incorporated in poverty monitoring and targeting systems; MOV: VHLSS, MDG report, annual and 5-year SEDP evaluation reports at central and local levels</p> <p>Indicator 2: Degree to which GOV poverty reduction policies are specifically designed to target chronic and emerging forms of poverty.</p> <p>Baseline (2011): Program 135 targeting ethnic minority, MOLISA’s NTP on poverty reduction; Target (2016): Policies/programs targeting different groups of chronic poverty and newly emerging forms of poverty; MOV: MDG report, reports on five year implementation of SEDPs at central and local levels.</p>			
<p>Applicable Key Result Area (from UNDP 2012-2016 Strategic Plan – Integrated Work Plan 2012): VNM_OUTCOME_1 MDG acceleration</p>			
<p>Partnership Strategy: MOLISA as NIP, CEMA and selected Provinces, Districts and Communes as CIPs. A joint GOVN-Development Partner Partnership Committee will be established (for (i) reviewing the progress of and coordinating all Target Budget Support and Technical Assistances by all DPs to enhance the coordination and effectiveness of all support to implementation of Resolution 80 and NTP-SPR 2012-2015 and (ii) providing policy advices to the PR Program National Steering Committee on the implementation of the Resolution 80 and the NTP-SPR 2012-2015; and (iii) linking to the PC, a Project Board will responsible for defining overall/strategic directions and coordination of the project).</p>			
<p>Project title and ID (ATLAS Award ID): “Support the implementation of the Resolution 80/NQ-CP on directions for sustainable poverty reduction in the period of 2011-2020 and the National Targeted Program on Sustainable Poverty Reduction in the period of 2011 – 2015”.</p> <p>Poverty Reduction Policies and Programme, Project (PRPP), (ATLAS Award ID 68889, and Project ID: 83792)</p>			
OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Project Specific Output 1: Poverty reduction policies under the responsibility of line ministries are streamlined, and poverty reduction is mainstreamed into line ministries’ plans and</p>	<p>Activity Result 1.1: <i>Effective implementation of Action plan to roll out Resolution 80</i></p> <p>Activities:</p>	<p>MOLISA, National Assembly (Committee)</p>	<p>Activity Result 1.1 (Implementation and monitoring of Resolution 80). International and national consultants (short term)/</p>

<p>policies, in which activities and investment resources for poor districts and poor communes are prioritized to accelerate poverty reduction in these areas.</p> <p>Indicators:</p> <p>Indicator 1.1: <i>Action plan/implementation guideline/roadmap for implementation of Resolution 80 developed and the information on implementation progress shared.</i></p> <p>Indicator 1.2: <i>Process and procedures developed and implemented for streamlining and mainstreaming poverty reduction policies into annual plan/ overall policy framework of line Ministries, with specific allocation of budget.</i></p> <p>Indicator 1.3: <i>Number of PR policies streamlined/harmonised/ mainstreamed into the regular plans and policy framework of line ministries, with the allocated budgets and focus on supporting poorest households/areas with chronic poverty and emerging poverty issues, promoting “poor people themselves play a key role for change” and aiming at acceleration and sustainability of poverty reduction.</i></p> <p>Baseline 20114: Poverty reduction policies are fragmented, patchy and sometimes in ad hoc manners. The Resolution 80 issued and defined directions for the streamlining and mainstreaming of</p>	<ul style="list-style-type: none"> - Support the development of Resolution 80 implementation guidelines and/or action plan/roadmap with annual targets and activities, indicators and clearly assigned responsibilities for the implementation and reporting, monitoring, coordination. - Support monitoring the implementation of Resolution 80 action plan/roadmap. <p>Activity Result 1.2: <i>Relevant process for reviewing, developing, streamlining and mainstreaming poverty reduction policies into plans and policy framework is introduced and applied by line ministries in cooperation with relevant UN agencies⁵.</i></p> <p>Activities:</p> <ul style="list-style-type: none"> - Provide line ministries (such as CEMA, MARD, MOET, MOH, etc) with technical assistance (TA) (in conducting gender analysis, studies, reviews and evaluation of policies; rapid needs assessment of policy beneficiaries; consultation with poor women and men and other stakeholders; international and domestic experience sharing; piloting if needed) for streamlining, developing, integrating and mainstreaming poverty reduction policies into plans and policy framework of line ministries in order to address both chronic and new emerging poverty issues; - Support the documentation of lessons learnt from the 	<p>for Social Affairs, Ethnic Council)</p> <p>Line ministries and sectors: MARD, MOHA, MPI, CEMA, MOET, MOF, MOC.</p>	<p>consultancy firms</p> <p>Workshops (including technical meetings and review workshops)</p> <p>Printing and publication of documents on monitoring and evaluating the implementation process of the Resolution 80</p> <p>Activity Result 1.2: International and national consultants (short term) including for consultancy in providing TA, documenting lessons/best practices, development of PR policy mainstreaming processes, development of networks and sharing experiences, training and international experience sharing, tools for consultation, etc.);</p> <p>Consultancy services for policy reviews/studies, needs assessments, TA supporting piloting/ assessing PR policy mainstreaming, newly mainstreamed policies/ approaches</p> <p>Public and technical consultations on PR policy mainstreaming</p>
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⁴ Concrete targets, baselines, indicators and MoVs for this output target and other output targets in this project will be contributing to and adjusted based on the joint GOVN-DPs results/policy matrix to be developed and agreed (under the MoU on DPs’ target budget support and TA) as a joint framework for monitoring and evaluating the progress in the implementation of Resolution 80 and NTP-SPR.

⁵ The Project support to line ministries will be joint programmed with relevant UN agencies to the extent possible to ensure complementarities, i.e. TA to MARD on production support to the poor will be coordinated and jointly supported with FAO, to MOLISA on vocational training and public work with ILO, to MOH on health services to the poor with UNICEF and WHO, etc.

<p>PR policies with a focus on accelerating poverty reduction in the most disadvantaged areas and ethnic minority areas. Implementation roadmap is being drafted and line ministries started the policy review process.</p> <p>Targets:</p> <ul style="list-style-type: none"> - Action plan for implementation of Resolution 80/NQ-CP developed and approved (2012). Action plan implemented and monitored. Results reviewed, Lessons learned consolidated and documented (2012-2016); - Based on results of evidence based studies, line ministries review, revise and mainstream current poverty reduction policies into their plans and regular policy framework in order to accelerate poverty reduction in most disadvantaged and ethnic minority areas (2012-2013); - Experiences in streamlining and mainstreaming of poverty reduction policies into plans and policy framework of line ministries and utilization of regular budget of line ministries for these policies are consolidated, widely shared and discussed (2013); - A network of line ministries and localities for information dissemination and cooperation (to avoid overlaps) about reviewing, mainstreaming and updating poverty reduction policies is established and put in place (2013-2016); - A suitable process/procedure for reviewing/evaluating, streamlining and mainstreaming poverty reduction policies into regular plans, 	<p>PR policy review and streamlining;</p> <ul style="list-style-type: none"> - Support development and institutionalization of the relevant process (based on experience and lessons learned) for reviewing, development and streamlining/mainstreaming of poverty reduction policies into plans and policy framework of line ministries; - Establish a network for information dissemination and cooperation (to avoid overlaps) about reviewing, streamlining, mainstreaming and promulgating poverty reduction policies among line ministries in order to ensure consistency, relevance, efficiency and avoid overlaps in poverty reduction policies promulgated by line ministries; - Support international experience sharing and training relevant staff of line ministries (MPI, MOF, MARD, MOET, MOH, etc.) on pro-poor planning and budgeting processes and mainstreaming poverty reduction policies into line ministries plans and policy framework; - Support line ministries in developing toolkits/checklists/Citizen Report Cards to ensure the poverty reduction policies are proposed/identified in line with measurable poverty reduction targets. - Provide line ministries with updated information (based on results of research under the Output Target 3 below) about changes and poverty status, needs for support and impacts of policies necessary for line ministries to update their policies/plans/budget with the aim to accelerate poverty reduction in the most disadvantaged and ethnic minority areas and new 		<p>Activity results 1.3 and 1.4:</p> <p>Consultancy services: thematic policy studies</p> <p>TA for expert network development</p>
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<p>budgets and policy framework of line ministries introduced and applied by line ministries (2013-2016);</p> <ul style="list-style-type: none"> - Poverty reduction policies are (i) updated and revised (based on results of studies, monitoring and evidence), (ii) new approaches are applied in order to support accelerated poverty reduction in most disadvantaged and ethnic minority areas and (iii) streamlined and mainstreamed into the regular plans, budgets and policy framework of line ministries (2014-2016). <p>MoV: Line ministries' and MOLISA's (Resolution 80 implementation) reports; reviewing line ministries' plans, budgets and policy frameworks.</p>	<p>emerging forms of poverty in a most effective manner.</p> <p>Activity Result 1.3: <i>MOLISA's advisory and coordination role in the implementation of the Resolution 80 enhanced.</i></p> <p>Activities:</p> <ul style="list-style-type: none"> - Support MOLISA to establish a network of senior national poverty reduction policy advisors/consultants who will serve the line ministries in the poverty reduction policy streamlining and mainstreaming processes; - Support MOLISA to conduct required thematic policy researches (in depth studies and in combination with the studies under the Output Target 3 below) so that MOLISA and other related ministries can use the study results in the development and revision of policies in a timely manner, in response to changing patterns in poverty. <p>Activity Results 1.4: <i>CEMA's advisory role in the promulgation of policies relevant with ethnic minority people is enhanced during the implementation process of the Resolution 80 and in the mainstreaming of poverty reduction policies into the programs/plans of line ministries (The results from this activity will build on and reinforce ongoing activities of the EMPCD project).</i></p> <p>Activities:</p> <ul style="list-style-type: none"> - Support CEMA and line ministries in conducting thematic policy studies (in depth studies on ethnic minority issues during the formulation and implementation of poverty reduction policies of line ministries; in combination with activities under the Output Target 3 below) according to the needs of 		<p>Support CEMA and GOVN officials attending master degree courses</p>
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	<p>CEMA and line ministries in the development and revision of policies when poverty changes occur, to ensure that support policies are suitable to the culture, tradition and particular features of different ethnic minority groups.</p> <ul style="list-style-type: none"> - Supporting CEMA and GOVN officials (working on ethnic minority issues) organizing a master degree courses on public policy management, focusing on ethnic sensitive PR policies⁶. - Support CEMA with thematic studies to ensure ethnic minority sensitivity in the formulation of implementation mechanisms, monitoring tools, coordination mechanism and implementation of pro-poor policies in the ethnic minority and mountains 		
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⁶ This activity is built on the Irish Aid's support to CEMA during 2006-2011, management mechanism of which will be elaborated in the LOA between CEMA and MOLISA. Irish Aid and UNDP will involve in the procurement of training institute and selection of participants to the course.

<p>Project Specific Output 2: National Targeted Program on Sustainable Poverty Reduction (NTP-SPR) is designed and implemented effectively, contributing to rapid poverty reduction in poorest districts, communes and villages and of ethnic minority people through the application of innovative modalities and approaches in terms of (i) promoting empowerment and participation of local authorities and people in formulation, implementation and management of the program at local level; (ii) anthropological approaches and modalities relevant to the particular features, cultures, traditions and knowledge of local ethnic minority people/ target groups of the program; (iii) strengthening accessibility/linkage to the market, promoting gender equality, environmental sustainability and addressing poverty from a multi-dimensional perspective.</p> <p>Indicators:</p> <p>Indicator 2.1: <i>Availability of the program document and guidelines for implementation and management of the harmonized NTP-SPR, strengthening application of innovative modalities and approaches in terms of (i) promoting empowerment and participation of local authorities and people in the formulation, implementation and management of the program in local areas; (ii) targeting the poor at household and commune levels; (iii) application of anthropological approaches and modalities relevant to the typical features, cultures, traditions and</i></p>	<p>Activity Result 2.1: <i>The Program Document and guidelines for implementation and management of the NTP-SPR are developed, promoting empowerment and participation and encouraging application of innovative modalities and approaches, based on lessons learned from programs in the period 2006 – 2010.</i></p> <p>Activities:</p> <ul style="list-style-type: none"> - Provide TA and support consultation for completion and issuance of the Program Document. - Provide TA and consultancy for development and promulgation of inter-ministerial circulars on management and implementation of the Program, such as on financial management, State audit and annual financial reporting; transparency in financial allocation/management, decentralization/commune investment ownership (CIO) and promotion of greater participation, gender and ethnic minority sensitivity. - Support reviewing of the guidelines for and lessons of implementation of P 135-II and making contributions to formulation of instructions/guidelines for implementation of NTP-PR 2012-2015 (its sub-projects), including on participatory planning, results based management, infrastructure development, production support, capacity building, development and replication of models, community bidding, operation and maintenance of infrastructure schemes, mechanisms for mobilization of local people and non-governmental organizations (NGOs), mass organizations into monitoring of Program implementation, reform of the service provision modalities of the Program, in the areas of 	<p>MOLISA, CEMA, other line ministries and agencies such as MARD, Ministry of Home Affairs, State Audit, MOET, MOF, MPI, etc.; provinces, districts and communes covered under the program, according to tasks and roles assigned to them by the Resolution 80 and NTP-SPR program document; National Assembly (Committee for Social Affairs, Ethnic Council). Especially CEMA in ensuring that the NTP-PR would be</p>	<p>Activity Result 2.1: National consultants/consulting companies for policy research and TA provision</p> <p>Technical, consultation workshops with participation of local people</p>
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<p><i>knowledge of local ethnic minority people/target groups of the program; (iv) strengthening accessibility/ linkage to the market, promoting gender equality, environmental sustainability and an approach to tackling poverty from a multi-dimensional perspective.</i></p> <p>Indicator 2.2: <i>Degree to which empowerment is executed and extent to which multi-dimensional needs of chronic poor people, including poor women, ethnic minority people are met during the implementation of the NTP-SPR.</i></p> <p>Indicator 2.3: <i>Level of reduction of the chronically poor, including poor women, ethnic minority people/ impacts of the program on multidimensional poverty reduction.</i></p> <p>Baseline 2011: The Resolution 80 defines directions for the harmonization of national poverty reduction programs (the Program for 62 poorest districts under Resolution 30a, Program 135, NTP-PR). MOLISA and CEMA are developing the program based on experience and lessons learned from the NTP-PR, P135 in the period of 2005-2011; some relevant 135P-2 implementation guidelines and 135P-2/NTPPR M&E tools are available need updating.</p> <p>Targets</p> <ul style="list-style-type: none"> - The Program Document and guidelines for implementation and management of the Program 	<p>agriculture/forestry/fishery extension support services so as to enhance participation/empowerment for local people/authorities, etc. with the focus on supporting CEMA in fulfilling its advisory role on EM sensitivity of the NTP-SPR and its implementation and management guidelines.</p> <ul style="list-style-type: none"> - Support revision and updating circulars/instruction documents for implementation and management of the Program (based on the results of the monitoring and evaluation system, mid-term review of the program, joint progress reports (JPRs) and thematic studies/in-depth evaluations/rapid impact monitoring). <p>Activity Result 2.2: <i>NTP-SPR's participatory, Gender and EM sensitive Program monitoring and evaluation system (relevant to the overall poverty reduction M&E framework and relevant to the needs for M&E information in making programme implementation and management decisions of different users at different levels)⁷ is established and put in place; findings, experiences and lessons learned are used to make adjustments in order to increase the efficiency and impact of NTP-SPR.</i></p> <p>Activities:</p> <ul style="list-style-type: none"> - Provide TA and consultancy for development and promulgation of a participatory, Gender and EM sensitive monitoring and evaluation framework of the NTP-SPR (including roadmap and key policy activities): program's output targets, baseline, outcome indicators, responsibilities, rounds, grouping, tools for data collection. 	<p>managed and implemented in EM sensitive manners</p>	<p>Activity Result 2.2:</p> <p>National/international consultants, consulting companies to provide TA for development of the program M&E system; develop/improve M&E tools, data analysis from BLS - 2 and BLS at communes in coastal and island areas</p> <p>Technical consultation workshops</p> <p>Support designing and conduct of field inspections, consolidation of JPRs, national consultants</p> <p>Travel costs and reports</p> <p>MTR and end of program evaluation (including designing and implementation of final</p>
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⁷ This will include support to development of a joint GOVN-DP result framework for monitoring the results of Target Budget Support and TA to Implementation of Resolution 80 and NTP-SPR; support on EM sensitivity will be including support to CEMA in fulfilling its advisory role in NTP-SPR on EM sensitivity

<p>is developed and updated with participation of development partners and people, based on results of evidence based studies and experiences/lessons learned from the P 135-II and NTP-PR in the period 2005 - 2010 (strengthening application of innovative modalities and approaches in terms of (i) promoting empowerment and participation of local authorities and people in the formulation, implementation and management of the program in local areas; (ii) reviewing target people at household and commune level; (iii) application of anthropological approaches and modalities relevant to the particular features, cultures, traditions and knowledge of local ethnic minority people/target groups of the program; (iv) strengthening accessibility/linkages to the market, gender equality, environmental sustainability and multi-dimensional poverty approaches), (v) creation of jobs for local people through NTP-SPR supported infrastructure work (2012-2015).</p> <ul style="list-style-type: none"> - NTP-SPR's participatory, gender and ethnic minority sensitive monitoring and evaluation system (including audit plan, mid-term review of the program, utilization of AMT/PMT tools, joint progress reports (JPRs) and citizen report cards (CRC) are developed and used; findings and experiences, lessons learned are applied to enhance effectiveness and impacts on poverty reduction of the NTP-SPR (2012 - 2015). - Block grant model is introduced to selected provinces in 2012-2013 and replicated in more than 50% of the Program coverage area in 2014- 	<ul style="list-style-type: none"> - Support revising AMT/PMT and CRC tools of Program 135-II to be applied under the NTP-SPR with the objective of having a simple, relevant, 'real-time' and participatory (and Gender and EM sensitive) form of monitoring for the poverty reduction framework. - Support the gender-sensitive in-depth analysis of baseline survey results (BLS) in 2011 of the Program 135-II; widen the BLS into communes in coastal and island areas to develop baselines for the program as well as to provide information for development of guidelines for program implementation. - Support designing and conducting field visits of the Steering Committee for poverty reduction program, National Assembly and development partners and the consolidation of JPRs, MTR reports and end of program reports (including support to designing and conducting a final evaluation/review by 2016) of the NTP-SPR. - Provide localities with TA (training courses and on-the-job training, hands-on support) for establishing, implementation and application of the program monitoring and evaluation tools at local levels. - Provide TA for some thematic/rapid/ in-depth studies/reviews, including qualitative research supplementary to other monitoring and evaluation tools of the program, in order to define issues and make recommendations for improvement of program implementation and management (including on increasing the participation of ethnic minority women in and benefits they get from Program 		<p>baseline surveys by 2016) of the NTP-SPR, national and international consultants</p> <p>Provide localities with TA for capacity building for implementation and application of the program monitoring and evaluation tools, national consultants</p> <p>Remark: TA for monitoring and evaluation (requires high technical expertise) is managed at the central level and provided to local levels in addition to TA for capacity building at local levels under the Activity Results 2.3, 2.4 and 2.5 below.</p> <p>Activity Results 2.3:</p> <p>National and international consultants/services (central level)</p> <p>TA to be provided directly to local levels for piloting and scaling up 'block grant'/ "participatory result-based SEDP"</p>
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<p>2016 in close harmonisation with the local social economic development plans in order to accelerate poverty reduction in the program area;</p> <ul style="list-style-type: none"> - Successful models are identified, piloted, evaluated, adjusted and replicated in the period 2012-2016 (i.e., application of innovative modalities and approaches in terms of (i) promoting empowerment and participation of local authorities and people in the formulation, implementation and management of the program in local areas; (ii) reviewing target people at household and commune level; (iii) application of anthropological approaches and modalities relevant to the particular features, cultures, traditions and knowledge of local ethnic minority people/target groups of the program; (iv) strengthening accessibility/linkage to the market, gender equality, environmental sustainability and multi-dimensional poverty reduction approaches; (v) creation of jobs for local people through NTP-SPR supported infrastructure work). - Local levels (in project locations) equipped with adequate knowledge and skills, and applied these in carrying out the programme implementation and management tasks delegated/empowered to them (as commune investment owners – CIO), in participatory planning and M&E, procurement, O&M and community supervision, etc.) (2012-2016). <p>MoV: Reviewing NTP-SPR document and implementation guidelines; NTP-SPR M&R system (including joint reviews of progress in GOVN-DPs</p>	<p>services).</p> <p>Activity Result 2.3: <i>Block grant model is piloted in 8 selected provinces and replicated.</i></p> <p>Activities:</p> <ul style="list-style-type: none"> - Conduct policy advice/consultation and national technical workshops on design and applicability of block-grant model under the NTP-SPR and mainstreaming into the local SEDP in order to accelerate poverty reduction in the NTP-SPR areas. - Provide TA (based on the existing experiences and practices of different UN, donor and NGO supported projects on local participatory, gender and EM sensitive planning and budgeting) for piloting block-grant modality in 8 provinces (select 2 communes in each province of 4 provinces to pilot this model in 2012-2013 and increasing the number of communes/districts and provinces in the later years of the project), including support to capacity building of local people in terms of establishing and piloting the results based SEDP formulation process and budget allocation for accelerating poverty reduction, with participation in monitoring, implementation and budget disbursement of people/commune authorities. - Documentation of lessons learned and organization of inter/provincial workshops to share experiences amongst piloted communes and districts on the implementation of block grants. - Support the discussions at National Steering Committee for Poverty Reduction on the application and replication of block grant model to the whole 		<p>Activity Result 2.4:</p> <p>National and international consultants/services (central level)</p> <p>TA to be provided directly to local levels for piloting and scaling up innovative models and approaches</p>
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<p>results/policy matrix, mid-term and end of program evaluation using programme baseline survey data, citizen report cards, in-depth-studies).</p>	<p>program area.</p> <ul style="list-style-type: none"> - Provide TA for other localities (to be selected based on their interest and commitments) to replicate the models. <p>Activity Result 2.4: <i>Innovative modalities and approaches (including generating jobs for local people in construction of NTP-SPR supported infrastructure⁸, cash transfer modality in PR policy implementation) are defined, piloted in 6 provinces (2 communes in each province) then assessed, adjusted and replicated in other localities.</i></p> <p>Activities:</p> <ul style="list-style-type: none"> - Conduct TA activities and technical meetings for identifying (including from existing best practices introduced and applied through GOVN, UN, donor, NGO-supported projects and programs at local levels), designing and assessing the application/institutionalization possibilities of the innovative models in order to enhance effectiveness of the program and impacts on accelerating poverty reduction in the program areas. - Provide TA for piloting new models/replication and institutionalization of existing good models/practices in 8 provinces (selected 2 communes in each of 2 districts in each province, in a phased approach), including support to capacity building of local people in developing and piloting the new models. - Documentation of experience, lessons learned and 		<p>Activity Result 2.5: National and international consultants for Capacity Building material development</p> <p>Technical workshops</p> <p>TOT courses</p> <p>Direct support to local levels on</p>
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⁸ ILO might have specific support to build a public work component under the NTPSPR and this project will cooperate with ILO to roll out this new model in the pilot provinces once the national guidelines have been issued

	<p>organization of inter/provincial workshops on experience sharing among piloted communes and districts for further application of the new models in other locations.</p> <ul style="list-style-type: none"> - Support the discussions at National Steering Committee for Poverty Reduction on the application and replication of the innovative modalities and approaches to the whole program area. - Provide TA for other localities (to be selected based on their interest and commitments) to replicate the models. <p>Activity Result 2.5: <i>Capacity for program implementation and management at local level is increased.</i></p> <p>Activities:</p> <ul style="list-style-type: none"> - Update/develop training curriculums, manuals and training methodologies (to supplement the existing documents of the Program 135/NTP-PR and/or projects funded by development partners based on real needs of localities) for the capacity development component of the program, including providing support to/through CEMA/MOLISA for ensuring the relevance and sensitivity to Ethnic Minority as well considering gender sensitivity whenever applicable. - Establish a network of institutions to provide TA services and capacity building activities for localities in the implementation, management, monitoring and evaluation and progress reporting on NTP-SPR implementation as well as initiating and piloting innovative models. This network will include national consultation companies, regional universities, 	<p>Capacity Building for NTP-SPR implementation and management:</p> <p>Support the establishment and operation (facilities, operational costs, including allowances for local trainers), 6-10 training centers</p> <p>Support the establishment and operation of mechanisms for documentation and dissemination of experiences: Consultants for documentation of lessons learned/best practices, facilitators /workshops, publication/information dissemination via printing materials and internet</p> <p>Support 8 local participants to attend Master Course on EM sensitive public policy administration in Act 1.4</p>
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	<p>national/regional/provincial political schools, national and international non-governmental organizations and technical assistance groups in provinces/districts.</p> <ul style="list-style-type: none"> - Support the establishment and operation of regional TOT training teams, TOT network at commune level (provincial taskforce and community facilitator network) to provide training on program management and implementation for localities; - Provide direct support to communes so that they can (i) access other training courses and TA services provided by trained trainers, TA and CB service providers at district/commune level (commune cadre, community representatives in self-management groups/program supervision groups at commune level and community facilitators at commune level, etc.) and (ii) learn experiences and good practices from other communes (which will be defined in the below activity “Support the establishment and operation of mechanisms for documentation and dissemination of good practice/experiences”)⁹. - Support the establishment and operation of some (6-10) “regular training centers” at selected communes under the program area. These regular training centres will provide both theoretical knowledge, share hands-on-experience and learning from doing 		
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⁹ The support under this activity is to be provided as complementary to the CB support under the NTP-SPR CB project. e.g. (not for paying the normal CB training courses to be provided by NTP-SPR CB project, but) in terms of additional in-depth training and hands-on support for application of the skills and knowledge in management and implementation of the NTP-SPR (such as in facilitating village consultations for local planning/selection of NTP-SPR supported activities as well as for defining target groups/poorest HHs for receiving NTP-SPR services/support; getting feedbacks, including by citizen report cards on people’s satisfaction of the NTP-SPR services; establishment of community supervision boards and/or self-help groups/small businesses of agriculture production/services; skills and knowledge for organizing procurement; dissemination of the NTP-SPR information including its services, eligibility for accessing, finance, target groups selection, etc.

	<p>skills for cadres and people in the regions who participate in direct implementation and management of the program and establish block-grant and other innovative models including the public work activities (supported by ILO to the NTPSPR); the trainers/coaches from these centres will be selected from TOT courses at the localities/communes and TA and CB service providers to operate these centres.</p> <ul style="list-style-type: none"> - Support the establishment and functioning of a community facilitators network who will be actively participate in the planning, implementation and monitoring of the NTPSPR as well as PR innovative models at the communities. - Support the establishment and operation of mechanisms for documentation and dissemination of good practice/experiences (including annual forums and websites for information dissemination via internet) so that localities can report and share lessons learned on the program implementation and management as well as application of block-grant and innovative models. 		
<p>Project Specific Output 3: System for monitoring and analysis of multi-dimensional poverty and vulnerability situation and trends is operational and institutionalized; policy discussions on poverty and vulnerability</p>	<p>Activity Result 3.1: <i>Multi-dimensional poverty approach¹⁰ in monitoring, measurement and development of poverty reduction policies is introduced and widely utilised by researchers and policy makers at all levels and National Assembly members.</i></p> <p>Activities:</p>	<p>MOLISA, CEMA, GSO, VASS, research institutes, National</p>	<p>Activity Result 3.1 International consultants (short term) National consultants</p>

¹⁰ The multi-dimensional poverty approach will be developed in cooperation with UNDP supported Urban Poverty Project with HCM City in coordination with UN working group on poverty reduction (UNICEF, FAO, ILO, UNWomen) under joint planning for sequences of building and disseminating the approach and methodology and co-funding for the international consultants as well as dissemination activities.

<p>contribute to improved policies and development programs for inclusive, pro-poor development better equality outcomes.</p> <p>Indicators:</p> <p><i>Indicator 3.1:</i> Availability of a system for monitoring and analysis of the multi-dimensional poverty and vulnerability situation is institutionalized and operated under the State budget.</p> <p><i>Indicator 3.2:</i> Degree to which the systems for poverty targeting and monitoring of the Government apply multi-dimensional approaches and methodologies.</p> <p><i>Indicator 3.3:</i> Number of analysis studies, high ranking policy dialogues and policy recommendations on multi-dimensional poverty and vulnerability are undertaken, utilized and contribute to improved directions for policies and development programs towards inclusive, pro-poor and equitable development.</p> <p>Baseline 2011:</p> <ul style="list-style-type: none"> - Availability of non-systemic tools for income/expenditure based poverty monitoring and analysis supported by different development partners, such as (i) income based annual review of poor household lists (MOLISA), (ii) Rapid Impact Monitoring (RIM) (VASS-OXFAM-UNDP-UNICEF-IRELAND); rapid assessment of changes and SED policies, identifying new emerging forms of poverty/vulnerability, (iii) poverty assessment (VASS-WB-GSO/VHLSS 	<ul style="list-style-type: none"> - Consolidate and produce documents for introduction and dissemination about multi-dimensional poverty approach in monitoring, measurement and development/making of poverty reduction policies. - Conduct workshops on introduction and discussion about multi-dimensional poverty approaches in the monitoring, measurement and development of poverty reduction policies. - Share international experiences and good practices in application of multi-dimensional poverty approach in monitoring, measurement and development of poverty reduction policies (from Mexico, Brazil, child poverty and multi-dimensional poverty indicator set used in HDR). - Conduct workshops/discussions with participation of National Assembly members, line ministries, sectors and provinces on draft documents/plans for application of multi-dimensional poverty approach in monitoring, measurement and development/ making of poverty reduction policies in Vietnam (for example: the agreed framework for poverty and vulnerability monitoring applies multi-dimensional poverty approach in defining target groups of the poverty reduction program and policies; studies and analysis on poverty and vulnerability monitoring apply multi-dimensional poverty approach). <p>Activity Result 3.2: <i>Harmonized framework/system for poverty monitoring, measurement targeting to support poverty and vulnerability reduction policies making with close linkages to efforts of other stakeholders and application of multi-dimensional poverty approach is established.</i></p>	<p>Assembly (Committee for Social Affairs, Ethnic Council).</p>	<p>Publication Workshops.</p> <p>Activity Result 3.2: International consultants (short term) National consultants Training/workshops</p>
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<p>and other development partners) which has been planned for 2012, taking into consideration multi-dimensional poverty factors, (iv) Surveys and analysis on multi-dimensional, urban poverty (HCM, Hanoi, UNDP, VASS); (v) analysis on multi-dimensional, child poverty (UNICEF, MOLISA).</p> <ul style="list-style-type: none"> - Commitment of MOLISA on development and implementation of roadmap for multi-dimensional poverty and emerging vulnerability monitoring and analysis. - Policy discussions on poverty are (i) not regularly conducted, (ii) not widely participated in by senior policy makers and development partners; (iii) focus on narrow issues, such as poverty reduction policies and targeted programs, impacts of some poverty reduction policies and programs on income and expenditure, but hardly touch upon policy issues/directions for inclusive development, equity and pro poor development. <p>Targets:</p> <ul style="list-style-type: none"> - Multi-dimensional poverty approach in formulating poverty reduction policies is (i) introduced and widely publicised by researchers and policy makers at all levels and related National Assembly members (2012- 2014); and (ii) used in the unified framework for monitoring poverty and vulnerability 2012-2013. - Harmonized framework/system for poverty 	<p>Activities:</p> <ul style="list-style-type: none"> - Provide TA for (i) consolidation of tools and efforts of stakeholders for poverty and vulnerability monitoring and identification of target beneficiaries of programs/policies; (ii) analysis of tools utilization in the agreed framework/system using multi-dimensional poverty approach in Vietnam. - Provide TA and necessary trainings for designing and consulting the united framework/system for monitoring, measurement and development/making of poverty and vulnerability reduction policies. - Conduct workshops and surveys on performance of the united framework/system for monitoring, measurement and development/making of poverty reduction policies and vulnerability. <p>Activity Result 3.3: <i>Harmonized framework/system for poverty monitoring, measurement and targeting to support poverty and vulnerability reduction policies making with application of a multi-dimensional poverty approach is put in place and serves the development/adjustment of poverty reduction program and policies.</i></p> <p>Activities:</p> <ul style="list-style-type: none"> - Provide TA and trainings if needed (2012-2016) and funding (2012-2013) for improvement and regular implementation/analysis (annually) and institutionalization of RIM within the unified framework/system for monitoring, measurement and development/making of poverty and vulnerability reduction policies with application of multi-dimensional poverty approach; - Support conduct of technical meetings/workshops on findings and recommendations of RIM reports; 		<p>Activity Result 3.3:</p> <p>RIM (National consultants, surveys and reports, publication, technical and policy workshops</p> <p>VHLSS (International/national consultants (short term), piloting/testing, technical workshops)</p> <p>Apply multi-dimensional approach in targeting for poverty reduction programs and policies (International consultants (short term) and National consultants, testing and technical and policy workshops)</p>
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<p>monitoring, measurement, targeting to support poverty and vulnerability reduction policies making with the application of a multi-dimensional poverty approach is in place and serving the development/adjustment of poverty reduction programs and policies, including: (i) RIM is improved and regularly implemented (annually) and institutionalized in the poverty and vulnerability monitoring system (2012-2016); (ii) VHLSS is improved and provides better data in terms of multi-dimensional poverty indicators and is utilised as an important tool in the unified framework/system for poverty and vulnerability monitoring 2013-2016; (iii) multi-dimensional poverty approach is introduced and piloted for identification of target groups for poverty reduction program and policies (2013) and gradually officially applied in the poverty targeting and monitoring system (2014-2016).</p> <ul style="list-style-type: none"> - Reports on poverty and vulnerability analysis with the application of multi-dimensional poverty approach are (i) periodically developed (at least every two years); (ii) institutionalized and (iii) contribute to discussions/policy dialogues and development/adjustment of poverty reduction program/policy in the period 2013-2016. - High level policy dialogues are annually organized and contribute to the improvement of development directions and development programs, policies in an inclusive, pro-poor and equitable manner in the period 2012 – 2016. 	<ul style="list-style-type: none"> - Provide TA for improvement of sampling design (for greater inclusion) and indicator set/questionnaires and tools for data analysis of VHLSS so that VHLSS can provide better data in terms of multi-dimensional poverty indicators and support to development of indicator set/framework for measuring multi-dimensional poverty to be used in the unified framework/system for monitoring, measurement and development/making of poverty and vulnerability reduction policies with application of multi-dimensional poverty approach in Vietnam. - Provide TA for introducing, training and piloting the multi-dimensional poverty approach for defining target groups of poverty reduction programs and policies, including: review of current targeting system (for households and areas); technical discussions, sharing international experience and training on the application of a multidimensional approach in targeting and monitoring (of migrant people, informal workers in urban areas) of poverty reduction programs and policies; development of roadmap and tools for multi-dimensional poverty application targeting of poverty reduction programs and policies; Support to piloting the application of tools for targeting of poverty reduction programs and policies; support to technical discussions about the application of results of tools for targeting, etc. <p>Activity Result 3.4: <i>Reports on poverty and vulnerability analysis with application of multi-dimensional poverty approach are (i) periodically developed (every two years); (ii) institutionalized and (iii) contribute to discussions/policy dialogues and development/adjustment of poverty reduction</i></p>		<p>Activity Result 3.4:</p> <p>Short term international consultants (for development of tools, analysis framework and overall plan)</p> <p>National consultants (for development of tools, analysis framework and overall plan, preparation of periodical national reports on poverty and vulnerability analysis/ assessment with application of multi-dimensional poverty</p>
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<p>- Operation and support of development partners (both international and national) to the Program is well coordinated, enhancing effectiveness and avoiding overlaps, in a results oriented manner (based on the program results framework to be developed and agreed).</p> <p>MoV: Review the GOVN's poverty and vulnerability, and poverty targeting systems/mechanisms; poverty reports and proceedings of the policy dialogues.</p>	<p><i>program/policy.</i></p> <p>Activities:</p> <ul style="list-style-type: none"> - Provide TA and trainings for development of tools and framework for multi-dimensional poverty analysis to be used in the reports. - Provide TA and consultancy for making the overall plan and road map (including identification of responsible agencies) for development of Reports on poverty and vulnerability analysis with the application of a multi-dimensional poverty approach for the period of 2012-2016, including identification of inputs to the report on poverty vulnerability analysis. For example: quantitative analysis of VHLSS data, supplementary qualitative research, studies and reviews on policies and NTP-SPR under the Output Target 1 and 2 above, RIM reports, urban poverty and ethnic minority poverty/poorest areas, BLS, MTR/end of program evaluation of the NTP-SPR, other studies/reviews conducted by international/national organizations. - Provide TA (including technical and consultation workshops on analysis framework and report outline, etc) for supplementary qualitative research and development of reports on poverty and vulnerability analysis with application of multi-dimensional poverty approach. - Support publication and dissemination of reports and research results to policy makers and National Assembly members, including policy/technical discussions on different themes/topics/studies of the report. 		<p>approach, etc)</p> <p>Supplementary qualitative research (National consultants)</p> <p>Thematic/technical/policy workshops</p> <p>Publication/dissemination</p> <p>Activity Result 3.5:</p> <p>International consultants short term:</p> <p>National consultants (for designing and facilitating policy dialogues, using conclusions/recommendations of the high level policy dialogues)</p> <p>Provide technical and financial supports to high level policy dialogues</p>
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	<p>Activity Result 3.5: <i>High level policy dialogues are annually organized and contribute to the improvement of development directions and development programs, policies in an inclusive, pro-poor and equitable manner.</i></p> <p>Activities:</p> <ul style="list-style-type: none"> - Support the establishment and operation of a group/network of senior consultants/experts on ethnic minority/poverty reduction (poverty reduction consultant group) to link policy makers to researchers (using policy recommendations for policy development). - Provide TA and financial support to organize annual high level policy dialogues with such inputs as: reports from line ministries for the PR policy mainstreaming process and results; reports on poverty and vulnerability analysis with the application of a multi-dimensional poverty approach, RIM reports, report on poverty with ethnic minority people/communes facing extreme hardship, urban poverty report, MTR/EOPE reports on NTP-SPR, qualitative research/impact assessment on poverty reduction policies, related thematic reports from collaborating UN agencies (in the UN working group for poverty reduction¹¹) and development partners, with the participation of high ranking policy makers, researchers, NGOs /CSOs on development directions and development programs, policies in an inclusive, pro-poor and equitable manner in Vietnam. - Provide TA for utilization of results/recommendations 		<p>Activity Results 3.6:</p> <p>consultants</p> <p>Funds for operation of the Secretariat and Partnership Committee</p> <p>Studies on lessons learned</p>
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¹¹ The UN working group on Poverty Reduction includes UNDP, UNICEF, FAO, ILO, UNWomen

	<p>from these high level policy dialogues for development directions and development programs, policies in an inclusive, pro-poor and equitable manner.</p> <ul style="list-style-type: none"> - Support policy forum to review the implementation of pro-poor policies in EM and mountainous areas <p>Activity Result 3.6: <i>Resources and support of development partners to poverty reduction policies and program are effectively coordinated and managed.</i></p> <p>Activities:</p> <ul style="list-style-type: none"> - Support improvement of the “partnership mechanism for supporting sustainable poverty reduction policies and program” based on results and experiences from the Partnership Committee for Program 135. - Support the Partnership Committee and Secretariat in monitoring the results of the policy and program implementation and policy dialogues. - Support establishment, improvement and implementation of TA mechanisms supporting implementation of the Resolution 80 and NTP-SPR to avoid overlaps, minimize management costs and enhance impacts. 		
<p>Project management:</p> <ul style="list-style-type: none"> - Workshops on implementation reviews and annual work-plan development - Project Mid-term Evaluation, End of project Evaluation, lessons learned and documentation of experience 	<p>Project management: Personnel:</p> <p>(i) At central level:</p> <ul style="list-style-type: none"> - International Senior Policy Adviser (share budget with EMPCD project in CEMA and Urban Poverty project with Ho Chi Minh City) (costs of this project for 3.5 years) charged to relevant project outputs 		

<ul style="list-style-type: none"> - Project audit and spot checks - FacilitiesProject operation - Project implementation and support 	<ul style="list-style-type: none"> - International Technical Adviser on program management and coordination: cost of this project for 3.5 years at MOLISA project support office) charged to relevant project outputs. - National project manager - Project coordinator - Secretary/Admin assistant - Interpreter - 01 accountant - 01 accountant/administrative assistant at CEMA: <p>(ii) At local level</p> <p>Each of 8 selected provinces has two local project officers (supporting implementing the project activities in the province, 2 districts and 2 communes in each district).</p>		
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IV. ANNUAL WORK PLAN, YEAR: 2012 – 2013

Project “Support to the implementation of the Resolution 80/NQ-CP on directions of sustainable poverty reduction 2011-2020 and the National Targeted Program on Sustainable Poverty Reduction 2012-2015”(ATLAS Award ID 68889, and Project ID: 83792)

EXPECTED PROJECT OUTPUTS, INDICATORS AND ANNUAL TARGETS	PLANNED ACTIVITIES	TIMEFRAME						RESPONSIBLE PARTY (maybe a NIP, a CIP, or the UNCO)	PLANNED BUDGET 2012+2013			Challenges, solutions and other issues	
		2012		2013					Source of funding	Amount (USD)			
		Q3	Q4	Q1	Q2	Q3	Q4			2012	2013		Biannual budget
1	2	3						4	5	6	7	8	9

Relevant Output from the UN's One Plan:

OP outcome 1.1.: By 2016, key national institutions formulate and monitor people-centered, green and evidence-based socio-economic development policies to ensure quality of growth as a Middle Income Country

Indicator 1: Percentage of people living under the national poverty line (general poverty rate); Baseline (2011): 14.2% (proportion of people living below the national poverty line 2011; Target (2016): The SEDP 2011-2015 plans to reduce poverty by 2% per year nationwide for the period 2011-2015, which would result in a target of 6.2% for 2015; reduce poverty by 4% per year in the 62 poorest districts; Means of verification: Viet Nam Household Living Standards Survey (VHLSS), GSO *Indicator 2:* Child poverty rate. Baseline (2008): 20.7% (monetary child poverty) and 28.9% (multidimensional child poverty); Target (2016): To be determined; Means of verification: VHLSS and MICS (GSO)

Indicator 3: Gap between average monthly income per capita of the richest quintile and poorest quintile (disaggregated by sex of household head, urban/rural, region); Baseline (2008): 8.9 times; Target (2016): To be defined; Means of verification: VHLSS

Indicator 4: Viet Nam’s position in the Global Competitiveness Index; Baseline (2010 - 2011): Rank 59 (out of 139 countries, Score 4.3 (range 1-7); Target (2016): To be determined; MoV: Global Competitiveness Report (World Economic Forum)

Results: Outcome 1.1: Output 1.1.3: Multi-dimensional approaches and human development are applied in poverty reduction components of SEDPs at central and local levels in order to effectively address chronic poverty and emerging forms of poverty.

Indicator 1: Degree to which GoV poverty reduction monitoring and targeting systems include multidimensional approach and methodologies

Baseline 2011: Limited use of the multi-dimensional poverty measures for poverty monitoring and targeting (only multi-dimensional child poverty rate used for monitoring poverty in VHLSS)

Target (2016): Comprehensive multi-dimensional measure and methodology systematically incorporated in poverty monitoring and targeting systems

Means of verification: VHLSS, MDG report, annual and 5-year SEDP evaluation reports at central and local levels

Indicator 2: Degree to which GOV poverty reduction policies are soecufucakkt designed to target chronic and emerging forms of poverty.

Baseline (2011): Program 135 targeting ethnic minority, MOLISA's NTP on poverty reduction

Target (2016): Policies/programmes targeting different groups of chronic poverty and newly emerging forms of poverty

MoV: MDG report, reports on five year implementation of SEDPs at central and local levels.

<u>Project management</u>	Workshops on implementation reviews and annual work-plan development		x				x	MOLISA	Irish Aid				
	National Project Manager (MOLISA)		x	x	x	x	x						
	National Project Coordinator (MOLISA)		x	x	x	x	x						
	Project secretary/admin asst (MOLISA)		x	x	x	x	x						
	Project Secretary/interpreter (CEMA)		x	x	x	x	x	CEMA					
	Project admin/accountant (CEMA)		x	x	x	x	x	CEMA					
	Project accountant (MOLISA)		x	x	x	x	x	MOLISA					
	Project interpreter (MOLISA)		x	x	x	x	x						
	Local project officers				x	x	x						
	Service contracts for preparation of project implementation till full-time support project officers recruited	x	x										
	Local staff (2 per province for 4 provinces)			x	x	x	x						
	Project equipment and facilities		x	x	x	x	x						
	Project operation		x	x	x	x	x	UNCO					
	Project implementation and support (GMS)	x	x	x	x	x	x						

UNDP spot-check and monitoring			x			x							
Contingencies	x	x	x	x	x	x							
Sub-total Project Management													

Project Specific Output 1: Poverty reduction policies under the responsibility of line ministries are streamlined, and poverty reduction is mainstreamed into line ministries' plans and policies, in which activities and investment resources for poor districts and poor communes are prioritized to accelerate poverty reduction in these areas

Indicator 1.1: Action plan/implementation guideline/ roadmap for implementation of Resolution 80 developed and the information on implementation progress shared;
Indicator 1.2: Process and procedures developed and implemented for streamlining and mainstreaming poverty reduction policies into annual plan/ overall policy framework of line Ministries, with specific allocation of budget;
Indicator 1.3: Number of PR policies streamlined/harmonised/ mainstreamed into the regular plans and policy framework of line ministries, with the allocated budgets and focus on supporting poorest households/areas with chronic poverty and emerging poverty issues, promoting “poor people as agent for change” and aiming at acceleration and sustainability of poverty reduction; MoV: Line ministries’ and MOLISA’s (Resolution 80 implementation) reports; reviewing line ministries’ plans, budgets and policy frameworks.
Baseline 2011: Poverty reduction policies are fragmented, patchy and sometimes in ad hoc manners. The Resolution 80 issued and defined directions for the streamlining and mainstreaming of PR policies with a focus on accelerating poverty reduction in the most disadvantaged areas and ethnic minority areas. Implementation roadmap is being drafted and line ministries started the policy review process.
MoV: Line ministries' and MOLISA's reports on R80 implementation, review reports of line ministries ‘plans, budgets and policy framework

TARGETS 2012-2013: 1.1. Action plan for implementation of Resolution 80/NQ-CP developed, approved and implementation initiated; 1.2. Based on results of evidence based studies and meaningful consultative processes, line ministries review, revise and mainstream current poverty reduction policies into their plans and regular policy framework in order to accelerate poverty reduction in most disadvantaged and ethnic minority areas; 1.3. Experiences and information on streamlining and	Activity Result 1.1: Effective implementation of Action plan to roll out Resolution 80												
	Actions:												
	1.1.1. Support conduction of launching workshop of the Resolution 80's action plan (after approval) (workshop, national facilitator)	x						MOLISA	Irish Aid				
	1.1.2. Support formulation of implementation guidelines of the Resolution 80 (national consultants, technical meetings, consultation workshops, printing)		x	x				MOLISA					
	1.1.3. Support M&E the Resolution 80's implementation results (intl/national consultants, technical meetings, consultation workshops)			x	x	x		MOLISA					
1.1.4. Support the Steering committee for poverty reduction and National Assembly in oversight and monitoring of the Resolution 80's implementation results (national consultants, fieldtrip, hearing session,		x				x	MOLISA NA-CSA						

1.2.4. International experience sharing and training relevant staff of line ministries (CEMA, MPI, MOF, MARD, MOET, MOH, etc.) on pro-poor planning and budgeting processes and mainstreaming poverty reduction policies into line ministries' plans and policy framework (intl experts, trainings, exposure trip, one experience sharing workshop and one training on pro-poor planning and budgeting for CEMA)		x			x			x	MOLISA CEMA, line ministries					
1.2.5. Support MOLISA, and line ministries in developing toolkits/checklists/Citizen Report Cards and CEMA to institutionalize CRC manuals in EM policy making process to ensure the poverty reduction policies are proposed/identified in line with measurable poverty reduction targets and suitable with EM people (national consultants, technical meetings, survey, fieldtrip, experience sharing workshops, printing)					x	x		x	MOLIS CEMA					
Activity Result 1.3: MOLISA's advisory and coordination role in the implementation of the Resolution 80 enhanced														
Actions:														
1.3.1. Support MOLISA to establish a network of senior national poverty reduction policy advisors/consultants who will serve the line ministries in the poverty reduction policy streamlining and mainstreaming processes (regular technical meetings, peer review)			x	x	x			x	MOLISA	Irish Aid				
1.3.2. Support MOLISA to conduct required thematic policy researches (in depth studies and in combination with the studies under the Output Target 3 on poverty and vulnerability monitoring and studies on policy dialogues) so that MOLISA and other related ministries can use the study results in the development and revision of policies in a timely manner, in response to changing patterns in poverty (national consultants, technical meetings, consultation workshops)			x	x				x	MOLISA					

1.4. Activity Result: CEMA's advisory role in the promulgation of policies relevant with ethnic minority people is enhanced during the implementation process of the Resolution 80 and in the mainstreaming of poverty reduction policies into the programs/plans of line ministries													
Actions:													
1.4.1. Support CEMA and line ministries in conducting thematic policy studies according to the needs of CEMA and line ministries: in the review of EM policies assigned in R80, development and revision of policies when poverty changes occur, to ensure that support policies are suitable to the culture, tradition and particular features of different ethnic minority groups (intl peer review, national consultants, technical meetings, consultation, survey, fieldtrip, printing)			x	x	x	x	CEMA	Irish Aid					
1.4.2. Supporting CEMA and GOV officials from MOLISA and related line ministries (working on ethnic minority issues) attending master degree courses on public policy administration, focusing on ethnic minority sensitive poverty reduction policies and programmes					x	x	CEMA, line ministries						
1.4.3. Support CEMA in development of tools for monitoring and coordination of the development and implementation of policies in EM and mountainous areas toward poverty reduction and relevant to EM people (national consultants, workshops)		x	x	x	x	x	CEMA, NA EC						
1.4.4. Support CEMA in providing regular and update data of ethnic minorities via practical tools like EM factsheets		x		x		x	CEMA						
ITA - Int. Technical Advisor on Programme Management and Coordination			x	x	x	x	UNCO						
Int. Senior Policy Advisor on PR/SP			x	x	x	x	UNCO						
Total of Output 1.													

Project Specific Output 2: National Targeted Program on Sustainable Poverty Reduction (NTP-SPR) is designed and implemented effectively, contributing to rapid poverty reduction in poorest districts, communes and villages and of ethnic minority people through the application of innovative modalities and approaches in terms of (i) promoting empowerment and participation of local authorities and people in formulation, implementation and management of the program at local level; (ii) anthropological approaches and modalities relevant to the particular features, cultures, traditions and knowledge of local ethnic minority people/ target groups of the program; (iii) strengthening accessibility/linkage to the market, promoting gender equality, environmental sustainability and addressing poverty from a multi-dimensional perspective

Indicator 2.1: Availability of the program document and guidelines for implementation and management of the harmonized NTP-SPR, strengthening application of innovative modalities and approaches

Indicator 2.2: Degree to which empowerment is executed and extent to which multi-dimensional needs of chronic poor people, including poor women, ethnic minority people are met during the implementation of the NTP-SPR.

Indicator 2.3: Satisfactory level of reduction of the chronically poor, including poor women, ethnic minority people and impacts of the program on multidimensional poverty reduction.

Baseline 2011: The Resolution 80 defines directions for the harmonization of national poverty reduction programs (the Program for 62 poorest districts under Resolution 30a, Program 135, NTP-PR). MOLISA and CEMA are developing the program based on experience and lessons learned from the NTP-PR, P135 in the period of 2005-2011; some relevant 135P-2 implementation guidelines and NTPPR/135P-2 M&E tools are available/need updating

MoV: reviewing NTP-SPR document and implementation guidelines, NTPSPR M&E system and reports (including joint reviews of progress in GOVN-DPs results/policy matrix, mid-term and end of program evaluation using programme baseline survey data, citizen report cards, in-depth-studies)

Targets 2012-2013: 2.1. Availability and application/implementation of national guidelines at central and local level in terms of (i) promoting empowerment and participation of local authorities and people in the formulation, implementation and management of the program in local areas; (ii) reviewing targeting the pooreople at household	Activity Result 2.1: <i>The Program Document and guidelines for implementation and management of the NTP-SPR are developed, promoting empowerment and participation and encouraging application of innovative modalities and approaches, based on lessons learned from programs in the period 2006 – 2010</i>													
	Actions:													
	2.1.1. Provide TA and support consultation for completion, issuance and widely dissemination/communication of the Program Document (national consultants, technical meetings, national workshop)			x					MOLISA	Irish Aid				
	2.1.2. Support the development of 3 DPO under the NTP-SPR for MOLISA and CEMA's approval according to the Government's decision on approval of the NTP-SPR (national consultants, technical meetings, fieldtrip, consultation workshops, printing)			x					MOLISA CEMA					

<p>and commune level; (iii) application of anthropological approaches and modalities relevant to the typical features, cultures, traditions and knowledge of local ethnic minority people/target groups of the program; (iv) strengthening accessibility/linkage to the market, promoting gender equality, environmental sustainability and an approach to tackling poverty from a multi-dimensional perspective. ;</p> <p>2.2. A system for programme monitoring and evaluation established, building on past experiences of P135-2 programmes, partnership, and good practices of TA projects</p> <p>2.3. Block-grant model introduced to local level, with lessons learnt from the pilot period documented and shared</p>	<p>2.1.3. Support development of 01 DPO under the NTP-SPR for CEMA's approval according to the Government's decision on approval of the NTP-SPR (national consultants, technical meetings, fieldtrip, consultation workshops, printing)</p>		x											
	<p>2.1.4. Provide TA and consultancy for development and promulgation of inter-ministerial circulars on management and implementation of the Program, such as on financial management, State audit and annual financial reporting; transparency in financial allocation/management, decentralization/commune investment ownership (CIO) and promotion of greater participation; gender and EM sensitivity (national consultants, technical meetings, fieldtrip, consultation workshops, printing)</p>		x	x										
	<p>2.1.5. Support reviewing of the guidelines for and lessons of implementation of P 135-II on participatory planning, results based management, infrastructure development, production support, capacity building, development and replication of models, community bidding, CIO, operation and maintenance of infrastructure schemes, mechanisms for mobilization of local people and non-governmental organizations (NGOs), mass organizations into monitoring of Program implementation, reform of the service provision modalities of the Program, in the areas of agriculture/forestry/fishery extension support services so as to enhance participation/empowerment for local people/authorities, for ensuring EM sensitivity in the NTP-SPR program guidelines (national consultants, technical meetings, fieldtrip, consultation workshops, printing)</p>		x	x	x									

2.1.6. Support CEMA in identification of NTPSPR targeted communes based on the Decision 30/2012/Ttg on criteria for extremely difficult villages and communes in EM and mountainous areas			x	x			CEMA						
<i>Activity result 2.2. Participatory (gender and EM sensitive) program monitoring and evaluation system (relevant to the overall poverty reduction framework) is established and put in place; findings, experiences and lessons learned are used to make adjustments in order to increase the efficiency and impact of the program on poverty reduction</i>													
Actions:													
2.2.1. Provide TA and consultancy for development and promulgation of a participatory, gender and EM sensitive M&E framework/logical framework of the program including roadmap and key policy activities, program's output targets, baseline, outcome indicators, responsibilities, rounds, grouping, tools for data collection (national consultants, technical meetings, fieldtrip, consultation workshops, printing)		x	x	x			MOLISA	Irish Aid					
2.2.2. Support revising AMT/PMT and CRC tools of Program 135-2 to be applied under the NTP-SPR with the objective of having a simple, relevant, 'real-time' and participatory (and Gender and EM sensitive) form of monitoring for the poverty reduction framework (national consultants, technical meetings, fieldtrip, consultation workshops, printing)			x	x	x		CEMA						
2.2.3. Support the in-depth analysis of baseline survey results (BLS) in 2011 of the Program 135-II; widen the BLS into communes in coastal and island areas to develop baselines for the program as well as to provide information for development of guidelines for the program implementation (Intl/national consultants, technical meetings, fieldtrip, consultation workshops, printing)		x	x	x			MOLISA CEMA						

2.2.4. Support designing and conducting field trip of the Steering/Partnership Committee for poverty reduction program, National Assembly and development partners and the consolidation of JPRs, MTR reports and end of program reports (including support to designing and conducting a final evaluation/review by 2016) of the NTP-SPR (technical meetings, fieldtrip, workshops)			x				x	MOLIS NA-CSA/EC line ministries				
2.2.5. Provide localities with TA for capacity building for implementation and application of the program M&E tools (support to task force, regional workshop and hands-on coaching activities)			x	x	x		x	MOLISA provinces				
2.2.6. Provide TA for some thematic/rapid/ in-depth studies/reviews, including qualitative research supplementary to other M&E tools of the program, in order to define issues and make recommendations for improvement of program implementation and management (including on increasing the participation of ethnic minority women in and benefits they get from Program services). (national consultants, technical meetings, fieldtrip, consultation workshops, printing)			x	x	x			MOLISA CEMA				
Activity Result 2.3: Block grant model is piloted in (04) selected provinces												
Actions:												
2.3.1. Conduct policy advice/consultation and national, regional technical workshops on design and applicability of block-grant model under the NTP-SPR and mainstreaming into the local SEDP in order to accelerate poverty reduction in the program areas (intl/national consultants, fieldtrips, regional workshops)		x	x				x	MOLISA	Irish Aid			
2.3.2. Provide TA for piloting block-grant modality in 04 provinces								MOLISA				

- Support the making of NTPSPR plan based on a participatory local SEDP planning process via sub-contracts to experienced NGOs/consulting companies	x					x		provinces					
- Support to capacity building of local people in terms of establishing and piloting the results based SEDP formulation process and budget allocation for accelerating poverty reduction, with participation in monitoring, implementation and budget disbursement of people/commune authorities via sub-contracts to experienced NGOs/consulting companies		x	x	x	x	x							
2.3.3. Support documentation of lessons learned and provincial workshops to share experiences amongst piloted communes (national consultants, printing)							x	MOLISA , provinces					
2.3.4. Support the discussions at National steering committee for poverty reduction on the application and replication of block grant model to the whole program area (workshop, national consultants)					x		x	MOLISA					
Activity Result 2.4: Innovative modalities and approaches are defined, piloted in 04 provinces (2 communes in each province) then assessed, adjusted and replicated													
Actions:													
2.4.1. Conduct TA activities and technical meetings for identifying, designing and assessing the application/institutionalization possibilities of the innovative models (including job creation, cash transfer) (international experts, national consultants, fieldtrip, regional workshops with iNGOs and DPs)		x	x				x	MOLISA provinces	Irish Aid				

2.4.2. Provide TA for piloting new models/institutionalization of existing good models/practices in 04 provinces (select 2 communes in each province for piloting activities), including support to capacity building of local people in developing and piloting the new models (national consultants, fieldtrip, domestic exposure trips, workshops)			x	x	x	x	MOLISA provinces					
2.4.3. Support documentation of experience, lessons learned and conduct of provincial workshops on experience sharing among piloted communes and other interested communes for further application of the new models						x	MOLISA provinces					
2.4.4. Support local representatives to attend the Master Training course on Public Administration, focusing on ethnic minority sensitive poverty reduction policies and programmes (Act 1.4)						x	MOLISA provinces					
Activity Result 2.5: Capacity for program implementation and management at local level is increased												
Actions:												
2.5.1. Update/develop training curriculums, manuals and training methodologies (to supplement the existing documents of the Program 135/NTP-PR and/or projects funded by development partners based on real needs of localities) for the capacity development component of the program with attention to participatory planning, participatory planning, community bidding, O&M, CIO and CRC manuals in selected EM languages (national consultants, printing)		x	x	x	x	x	MOLISA CEMA	Irish Aid				

2.5.2. Establish a network of institutions and national experts to provide TA services, hands-on support and capacity building activities for localities in the implementation, management, monitoring and evaluation and progress reporting on NTP-SPR implementation (regular technical meetings)		x	x	x	x	x	MOLISA CEMA provinces				
2.5.3. Support the TOT training and functions of the TOT network at commune level (provincial taskforce and community facilitator network) (trainings)		x	x	x	x	x	MOLISA CEMA provinces				
2.5.4. Provide direct support to communes so that they can (i) access other training courses and TA services provided by trained trainers, TA and CB service providers at district/commune level, (ii) participate in the direct implementation and management of the program as well as initiate and pilot new, innovative models in the localities and (iii) learn experiences and good practices from other communes (organization costs, local travel to the training hubs)			x	x	x	x	MOLISA provinces				
2.5.5. Support the establishment and operation of some (6) “regular training centers” at “selected” communes under the program area (intl experts, national consultants, learning facilities, printings)		x		x		x	MOLISA provinces				
2.5.6. Support the establishment and operation of mechanisms for documentation and dissemination of good practice/experiences			x	x			MOLISA provinces				
ITA - Int. Technical Advisor on Programme Management and Coordination			x	x	x	x	UNCO				
Int. Senior Policy Advisor on PR/SP			x	x	x	x	UNCO				
Total of Output 2											

Project Output 3: System for monitoring and analysis of multi-dimensional poverty and vulnerability situation and trends is operational and institutionalized; policy discussions on poverty and vulnerability contribute to improved policies and development programs for inclusive, pro-poor development better equality outcomes

Indicator 3.1: Availability of a system for monitoring and analysis of the multi-dimensional poverty and vulnerability situation is institutionalized and operated under the State budget.

Indicator 3.2: Degree to which the systems for poverty targeting and monitoring of the Government apply multi-dimensional approaches and methodologies;

Indicator 3.3: Number of analysis studies, high ranking policy dialogues and policy recommendations on multi-dimensional poverty and vulnerability are undertaken, utilized and contribute to improved directions for policies and development programs towards inclusive, pro-poor and equitable development.

Baseline 2011: Availability of non-systemic tools for income/expenditure based poverty monitoring and analysis supported by different development partners, such as (i) income based annual review of poor household lists (MOLISA), (ii) Rapid Impact Monitoring (RIM) (VASS-OXFAM-UNDP-UNICEF-IRELAND); rapid assessment of changes and SED policies, identifying new emerging forms of poverty/vulnerability, (iii) poverty assessment (VASS-WB-GSO/VHLSS and other development partners) which has been planned for 2012, taking into consideration multi-dimensional poverty factors, (iv) Surveys and analysis on multi-dimensional, urban poverty (HCM, Hanoi, UNDP, VASS); (v) analysis on multi-dimensional, child poverty (UNICEF, MOLISA). Commitment of MOLISA on development and implementation of roadmap for multi-dimensional poverty and emerging vulnerability monitoring and analysis. Policy discussions on poverty are (i) not regularly conducted, (ii) not widely participated in by senior policy makers and development partners; (iii) focus on narrow issues, such as poverty reduction policies and targeted programs, impacts of some poverty reduction policies and programs on income and expenditure, but hardly touch upon policy issues/directions for inclusive development, equity and pro poor development

MOV: Review of GOV's poverty and vulnerability, poverty targeting systems/mechanisms, poverty reports and proceedings of policy dialogues

<p>Targets 2012 - 2013: 3.1. Multi-dimensional poverty approach in formulating poverty reduction policies is (i) introduced and widely publicised by researchers and policy makers at all levels and related National Assembly members (2012-2013); and (ii) used in the unified framework for monitoring poverty and vulnerability (2012-2013) 3.2. Unified framework/system for monitoring, measurement, targeting and making of poverty and vulnerability reduction policies with the application of a multi-dimensional poverty approach is in place and serving the development/adjustment of</p>	<p>Activity Result 3.1 : Multi-dimensional poverty approach in monitoring, measurement and development of poverty reduction policies is introduced and widely utilised by researchers and policy makers at all levels and National Assembly members</p>													
	Actions:													
	3.1.1. Collect and summarize existing international materials for introduction and dissemination about multi-dimensional poverty approach in monitoring, measurement and development/making of poverty reduction policies (intl experts, national consultants, technical meetings)		x	x	x			MOLISA	TRAC					
	3.1.2. Conduct workshops on introduction and discussion about multi-dimensional poverty approaches in the monitoring, measurement and development of poverty reduction policies (intl experts, national consultants, workshops)		x		x		x	MOLISA						
3.1.3. Support MOLISA, CEMA and line ministries to learn international experiences and good practices in application of multi-dimensional poverty approach in monitoring, measurement and development of poverty reduction policies (from Mexico, Brazil, child poverty and multi-dimensional poverty indicator		x					MOLISA							

<p>poverty reduction programs and policies, including: (i) RIM is improved and regularly implemented (annually) and institutionalized in the poverty and vulnerability monitoring system (2012-2013);</p> <p>3.3. Reports on poverty and vulnerability analysis with the application of multi-dimensional poverty approach are (i) periodically developed (every two years); (ii) institutionalized and (iii) contribute to discussions/policy dialogues and development/adjustment of poverty reduction program/policy in the period 2013-2013.</p> <p>3.4. High level policy dialogues are annually organized and contribute to the improvement of development directions and development programs, policies in an inclusive, pro-poor and equitable manner in the period 2012 – 2013</p>	set used in HDR)												
	3.1.4. Support 2 officers to participate in Help-Age organized training course on social transfer		x					MOLISA NA-CSA					
	3.1.5. Conduct workshops/discussions with participation of National Assembly members, line ministries, sectors and provinces on draft documents/plans for application of multi-dimensional poverty approach in monitoring, measurement and development/ making of poverty reduction policies in Vietnam (intl experts, national consultants, regional workshops)		x		x		x	MOLISA NA-CSA					
	Activity Result 3.2: Unified framework/system for monitoring, measurement and development/making of poverty and vulnerability reduction policies with close linkages to efforts of stakeholders and application of multi-dimensional poverty approach is established.												
	Actions:												
	3.2.1. Provide TA for (i) consolidation of tools and efforts of stakeholders for poverty and vulnerability monitoring and identification of target beneficiaries of programs/policies; (ii) analysis of tools utilization in the agreed framework/system using multi-dimensional poverty approach in Vietnam (intl experts, national consultants, workshops)		x	x	x			MOLISA line ministries	TRAC				
3.2.2. Provide TA and necessary trainings for designing and consulting the united framework/system for monitoring, measurement and development/making of poverty and vulnerability reduction policies (trainings)		x	x	x			MOLISA line ministries						

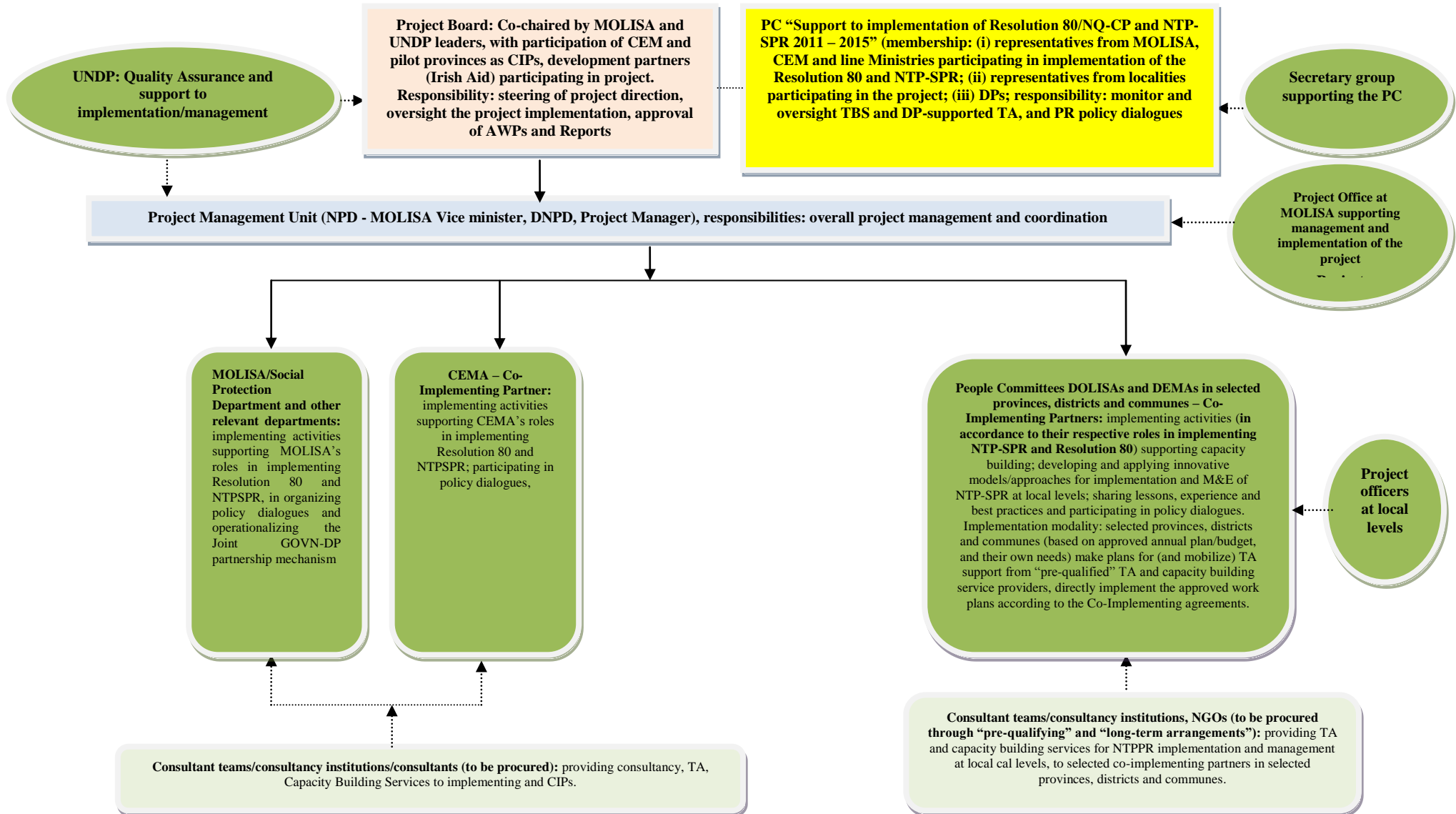
Activity Result 3.3: <i>United framework/system for monitoring, measurement and development/making of poverty and vulnerability reduction policies with application of a multi-dimensional poverty approach is put in place and serves the development/adjustment of poverty reduction program and policies</i>													
Actions:													
3.3.1. Provide TA and trainings if needed, and funding for improvement and regular implementation/analysis (annually) and institutionalization of RIM within the unified framework/system for monitoring, measurement and development/making of poverty and vulnerability reduction policies with application of multi-dimensional poverty approach (national consultants, fieldtrip, data analysis, printing)			x	x	x	x	MOLISA VASS	TRAC					
3.3.2. Support conduct of technical meetings/workshops on findings and recommendations of RIM reports				x		x	MOLISA VASS						
3.3.3. Provide TA for improvement of sampling design (for greater inclusion) and indicator set/questionnaires and tools for data analysis of VHLSS (intl experts, national consultants, technical meetings)			x	x	x	x	MOLISA GSO						
3.3.4. Provide TA for introducing, training and piloting the multi-dimensional poverty approach to wider stakeholders (national consultants, trainings)				x	x	x	NIP						
Activity Result 3.4: <i>Reports on poverty and vulnerability analysis with application of multi-dimensional poverty approach are (i) periodically developed (every two years); (ii) institutionalized and (iii) contribute to discussions/policy dialogues and development/adjustment of poverty reduction program/policy</i>													
Actions:													
3.4.1. Provide and trainings for development of tools and framework for multi-dimensional poverty analysis to be used in the reports (intl/national consultants)			x	x	x	x	MOLISA GSO, VASS	TRAC					

3.4.2. Provide TA and consultancy for making the overall plan and road map for development of reports on poverty and vulnerability analysis with the application of a multi-dimensional poverty approach, including support to CEMA on the part of EM poverty (intl/national consultants, consultation workshops)			x	x		x	MOLISA CEMA, GSO, VASS					
3.4.3. Organise technical and consultation workshops on analytical framework and report outline, and defining topics for supplementary qualitative research needed for poverty and vulnerability analysis with application of multi-dimensional poverty approach (national consultants, workshops)			x	x	x	x	MOLISA GSO, VASS					
Activity Result 3.5: High level policy dialogues are annually organized and contribute to the improvement of development directions and development programs, policies in an inclusive, pro-poor and equitable manner												
Actions:												
3.5.1. Support the establishment and operation of a group/network of senior consultants/experts on ethnic minority/poverty reduction (poverty reduction consultant group) to link policy makers to researchers (using policy recommendations for policy development) (regular technical meetings)		x	x	x	x	x	MOLISA CEMA	Irish Aid				
3.5.2. Provide TA and financial support to organize an annual high level policy dialogue with such inputs as: (WB-VASS) 2012 Poverty assessment/updates, assessments of poverty in the poorest communes (EM and Coastal/island areas – using the data of NTP-SPR Baseline Surveys); urban poverty assessment with the application of a multi-dimensional poverty approach, RIM report, any additional qualitative research, with the participation of high ranking policy makers, researchers, NGOs /CSOs		x			x		MOLISA					

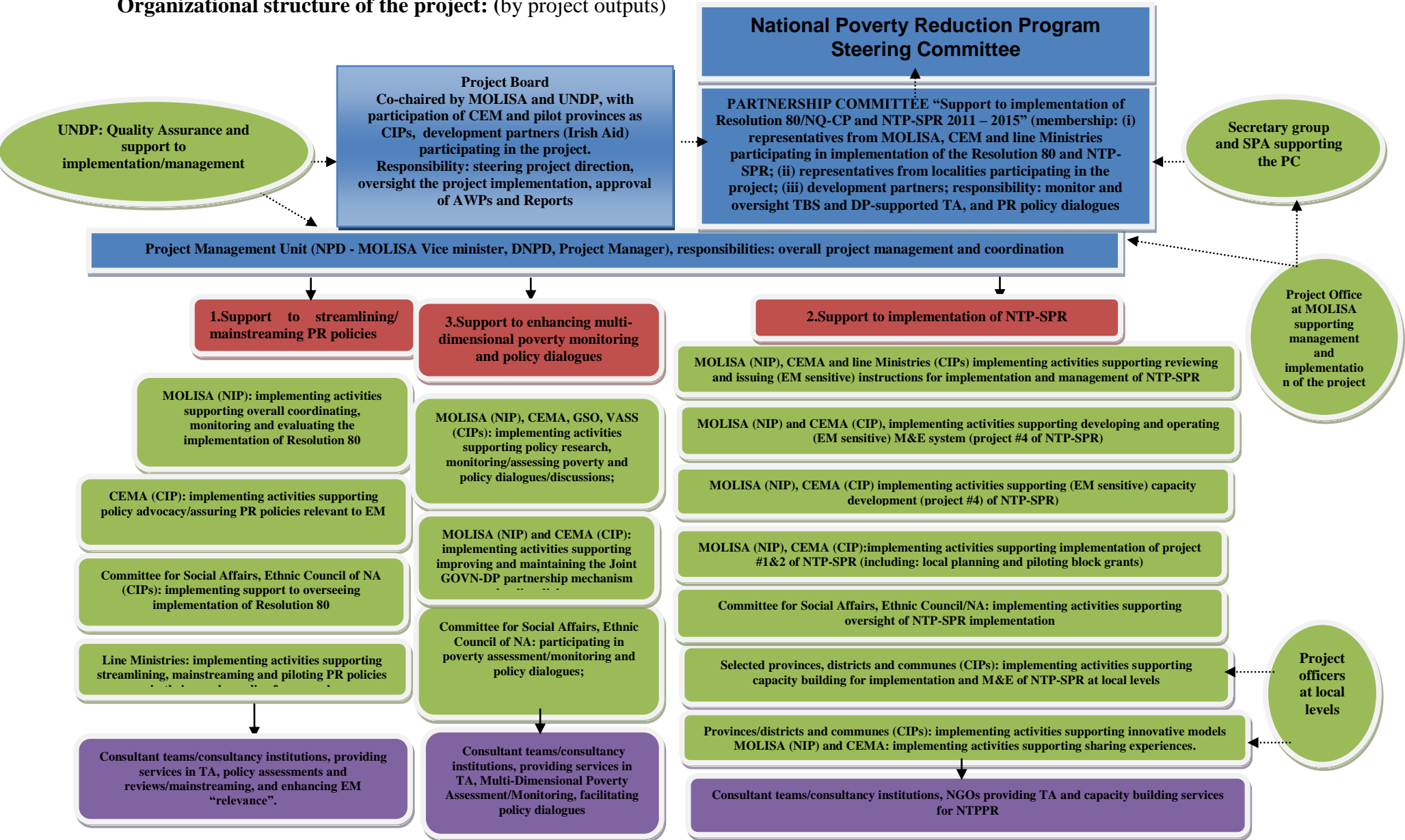
3.5.3. Support policy forum among line ministries on poverty reduction effectiveness in mountainous areas, relevant to EM groups and support to introduce the new approach in EM poverty reduction of Vietnam to the region (workshops, intl/national consultants)		x				x		CEMA					
Activity Result 3.6: Resources and support of development partners to poverty reduction policies and program are effectively coordinated and managed													
Actions:													
3.6.1. Support improvement of the “partnership mechanism for supporting sustainable poverty reduction policies and program” based on results and experiences from the Partnership Committee for Program 135 (intl/national consultants to set up the MOU and result framework)		x	x	x				MOLISA	TRAC				
3.6.2. Support the Partnership Committee and Secretariat in monitoring the results of the policy and program implementation and policy dialogues		x		x		x		MOLISA					
ITA - Int. Technical Advisor on Programme Management and Coordination			x	x	x	x		UNCO					
Int. Senior Policy Advisor on PR/SP			x	x	x	x		UNCO					
Total of Output 3													
Grant total 2012-2013													

V. MANAGEMENT ARRANGEMENTS

1. Project management arrangements



Organizational structure of the project: (by project outputs)



The project management and implementation modality will be following the National Implementation (NIM) modality and the structure will be arranged according to HPPMG, with the roles on (i) overall project management and coordination, and (ii) implementation of project activities assigned to project national implementing and co-implementing partners, at different levels, in line with their mandates, functions and responsibilities defined in the Resolution 80, the Decision on promulgation of the NTP-SPR (2012-2016) and oversight responsibility of the National Assembly Committees. This arrangement is aimed at ensuring the full alignment of the project structure to the Government systems and through which ensuring the efficiency, reducing transaction and management costs, minimizing overlaps and particularly ensuring the realization of maximum of benefits and impacts for the beneficiary agencies as well as sustainability of the project.

a. **Project board**

A project board, co-chaired by MOLISA and UNDP, with the participation of CEMA and pilot province and DPs participating in the project (Irish Aid) will be established, responsible for defining the project strategic directions including on project annual budget and work-plan¹² and reviewing project annual progress reports and the level of achievement of the project objectives/outcomes and its contributions to the overall Results Framework (to be defined by the Partnership Committee as mentioned below).

In addition to Technical Assistance, some development partners (such as Ireland) are considering to provide target budget support (TBS) to implementation of the Resolution 80 and NTP-SPR, as well as poverty reduction policy dialogues. In order to strengthen coordination and efficiency of TA and TBS to be provided by the development partners, it is expected that, under an agreement to be reached between GOVN and developing partners, a joint GOVN-Development Partners **Partnership committee** will be established, possibly comprising of (i) representatives from MOLISA, CEM and line Ministries and localities participating in implementation of the Resolution 80 and NTP-SPR and (ii) participating UN and development partners. The Partnership Committee is expected to be co-chaired by MOLISA, CEMA and one representative from the development partners (on a rotating basis). The Partnership Committee is expected to be responsible for (according to a term of reference for the Partnership Committee to be developed and approved): (i) reviewing/monitoring the progress of implementation of the Resolution 80/NQ-CP and NTP-SPR (2011 – 2015), based on a Joint Results Framework¹³, including monitoring the progress/contributions to the overall result framework and coordination of all TBS and TA to be provided by all UN agencies and DPs (including through this project and outside of this project); (ii) policy discussions, dialogues and advices to the National Steering Committee on Poverty Reduction (led by a Deputy Prime Minister). The Partnership committee will be supported by a **Secretariat** consisting of including assigned staff from MOLISA, CEMA and the participating development partners (TOR of the Secretariat will be developed and agreed by the Partnership Committee's members).

This project will (i) provide support to PC's policy dialogues, operations of the Partnership Committee (such as financing the operations of the Secretariat and Partnership Committee's work on joint monitoring of the implementation of NTP-SPR and Resolution 80); and (ii) be coordinated (with other relevant TA/supported to be provided by other UN agencies and DPs to implementation of NTP-SPR and Resolution 80 as well as to the national efforts on poverty monitoring and policy dialogues), by the joint GOVN-DP Partnership, and through a mechanism of joint/common annual work planning/plan, and by adopting the Common Result Framework as the framework for

¹² Annual work-plan and budget will be developed for all TA projects (including this project) for implementation of the Resolution 80/NQ-CP and NTP-SPR (2011 – 2015);

¹³ The Joint Results Framework/Matrix will be developed and agreed between the Government agencies and TA and TBS development partners as a framework for result setting, monitoring and policy dialogues on implementation of the Resolution 80/NQ-CP and NTP-SPR (2011 – 2015), and poverty reduction policies in general, and all related TBS and TA; the coordination of TA projects will be done through a mechanism of developing and implementing a joint annual workplan of all TA projects.

project's result-based work planning, management and monitoring the project contributions to the result framework.

Since the membership of the PC and Project Board is quite similar (though the functions are different), to save time and costs, selected project matters could also be dealt with in sub-sections of the PC's meetings.

b. National Implementing Partner (NIP)

In line with the mandates and tasks assigned to line Ministries in the Resolution 80 and Decision to promulgate the NTP-SPR 2012-2015, MOLISA, as the National Implementing Partner (NIP) of this project, will be responsible to ensure that this project will be effectively managed and implemented and make effective contributions to the implementation of the Resolution 80 and NTP-SPR. MOLISA will assign one MOLISA Vice Minister as the National Project Director (NPD) of this project, with the responsibilities for (i) based on the annual budgets and work-plans proposed by project partners/stakeholders, ensuring the development of the annual and quarterly work-plans and budgets of the project for signing with UNDP after these would be approved by the Project Board; (ii) cooperating, monitoring and supporting the implementation of all project's activities; (iii) based on the progress reports and financial statements of project's IP and CIPs, ensuring the timely development of quarterly and annual progress and financial reports to UNDP and Project Board. The NPD will sign the AWP together with UNDP.

MOLISA, directly or through its functional agencies, such as Department of Social Protection, International Relations Department, etc. (respectively and according to their functions and mandates as well as MOLISA's roles as defined in the Resolution 80 and NTP-SPR) will be responsible for implementing project activities and realizing the results (as described in the attached RRF) supporting (i) overall coordinating, monitoring and evaluating the implementation of Resolution 80 and NTP-SPR; (ii) reviewing and issuing guidelines for implementation and management of NTP-SPR; (iii) developing and operating (EM sensitive) M&E system of NTP-SPR (project #4 of NTP-SPR); (iv) capacity development (project #4 of NTP-SPR); supporting implementation of project #1&2 of NTP-SPR (including: local planning and piloting block grants); (v) facilitating application of innovative models/approaches in implementing NTP-SPR at local levels and supporting sharing experiences, best practices for replication among local levels; (vi) policy research, monitoring/assessing poverty and poverty reduction policy dialogues/discussions; and (vii) improving and maintaining the Joint GOVN-DP partnership mechanism and policy dialogues;

c. Project Management Unit

To support MOLISA and the NPD in carrying out the IP's functions, in accordance with the HPPMG, a project management unit will be established responsible for day-to-day overall management and implementation and coordination of this project. The PMU will be led by the NPD and have (i) a MOLISA assigned deputy National Project Director and a project recruited National Project Manager. The PMU will be supported by a project support office located at MOLISA and with project support staff of (i) an International Technical Advisor on Programme Management and Coordination (ITA), a national project coordinator; a secretary/admin assistant; an interpreter; an accountant and other MOLISA assigned staff to work at the project support office. TORs of key posts in this project will be provided in the annex.¹⁴ Moreover, the project will receive technical inputs and advice from a Social Policy Advisor (SAP)¹⁵ who is in charge of providing policy advice and technical expertise to UNDP poverty reduction portfolio.

¹⁴ To ensure the most effective coordination of the UNDP supported projects to MOLISA (this PRPP project and the project to support social assistance policies) the same PMU will be responsible for day-to-day management of both projects; the costs related to some staff of the project support office will be shared between these two UNDP projects at MOLISA.

¹⁵ The SPA will be located at UNDP Office and serve as policy advisor for 4 UNDP supported projects (this project, social assistance policies project, EMPCD and Urban poverty project) and the related costs will be shared among these projects.

d. **Co-Implementing Partners (CIPs)**

- ✓ **CEMA as a CIP**, will be responsible for receiving, implementing the project support and realization of the project's results (as described in the Result Resource Framework) supporting CEMA for fulfilling its advisory role in:
- (i) ensuring the ethnic minority sensitivity of the implementation of Resolution 80 and streamlining poverty reduction policies by line Ministries;
 - (ii) streamlining/mainstreaming poverty reduction policies in the EM policy framework including activities like training in pro-poor planning and budgeting and ;
 - (iii) ensuring ethnic minority sensitivity in the formulation of implementation mechanisms, monitoring tools, coordination mechanism and implementation of pro-poor policies in the ethnic minority and mountains areas;
 - (iv) effective and EM sensitive implementation of NTP-SPR, including the NTP-SPR's project number 2 "infrastructure development in communes and villages facing extreme hardship in mountainous, ethnic minority areas", development and implementation of the participatory, gender and ethnic minority sensitive M&E system and capacity development activities of NTP-SPR (project number 4 of NTP-SPR), including MTR, BLS and EOP surveys;
 - (iv) identification, piloting and replication of ethnic minority sensitive poverty reduction models (project number 3 of NTP-SPR) at local levels.
 - (vi) Participating in activities supporting improving and maintaining the Joint GOVN-DP partnership mechanism and policy dialogues.
 - CEMA will appoint a sub-project management unit and assign other CEMA staff to participate and manage the project supported activities to CEMA, as regulated by current national regulations. To support CEMA in implementing the CEMA's activities in this project, two support positions (one secretary/interpreter and one project accountant/administrative assistant) will be created and located at EMPCD project office.
- ✓ **8 pilot provinces as CIPs**: MOLISA and CEMA are responsible for defining 8 pilot localities (provinces, districts, communes, villages under the NTP-SPR areas) to participate in this project (according to the below criteria). The selected **pilot provinces as CIPs (to be selected amongst Ha Giang, Dien Bien, Cao Bang, Bac Can, Thanh Hoa, Quang Ngai, Kon Tum and Tra Vinh)**, will be, in line with the NTP-SPR defined roles, responsible for implementing the project activities and benefiting from the project support on (i) capacity building of localities for the NTP-SPR implementation and management, (ii) development and maintenance of network/system for sharing experience among localities and training centres at local levels; (iii) introduction/piloting and operating participatory, gender and ethnic minority sensitive M&E systems of NTP-SPR; and (iv) support to defining, developing, piloting and replicating innovative models for implementation of the NTP-SPR. In order to help local levels implement and manage the project activities in their areas, each commune (02 communes in two districts in each of 8 piloted provinces) will have one local officer recruited and paid by the project. To ensure the efficient and cost-saving procurement of TA and Capacity Strengthening services, their timeliness and relevance to the local needs, the PMU will, according to the procurement rules and procedures of GOVN, prepare a list of pre-qualified, and make long-term arrangements of, TA capacity building service providers (qualified national training/capacity building/consultancy institutions, local and international NGOs, etc.). The local levels, based on their needs/TORs and approved quarterly work plans, can enter into the service contracts with the pre-qualified TA capacity building service providers for implementing the project activities. The selected provinces, districts and communes will directly implement the approved work plans according to the Letter of Agreements with the National Implementing Partner (MOLISA).

Criteria for selection of provinces/districts/communes (both for pilot and replication): (i) are provinces/districts/communes under the NTP-SPR coverage; (ii) priority is given to provinces/districts/communes with commitment to implement the NTP-SPR in innovative methods/approaches; (iii) having experience and capacity which are gained through implementation of TA projects (funded by UNDP, Finland and Ireland) under the program 135-2, including capacity in project management and implementation or having already implemented/piloted models funded by NGOs, lateral/bilateral support organizations (and commitment to applying/institutionalizing these models in the NTP-SPR at localities) on block-grant, participatory planning, commune investment ownership, commune development board/participatory monitoring group, farmers based agriculture extension, relevant to local conditions, culture, tradition and knowledge of EM people/target groups of the NTP-SPR; water utilization group/saving and credit group/credit for women; strengthening market access/linkage, gender equity, environmental sustainability and multi-dimensional poverty, etc; (iv) provinces and districts with commitment to providing communes with technical facilitators for piloting/applying innovative models in implementation of the NTP-SPR and the project. Considerations on (i) having a combination of poorest and with low capacity provinces, districts and communes, and those with less poor and with some capacity and (ii) applying a phased approaches such as starting with 4 provinces in the first 2 years and scaling up the number (to include 44 more new provinces and/or extended to more number of districts in the selected provinces) of selected provinces, districts and communes as the project progresses toward the third and later years) will also need to be taken in selecting provinces, districts and communes participating in the project.

e. Collaborating agencies

- ✓ **Other line Ministries** (departments – focal points on poverty reduction and/or NTP-SPR) such as, Ministries of Agriculture and Rural Development, Ministries of Health and Educations, Ministry of Planning and Investment, Ministry of Finance, Ministry of Construction State Audit of Viet Nam, etc., based on the mandates and tasks regulated in the Resolution 80 and the NTP-SPR Program Document, will be responsible for co-implementing the project activities and realization of the project’s results under 3 respective project specific outputs as described in the Project Result Resources Framework; namely: (i) support to streamlining and mainstreaming poverty reduction policies into plans and policy framework of their line ministries and (ii) development of implementation guidelines for and support local levels in the implementation and management of the respective projects under NTP-SPR, including introducing innovative models and approaches; and (iii) participating in poverty reduction policy dialogues.
 - ✓ **The National Assembly Committees** (Committee for Social Affairs and Ethnic Council) will be responsible for implementing project activities and benefiting from the project results on supporting NA’s oversight on the Resolution 80 and NTP-SPR implementation as well as participating in the poverty assessment/monitoring and poverty reduction policy dialogues.
 - ✓ Under MOLISA’s lead, **GSO, VASS and other research institutes** (as sub-contractors for service provision) will be responsible for implementing activities for developing poverty and vulnerability monitoring system, conducting researches and policy discussions on poverty reduction (output target 3).
- f. **Letters of Agreement:** Upon the approval of the DPO/project AWP, MOLISA (NIP) will develop and sign, with CIPs, *Letters of Agreement (LOA)* which will stipulate the roles and responsibilities of CIPs, including in project planning, implementation of agreed activities as well as modality of fund transfer from NIP to CIPs (or from UNDP directly to CIPs at the request of NIP) and fund management (by NIP and/or CIP), progress and finance reporting, etc. As NIP being responsible for management and implementation of the project, MOLISA will be responsible for (i) cooperation and monitoring of and provision of support to implementation of all project activities by NIP and CIPs, (ii) based on proposed budget and work-plan, annual and

quarter progress report and financial statements of CIPs, developing the annual and quarter work-plans and budgets as well as annual and quarter progress reports and send to UNDP and Project Board. With previous project management capacity, and with further support of EMPCD project office, based on the LOA between NIP and CIP, quarterly advance can be transferred directly from UNDP to CEMA with the request from MOLISA as NIP for the quarterly workplan made by CEMA in accordance to the approved AWP.

- g. **Payment to third-party:** NIP and CIPs could, according to the HPPMG and based on their needs and capacity, request UNDP for providing services/direct implementation of some project activities (such as recruitment of international and national consultancy services, especially the long-term international experts and consultancy services for NTP-SPR Baseline/Endline Surveys, RIM and mid-term/end of NTP-SPR evaluations to ensure the objectivity of the exercises). Once decided, UNDP could act as a responsible party delivering some relevant project activities as requested. **UNDP's role:** UNDP has the main roles as the Project Board member and as the project quality assurer, responsible for approving and signing AWPs; approving QWPs and TORs; approving financial reports, requests for and transferring advances, monitoring the project progress including commissioning project reviews/evaluations, commissioning audits, conducting capacity assessments/micro-assessments and spot checks on financial management, etc.

2. Capacity assessment of implementing partners:

MOLISA and CEMA have more than 10 years experience in implementing and managing TA projects funded by UNDP and development partners. Namely: VIE02/001 Project - MOLISA component "Supports to the improvement and implementation of the National Targeted Program on Poverty Reduction 2006 - 2011" funded by UNDP, has been implemented from 2005 to 2011 which has been providing technical assistance to (i) designing the NTP-PR (2006-2011) and instructions for the program implementation; (ii) development of monitoring and evaluation framework (including the independent mid-term review of the program and approaches for targeting of poverty reduction policies/programs); (iii) reviewing, designing, improving and implementing poverty reduction policies under the NTP-PR; (iv) building capacity for the program implementation at all levels; (v) conduction researches and policy dialogues for development of directions for sustainable poverty reduction in the period of 2011 - 2020 (to support drafting and promulgating the Resolution 80); etc. CEMA has received remarkable supports from donors such as UNDP, DFID, EC, Finland, Ireland, AusAid, World Bank, IFAD and UNICEF (through target financial supports and technical assistance projects) for direct implementation of the Program 135 - 2 (2006-2011). VIE02/001 Project - SEDEMA "Supports to the improvement and implementation of Program 135 - II" (2006 - 2011) funded by UNDP and the project on technical assistance to Program 135 - II funded by Finland and Ireland (2005-2011) have supported in (i) designing the Program 135 - II and instructions on implementation of the Program, including gender integration; (ii) development of monitoring and evaluation framework (including conduction of independent mid-term review of the Program and service delivery methods to the Program's target beneficiaries; (iii) building capacity for implementation of the Program at all levels; (iv) conduction of researches and policy dialogues for improving the effectiveness of the Program; (v) cooperation with and coordination of efforts from other national and international donors for the Program; etc; the Project on Ethnic Minorities Policy (2006-2011) funded by UNICEF, which are all crucial catalyzes for better execution of Government policies for ethnic poverty reduction. In addition, UNDP has been providing technical assistance to CEMA via the project "Capacity strengthening for ethnic minority formulating, implementation and monitoring" (EMPCD) in the period 2008-2012. This project focuses on (i) enhancing capacity of CEMA and DEMAs in selection, dissemination and raising of awareness and information about ethnic policies; (ii) improving capacities of implementing policy researches, policy monitoring and evaluation, policy impact monitoring, collection, management, analysis and dissemination of ethnic minorities data in both qualitative and quantitative forms; and (iii) strengthening capacities of planning and implementing ethnic development policies, creating positive impacts on ethnic poor's livelihoods and their equitable accessibility to essential social services.

Through the findings of the micro assessment conducted in 2010 and based on the achievements in the evaluation reports as well as regular reviews, midterm and final evaluation reports and audit reports of these projects, MOLISA and CEMA have proved capable of managing and implementing this proposed project, especially in implementing and managing projects funded by UNDP which apply the National Implementation Modality (NIM) mechanisms under HPPMG. MOLISA and CEMA have gained good experience in cooperation and policy dialogues with the development partners, particularly CEMA has rich experience in managing, implementing and combining between TA and budget support (and partnership mechanism) under the program 135-II, and similar mechanisms which have been proposed in this DPO. Collaborating agencies (like MARD, MOF, MPI, Committee for Social Affairs, Ethnic Council, GSO, VASS, etc.) and localities to be selected to participate in this project (particularly those have been participating in projects funded by UNDP, like VIE/02/001 or EMPCD) have already gained experience in implementing projects funded by UNDP.

3. UNDP Support Services:

UNDP support services include: (i) Procurement of international consultancy services, procurement of national consultancy services (upon the request of the National Implementing Partners and Co-Implementing Partners); (ii) Recruitment of International (such as Senior Policy Advisor, International Program Coordination Expert) and National (such as National project Manager, Coordinator, Interpreter, Admin. Assistant, accountant) upon the request of the National Implementing Partners and Co-Implementing Partners) project personnel; (iii) organizing overseas study tours/trainings (if any); (iv) support in project management and implementation including (but not exclusive): preparation of AWP, QWP, TORs, etc., if necessary and requested by the NIP and CIPs. Fee for UNDP implementation support services (ISS) will be charged, on transactional basis based on the Universal Price List, to the relevant activity budget lines.

4. Cooperative arrangements with related projects:

This project is developed and will be implemented as an integral part of the UN One Plan 2012-2016. It will contribute to the OP output 1.1.3 and outcome 1.1. The project activities and results are to be coordinated by the relevant GOVN-UN Programme Coordination Groups to ensure the coherence, coordination and “delivery as one” of UN agencies in Viet Nam, particularly with UNICEF, FAO, ILO and UNWomen.

This project serves as the common project of some development partners to provide joint Technical Assistance to support the implementation of the Resolution 80 and the NTP-SPR. In addition to this project, there may be other parallel Technical Assistance projects supported by other development partners. In order to ensure the full coordination and coherence of all TA support to the implementation of the Resolution 80 and the NTP-SPR, GOVN and development partners agree (i) a Joint GOVN-Development partners Partnership Committee will be established with the functions/tasks as described in II.1 above; (ii) all TA project will be managed and implemented by one common Project Management Unit to be established in MOLISA (Implementing Partner) under the leadership of one National Project Director and supported by one Project Support Office; (iii) a Joint GOVN-DP “results framework” will be developed and used for result-based monitoring and assessment of the results of all TA projects.

Under this agreement, Irish Aid has committed to a cost-sharing agreement with UNDP, to channel IA allocated funding in their country strategy/technical assistance programme to MOLISA/CEMA in support of the National Targeted Programme for Sustainable Poverty reduction (NTP-SPR). This TA programme is to be co-funding by UNDP and Ireland under a standard cost-sharing agreement and will be managed through UNDP project management system.

The project will also be implemented and managed by the same PMU and supported (and cost shared with) the same project support office of UNDP “Support Social Assistance Policies”

project at MOLISA. The project activities at CEMA will also supported by UNDP supported project “EMPCD” phase II at CEMA.

5. Summary of the inputs provided by all partners

The international development partner(s), including Irish Aid commit to (through Memorandum of Understanding/Letter of Agreement which will be signed between development partner(s) with UNDP) providing their funding via the project funded by UNDP in a “cost-sharing” modality and agreeing to the UNDP project/programme management rules and procedures in implementation of the project. The financial resources from UNDP include: USD 3,000,000 from TRAC of UNDP and USD 1,585,200 is planned to be mobilized from the One Plan Fund of UN (OPF). The financial resources from Embassy of Ireland/IrishAid is Euro4,000,00 (equivalent to USD5,300,000). The GOVN contributions (both in kind and cash – parallel funding): USD500,000, as well as the part-time NPD, DNDP, and other assigned staff working in the PMU and project support office at central and local levels.

6. Agreement on intellectual property rights and use of logo on the project’s deliverables

Full compliance is required with UNDP’s Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors (including Irish Aid) to UNDP projects needs to be used.

Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

VI. MONITORING FRAMEWORK AND EVALUATION

1. Monitoring

In accordance with the programming policies and procedures outlined in the UNDP User Guide, and HPPMG as well as in accordance to the OP M&E framework and a joint GOVN-DPs Partnership¹⁶ the project will be monitored through the following:

Within the annual cycle

- ✓ On a quarterly basis, (i) project progress report prepared and submitted (to the project Board - Partnership Committee) by the IP with UNDP quality assurance shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below and lesson learned; the progress report should also contain the following updates in issues and risks, based on which the progress towards the completion of the key results would be assessed.
- ✓ An Issue Log shall be activated in Atlas and updated by the UNDP Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- ✓ Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated by UNDP in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- ✓ Based on the above information UNDP Project Manager will update the ATLAS project monitoring, using the standard report format available in the Executive Snapshot.
- ✓ A project Lesson-learned log shall be activated and regularly updated (both by the IP and UNDP project manager in ATLAS) to ensure on-going learning and adaptation within the

¹⁶ A Joint GOVN- DP results framework (with key results, baseline, output indicators, required data and means of data collection, etc) for implementation of the Resolution 80 and NTP-SPR, TA and TBS) will be developed and agreed by the development partners and Vietnamese agencies. This results framework will be a basis for monitoring and assessing the results of the project as well as of TBS for implementation of the Resolution 80 and NTP-SPR

organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project

- ✓ A Monitoring Schedule Plan shall be prepared by the IP in close cooperation with UNDP, based on this, UNDP project manager will activate Monitoring Schedule Plan in Atlas and update to track key management actions/events.

Annually

- ✓ **Annual Review Report.** An Annual Review Report shall be prepared by the IP with quality assurance of UNDP and shared with the Project Board (Partnership Committee) and the Outcome Board (relevant UN PCG). As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- ✓ **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board (Partnership Committee) and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

2. Evaluation

- ✓ Annual Joint Review Missions of the Partnership Committee (also for Target Budget Support) and related reports (including the progress reports on NTP-SPR and Resolution 80 by the Government agencies at different levels and financial/audit reports of the NTP-SPR);
- ✓ Joint Review Missions and related reports of GACA-UNDP;
- ✓ Independent mid-term review (2014) and final evaluation of the project (2016): this project will conduct the MTR in 2014 to make recommendations for improvement of inputs and outputs of the project, aimed at improving the performance of the project in the rest time; one independent and in-depth evaluation will be conducted just before the project end to evaluate the overall achievement of the project implementation, fulfilment of outputs/results of the project against its set objectives/targets, impacts or future impacts of the project, its relevance in the country context and management efficiency and lessons learned. The end of project evaluation report will be used as input for the terminal project review meeting of the Partnership Committee which will be organized at the end of the project.

3. Audit arrangements

The project will be audited in accordance to the audit requirements (i) as laid out in the HPPMG, (ii) in compliance with UNDP NIM/HACT audit requirements (depending on the schedule of UNDP Viet Nam moving from NIM towards HACT audit regime), (iii) annual spot-check mission conducted by UNDP country office, (iv) other audits as required by participating development partners¹⁷, (iv) by State Audit of Viet Nam as required by the Viet Nam's laws. In addition, there will be micro-assessments of the IP's financial management capacity for the cycle 2012-2016 and periodical spot checks to be conducted upon annual plan of the UNDP country office. The findings of HACT micro assessment and its assurance mechanism (spot check, onsite review, programme monitoring, scheduled audit) will primarily guide the frequency and coverage of assurance activity.

4. Quality Management for Project Activity Results

OUTPUT TARGET 1: Poverty reduction policies under the responsibility of line ministries are streamlined, and poverty reduction is mainstreamed into line ministries' plans and policies		
Activity Result 1.1	<i>Effective implementation of Action plan to roll out Resolution 80</i>	Start Date: Q3/2012 End Date: Q3/2013
Purpose	To support the smooth implementation of Resolution 80	
Description	<ul style="list-style-type: none"> - Support the development of Resolution 80 implementation guidelines, action plan/roadmap with annual targets and activities, indicators and responsibilities for the implementation and reporting, monitoring, coordination. - Support monitoring the implementation of Resolution 80 action plan/roadmap. 	
Quality Criteria	Quality Method	Date of Assessment
Clarity and timeliness of action plans, roadmap and implementation guideline and system to monitor and assess progress of implementation of R80	<ul style="list-style-type: none"> - Project's quarterly and annual report - GOV issuance of action plans, implementation guideline and monitoring system; - GOVN's review reports; NA's oversight report 	Dec 2013
Activity Result 1.2 (Atlas Activity ID)	<i>Relevant process for reviewing, developing, streamlining and mainstreaming poverty reduction policies into plans and policy framework is introduced and applied by line ministries in cooperation with relevant UN agencies</i>	Start Date: Q3/2012 End Date: Q2/2014
Purpose	To support Ministries with practical tools for streamlining and mainstreaming PR policies	
Description	<ul style="list-style-type: none"> - Provide line ministries with studies, reviews and evaluation of policies; rapid needs assessment of policy beneficiaries; consultation with poor people and stakeholders; international and domestic experience sharing and training; piloting if needed for streamlining and mainstreaming PR policies into plans and policy framework of line ministries - Support the documentation of lessons learnt from the PR policy review and streamlining; - Support development and institutionalization of the relevant process for reviewing, development and streamlining/mainstreaming of PR policies - Establish a network for information dissemination and cooperation - Support international experience sharing and training relevant staff of line ministries on pro-poor planning and budgeting processes; 	

¹⁷ Otherwise, the HACT audit report will be used to share with the participating cost-sharing donors/development partners

	<ul style="list-style-type: none"> - Support line ministries in developing toolkits/checklists/Citizen Report Cards - Provide line ministries with updated information about changes and poverty status, needs for support and impacts of PR policies 	
Quality Criteria	Quality Method	Date of Assessment
Level of contributions (use) of the project supported training, sharing experiences, studies to the number of PR policies streamlined/mainstreamed by line ministries.	Training, consultancy reports; study reports/recommendations; reviews of number of PR policies streamlined/mainstreamed by line ministries/GOVN monitoring reports.	Dec 2014
Activity Result 1.3	<i>MOLISA's advisory and coordination role in the implementation of the Resolution 80 enhanced.</i>	Start Date:Q3/2012 End Date: Q4/2016
Purpose	To enhance MOLISA's advisory and coordination role in the implementation of the Resolution 80	
Description	<ul style="list-style-type: none"> - Support MOLISA to establish a network of senior national PR policy advisors/consultants - Support MOLISA to conduct required thematic policy researches 	
Quality Criteria	Quality Method	Date of Assessment
Existence of the expert network; number and relevance of studies/recommendations and their use by line ministries	Expert network's and studies' advices/recommendations/reports; GOVN monitoring reports	Dec. 2016
Activity Result 1.4	<i>CEMA's advisory role in the promulgation of policies relevant with ethnic minority people is enhanced during the implementation process of the Resolution 80 and in the mainstreaming of poverty reduction policies into the programs/plans of line ministries</i>	Start Date:Q3/2012 End Date: Q4/2016
Purpose	To enhance CEMA's advisory role in the promulgation of policies relevant with ethnic minority people and in the mainstreaming of poverty reduction policies	
Description	<ul style="list-style-type: none"> - Support CEMA and line ministries in conducting thematic policy studies to ensure that support policies are suitable to the culture, tradition and particular features of different ethnic minority groups. - Supporting CEMA and GOVN officials (working on ethnic minority issues) attending master degree courses on public policy management 	
Quality Criteria	Quality Method	Date of Assessment
Number relevant policy advices and recommendations policy advices of CEM-commissioned studies and their use by line ministries.	CEM's studies' advice/ recommendations/reports; GOVN monitoring reports	Dec. 2016
OUTPUT TARGET 2: National Targeted Program on Sustainable Poverty Reduction (NTP-SPR) is designed and implemented effectively		
Activity Result 2.1	<i>The Program Document and guidelines for implementation and management of the NTP-SPR are developed</i>	Start Date:Q3/2012 End Date: Q4/2014
Purpose	To support development of NTPSPR program document	
Description	<ul style="list-style-type: none"> - Provide TA and consultation for completion and issuance of the Program Document. - Provide TA and consultancy for development and promulgation of inter-ministerial circulars on management and implementation of the Program 	

	<ul style="list-style-type: none"> - Support reviewing of the guidelines for and lessons of implementation of P 135-II and making contributions to formulation of instructions/guidelines for implementation of NTP-PR 2012-2015 - Support revision and updating circulars/instruction documents for implementation and management of the Program 	
Quality Criteria	Quality Method	Date of Assessment
Number and feasibility of application of NTP-SPR implementation guidelines issued and tested.	TA reports/ recommendations; assessments of the GOVN issued implementation guidelines; NTP-SPR monitoring reports.	Dec 2014
Activity Result 2.2	<i>NTP-SPR's participatory, Gender and EM sensitive Program monitoring and evaluation system is established and put in place; findings, experiences and lessons learned are used to make adjustments in order to increase the efficiency and impact of NTP-SPR.</i>	Start Date:Q3/2012 End Date: Q4/2014
Purpose	To support development of NTPSPR M&E system	
Description	<ul style="list-style-type: none"> - Provide TA and consultancy for development and promulgation of a participatory, Gender and EM sensitive monitoring and evaluation framework of the NTP-SPR - Support revising AMT/PMT and CRC tools of Program 135-II to be applied under the NTP-SPR - Support the gender-sensitive in-depth analysis of baseline survey results (BLS) in 2011 of the Program 135-II; widen the BLS into communes in coastal and island areas - Support JPRs, MTR reports and end of program reports - Provide localities with TA for establishing, implementation and application of the program monitoring and evaluation tools at local levels. - Provide TA for some thematic/rapid/ in-depth studies/reviews, including qualitative research supplementary to other monitoring and evaluation tools of the program 	
Quality Criteria	Quality Method	Date of Assessment
Existence and feasibility of the NTP-SPR M&E system	Consultancy reports, assessment of the NTP-SPR M&E framework design and pilot tests	Dec 2016
Activity Result 2.3	<i>Block grant model is piloted in selected provinces and replicated.</i>	Start Date:Q3/2012 End Date: Q4/2016
Purpose	To support the formulation and pilot of block grant model	
Description	<ul style="list-style-type: none"> - Conduct policy advice/consultation and national technical workshops on design and applicability of block-grant model under the NTP-SPR - Provide TA for piloting block-grant modality in selected provinces - Documentation of lessons learned and organization of inter/provincial workshops - Support the discussions at National Steering Committee for Poverty Reduction on the application and replication of block grant model to the whole program area. - Provide TA for other localities (to be selected based on their interest and commitments) to replicate the models. 	
Quality Criteria	Quality Method	Date of Assessment
Number of local SEDP with accelerated PR targets developed	Assessments of local SEDPs and block grant – assessments in pilot communes/districts;	Dec 2016

and approved, and number of “block grant” pilots.	NTP-SPR M&E reports.	
Activity Result 2.4	<i>Innovative modalities and approaches defined, piloted in 6 provinces then assessed, adjusted and replicated in other localities.</i>	Start Date:Q3/2012 End Date: Q4/2016
Purpose	To support the formulation and pilot of innovative modalities and approaches in PR at local level	
Description	<ul style="list-style-type: none"> - Conduct TA activities and technical meetings for identifying, designing and assessing the application/institutionalization possibilities of the innovative - Provide TA for piloting new models/replication and institutionalization of existing good models/practices in selected provinces - Documentation of experience, lessons learned - Support the discussions at National Steering Committee for PR on the application and replication of modalities and approach to the whole program area. - Provide TA for other localities (to be selected based on their interest and commitments) to replicate the models. 	
Quality Criteria	Quality Method	Date of Assessment
Number of innovative models introduced and applied in (and suitable to) pilot locations	Assessments of the innovative models, NTP-SPR M&E reports	Dec 2016
Activity Result 2.5	<i>Capacity for program implementation and management at local level is increased.</i>	Start Date:Q3/2012 End Date: Q4/2016
Purpose	To build NTPSPR implementation capacity at local level	
Description	<ul style="list-style-type: none"> - Update/develop training curriculums, manuals and training methodologies - Establish a network of institutions to provide TA services and CB activities - Support the establishment and operation of regional TOT training teams, TOT network - Provide direct support to communes so that they can access other training courses and TA services and learn experiences and good practices from other communes - Support the establishment and operation of “regular training centers” - Support the establishment and functioning of a community facilitators network - Support the establishment and operation of mechanisms for documentation and dissemination of good practice/experiences 	
Quality Criteria	Quality Method	Date of Assessment
Existence and quality of the training materials, trainings organised and ability of local levels to understand and apply the NTP-SPR implementation/ management guidance (number of CIO communes)	Assessment of the training materials, training institutions, NTP-SPR M&E reports	Dec 2016
OUTPUT TARGET 3: System for monitoring and analysis of multi-dimensional poverty and vulnerability is operational and institutionalized; PR policy discussions organised		
Activity Result 3.1	<i>Multi-dimensional poverty approach in monitoring, measurement and development of poverty reduction policies is introduced and widely utilised by researchers and policy makers at all levels and National Assembly members.</i>	Start Date:Q3/2012 End Date: Q4/2014

Purpose	To support the introduction and utilization of multi-dimensional poverty approach in poverty monitoring and PR policy making	
Description	<ul style="list-style-type: none"> - Consolidate documents for introduction and dissemination of MDP approach - Conduct introduction workshops and discussion about MDP approaches - Share international experiences and good practices in application of MDP approach 	
Quality Criteria	Quality Method	Date of Assessment
Level of awareness and knowledge of different stakeholders on multi-dimensional poverty concepts and measurements.	Assessments of training/awareness raising sessions.	Dec 2014
Activity Result 3.2	<i>Harmonized framework/system for poverty monitoring, measurement targeting to support poverty and vulnerability reduction policies making is established.</i>	Start Date: Q3/2012 End Date: Q4/2014
Purpose	To support development of poverty monitoring and targeting system with application of MDP approach	
Description	<ul style="list-style-type: none"> - Provide TA for (i) consolidation of tools and efforts of stakeholders for poverty and vulnerability monitoring and identification of target beneficiaries of programs/policies; (ii) analysis of tools utilization in the agreed framework/system using multi-dimensional poverty approach in Vietnam. - Provide TA and necessary trainings for designing and consulting the united framework/system for monitoring, measurement and development/making of poverty and vulnerability reduction policies. - Conduct workshops and surveys on performance of the united framework/system for monitoring, measurement and development/making of poverty reduction policies and vulnerability. 	
Quality Criteria	Quality Method	Date of Assessment
Existence of a draft design of an uniform M&E framework based on multi-dimensional poverty concepts.	Assessments of the draft framework, consultancy reports.	Dec 2014
Activity Result 3.3	<i>Harmonized framework/system for poverty monitoring, measurement and targeting to support poverty and vulnerability reduction policies making with application of a multi-dimensional poverty approach is put in place and serves the development/adjustment of poverty reduction program and policies.</i>	Start Date: Q3/2012 End Date: Q4/2014
Purpose	To support the use of poverty monitoring and targeting system in the development and adjustment of PR programme and policies	
Description	<ul style="list-style-type: none"> - Provide TA and trainings for improvement and regular implementation/analysis (annually) and institutionalization of RIM - Support conduct of technical meetings/workshops on findings and recommendations of RIM reports; - Provide TA for improvement of VHLSS so that VHLSS can provide better data in terms of multi-dimensional poverty indicators - Provide TA for introducing, training and piloting the multi-dimensional poverty approach for defining target groups of poverty reduction programs and policies - Support to piloting the application of tools for targeting of poverty reduction programs and policies 	

	- Support to technical discussions about the application of results of tools for targeting.	
Quality Criteria	Quality Method	Date of Assessment
The number of PR policies using the uniformed MPD poverty monitoring and targeting system	Annual implementation oversight report of R80 implementation, consultancy reports.	Dec 2016
Activity Result 3.4	<i>Reports on poverty and vulnerability analysis with application of multi-dimensional poverty approach are (i) periodically developed (every two years); (ii) institutionalized and (iii) contribute to discussions/policy dialogues and development/adjustment of poverty reduction program/policy.</i>	Start Date:Q1/2013 End Date: Q4/2016
Purpose	To support the development of MDP bi-annual poverty and vulnerability analysis reports	
Description	<ul style="list-style-type: none"> - Provide TA and trainings for development of tools and framework for MDP analysis - Provide TA and consultancy for making the overall plan and road map for development of Reports on poverty and vulnerability analysis with the application of a multi-dimensional poverty approach for the period of 2012-2016 - Provide TA for supplementary qualitative research and development of reports - Support publication and dissemination of reports and research results. 	
Quality Criteria	Quality Method	Date of Assessment
The depth of poverty updates (in addition to the WB-VASS work, based on the results of P135 ELS and Urban Poverty new report	Assessments of the poverty update paper and annual reports.	Dec 2016
Activity Result 3.5	<i>High level policy dialogues are annually organized and contribute to the improvement of development directions and development programs, policies in an inclusive, pro-poor and equitable manner</i>	Start Date:Q1/2013 End Date: Q4/2016
Purpose	To support the organization of high level policy dialogues	
Description	<ul style="list-style-type: none"> - Support the establishment and operation of a group/network of senior consultants/experts on ethnic minority/poverty reduction to link policy makers to researchers (using policy recommendations for policy development). - Provide TA and financial support to organize annual high level policy dialogues - Provide TA for utilization of results/recommendations from these high level policy dialogues for development directions and development programs, policies in an inclusive, pro-poor and equitable manner. 	
Quality Criteria	Quality Method	Date of Assessment
Level of participation and Number of policy recommendations provided by the PR policy debates.	PR policy debates' reports/ proceedings and assessments	Dec 2016
Activity Result 3.6	<i>Resources and support of development partners to poverty reduction policies and program are effectively coordinated and managed</i>	Start Date:Q1/2013 End Date: Q4/2016
Purpose	To support the coordination of the partnership in PR	
Description	<ul style="list-style-type: none"> - Support improvement of the “partnership mechanism for supporting sustainable poverty reduction policies and program” based on results and experiences from the Partnership Committee for Program 135. - Support the Partnership Committee and Secretariat in monitoring the results of the policy 	

	and program implementation and policy dialogues.	
	- Support establishment, improvement and implementation of TA mechanisms supporting implementation of the Resolution 80 and NTP-SPR to avoid overlaps, minimize management costs and enhance impacts	
Quality Criteria	Quality Method	Date of Assessment
Existence and level of monitoring activities and policy recommendations of the Joint GOVN-DP partnership. Level of coordination among different DPs.	Partnership's monitoring meetings reports, number of joint TA activities.	Dec 2016

VII. LEGAL CONTEXT

If the country has signed the Standard Basic Assistance Agreement (SBAA), the following standard text must be quoted:

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of (country) and UNDP, signed on (date).

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

The executing agency 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 executing agency'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 executing agency 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.

VIII. ANNEXES

1. Risk Analysis

Description	Date identified	Type	Impact/Probability	Owner	Counter measures/Management response
New and innovative modalities are not piloted by provinces, or are piloted but not subsequently adopted	Q3/2012	Political	Medium	PMU	<ul style="list-style-type: none"> ○ Extensive dialogue and sensitization of both national and provincial partners before piloting models established; ○ Extensive evidence based review and monitoring of new modalities, and experience sharing strategy developed; ○ High level advocacy continues throughout the life cycle of the project ○ Inclusion of policy benchmarks in the results framework which demonstrate application of innovative models/approaches in implementation of Resolution 80 and NTP-SPR.
Policy dialogues between development partners and the Government does not take place at a high enough level (especially with the involvement of the National SC in policy dialogues).	Q3/2012	Political	Medium	PMU	<ul style="list-style-type: none"> ○ Early commencement of discussions and reaching consensus with Government and DP agencies at high level over the Joint Partnership mechanism, including securing the links to the ○ NTP-SPR National Steering Committee and GOVn clearly defined its focal point for high level PR policy dialogues; ○ Development and agreement on the Joint Results Framework for monitoring the implementation of Resolution 80 and NTP-SPR, and related TBS and TA to be provided by all DPs.

					<ul style="list-style-type: none"> ○ Inclusion of policy benchmarks in the results framework which demonstrate the high level PR policy dialogues.
Resource mobilization for this project (from DPs' cost-sharing and OPF) would not be materialized as planned.	Q3/2012	Financial	Medium	UNDP	<ul style="list-style-type: none"> ○ The DPO provided (i) prioritized assistances/activities that would be supported first, based on the most feasible resource mobilization estimation; and (ii) other activities that would be supported as the planned resource mobilization progresses. ○ Active engagement of NIP/CIPs and UNDP in dialogues and fund mobilization activities with DPs and UN agencies potentially interested in participating in/co-funding this project.
Lack of commitment of line ministries in mainstreaming PR policies as Resolution 80 stated.	Q3/2012	Political	Medium	PMU	<ul style="list-style-type: none"> ○ The Roadmap/ guidelines for implementation of the Resolution 80 will be developed to clearly define the line ministries' responsibilities and accountabilities. ○ MOLISA and UNDP engage in active dialogues with line ministries and helping the line ministries in defining their plan/needs for support in PR policy streamlining/mainstreaming. ○ The project support will focus on few (CEMA and MARD) ministries in the first stage and then possibly expand its support to other line ministries. ○ Inclusion of policy benchmarks in the results framework which

					demonstrate the expected results of the Resolution 80 in mainstreaming and streamlining PR policies by line ministries.
Lack of inter-ministerial coordination limits the effectiveness of the TA and CB to Resolution 80 and NTP-SPR as well as the implementation of Resolution 80 and NTP-SPR.	Q3/2012	Operational	Medium	PMU	<ul style="list-style-type: none"> ○ Dedicated NIP, project and UNDP staff time/ resources to foster communication, dialogues and cooperation between responsible line agencies ○ Inclusion of policy benchmarks in the results framework which demonstrate inter-ministerial co-operation.

2. Terms of References for key project personnel

a. Terms of References National Project Director (NPD)

Project background

The project *“Support to the implementation of the Resolution 80/NQ-CP on directions of sustainable poverty reduction (2011-2020) and the National Targeted Program on Sustainable Poverty Reduction (2012-2016)”* is to support the implementation of the GOVN Resolution 80/NQ-CP on directions of sustainable poverty reduction 2011-2020 and the National Targeted Program on Sustainable Poverty Reduction 2012-2016. Its contributions to the GOVN’s target of accelerated poverty reduction in the poorest ethnic minority, mountainous and coastal areas and primarily to the One Plan output 1.1.3 and outcome 1.1. will be realized through achievement of outputs targets (i) Poverty reduction policies under the responsibility of line ministries are streamlined, and poverty reduction is mainstreamed into line ministries’ plans and policies; (ii) National Targeted Program on Sustainable Poverty Reduction (NTP-SPR) is designed and implemented effectively, contributing to rapid poverty reduction in poorest districts, communes and villages and of ethnic minority people through the application of innovative modalities and approaches; (iii) System for monitoring and analysis of multi-dimensional poverty and vulnerability and high level policy dialogues on poverty and vulnerability contribute to inclusive, equitable and pro-poor development outcomes. The project will be implemented in close cooperation and coordination with other UN and development partner agencies within the One UN Initiative and the Joint GOVN-Development Partners Partnership to “Support the implementation of Resolution 80 and NTP-SPR”.

The NPD is the focal point for responsibility and accountability for all UNDP supported activities, with MOLISA as the NIP. The NPD must be a leading official of the NIM Agency whose primary responsibility will be to make major policy decisions and to supervise and guide the work of the International Technical Advisor on Programme Coordination and Management (ITA) and National Project Manager.

Duties and Responsibilities

- Assume overall responsibility for the execution of all UNDP supported activities with MOLISA as the NIP towards achieving the agreed objectives/outputs and accountability to UNDP and the Government for the proper and effective use of UNDP-supported resources.
- Serve as a focal point for the coordination of all UNDP supported activities with MOLISA as the NIP with implementing agencies, UNDP and other Government agencies, particularly with CEMA and the selected provinces as the CIPs, as well as involving development partners.
- Ensure that all Government inputs committed are made available.
- Secure government support and consistent co-operation from and coordination with relevant agencies in the implementation of Resolution 80 and the NTPSPR
- Ensure that lessons learned from the project are widely shared, and policy dialogues are established and sustained.
- Chair consultation meetings and periodical (annual) review meetings with the project stakeholders and development partner agencies concerned.

- Supervise the work of the ITA and the NPM and ensure that the NPM is empowered to effectively manage the all UNDP supported activities with MOLISA as the NIP, and other support staff in performing their duties.
- Ensure that work plans covering all UNDP supported activities with MOLISA as the NIP and CEMA and selected provinces as the CIPs are prepared and updated, in consultation with UNDP, and distributed to the Government and other relevant agencies.
- Undertake the recruitment of UNDP financed professional and support staff using agreed procedures.
- Support the gender mainstreaming activities in the project.
- Open and operate a separate bank account in the name of the NIP, and serve as the Approving Officer for the recruitment, training, sub-contracting, and financial operations of all UNDP supported activities with MOLISA as the NIP.
- Represent the NIP and the Project at formal meetings of the Project parties.

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

b. Terms of Reference for National Project Manager (NPM)

Background

A National Project Manager will be recruited to work at the project office under supervision of the NPD.

Duties and Responsibilities

The NPM has responsibility for daily operational management of the Project. S/he will plan, initiate and manage project activities under direction of the NPD and with technical advice from the International Technical Advisor on Programme Coordination and Management (ITA). His/her specific duties will be as follows:

- Assume operational responsibility for the management of all UNDP supported activities with MOLISA as the NIP in accordance with procedures and practices outlines in the HPPMG manual.
- Together with, and assisted by the ITA, ensure the quality of annual and quarterly work plans (covering all UNDP supported activities with MOLISA as the NIP) and conformity of these within the agreed cooperation frameworks for submission to the NPD.
- Quality control all agreements with and workplans made by CIPs (CEMA and selected provinces) as well as other co-implementing agencies/sub-contractors. Monitor the progress and reporting process during their implementation.
- Supports NPD in assuming responsibility for managing the work plan and budget on behalf of the NPD to ensure that: Funds are made available as needed and are disbursed properly; Accounting records and supporting documents are kept, Financial reports are prepared; Financial operations are transparent and in compliance with HPPMG rules; and Records are in order for auditing at any time; Manage physical resources (equipment, etc.) financed by UNDP; Organise the implementation of planned corrective actions as recommended by auditors.
- Together with, and assisted by the ITA, supports NIP and CIPS in their preparation of terms of reference for short-term consultants (national and international) and long-term agreements for the various project activities.
- Facilitate and monitor workplans of the project short-term consultants and long-term agreements, and ensure that results outputs will be delivered on time, and with required quality.
- Prepare and facilitate scheduled meetings in review of all UNDP supported activities with MOLISA as the NIP (monitoring visits to national and sub-national partners, spot checks, annual review meetings, mid-term evaluation and end of project evaluation).
- Initiate and administer the mobilization of UNDP and concerned Development Partners' supported inputs under the responsibility of the NIP.
- Supervise and guide national technical staff and other support staff in monitoring the work of consultants working for NIP in all UNDP supported activities with MOLISA as the NIP.
- Draft and/or organize the drafting of all management reports, including quarterly, annual, and terminal reports and organize tripartite reviews and Evaluation Missions (covering all UNDP supported activities with MOLISA as the NIP and CEMA and provinces as CIPs) in coordination with the Government and UNDP.
- Organise monitoring and evaluation systems and regularly update the NPD on progress, issues and constraints to project implementation, and advise NPD on possible solutions.
- Performs any other tasks assigned by the NPD.

Reporting Responsibilities: The NPM will report directly to the NPD

Qualifications:

- Postgraduate degree in economics, development studies or social sciences
- Good knowledge and understanding of the government system and network, and poverty issues in Vietnam
- Strong background and experience in local planning, rural development and poverty reduction/ethnic minority development programs
- 7 year experience in management of international donor funded development projects
- Familiarity with UNDP financed technical assistance projects is an asset
- Excellent English proficiency, strong communication and organizational skills.

c. Terms of Reference of International Technical Advisor on Programme Coordination and Management (ITA)¹⁸

Background and Overall responsibilities

One International Technical Advisor on Programme Coordination and Management (ITA) will join the project team at the project office at MOLISA. The International Technical Coordinator (ITA) will be located in MOLISA being the National Implementing Partner (NIP) and will provide overall technical advice to MOLISA to address coordination and management issues during the implementation of Resolution 80 on directions of sustainable poverty reduction and the National Targeted Program on Sustainable Poverty Reduction. S/he will provide management support to the National Project Manager (NPM) and other contracted technical staff in the project to ensure good project work planning, timely delivery and quality of UNDP's technical support. In addition, the ITA will also work closely with the Senior Policy Advisor (SPA)¹⁹ and UNDP Vietnam as well as active members of the partnership²⁰ to ensure efficient coordination and management amongst stakeholders to meet the project objectives.

Specific Duties and Responsibilities

To advise NPD and Project Team on substantive project management

- **Work planning:** Provide advice on annual work plans, and especially emerging issues that should be incorporated into work plans of all UNDP supported activities with MOLISA as the NIP.
- **Monitoring, review and evaluation:** Guide the process of monitoring, review and evaluation, and reporting of key results including lessons learnt covering all UNDP supported activities with MOLISA as the NIP. This includes direct inputs and also pre-approval review of annual reports, work plans, technical reports, possible donor report and mid-term review report and end of project reports.
- **Coordination:** Support project management team to (i) coordinate expert inputs, consisting of international and national consultants for specific tasks, for conducting policy research, workshops/seminars, project reviews/evaluations to support the coordination, implementation and management of the Resolution 80 and NTP-SPR; (ii) strengthen information exchange between the NIP, CIPs (including the provinces and other collaborative national partners and research institutes), UNDP and cost-sharing development partners in relation to all UNDP supported activities with NIP and the co-complementing partners; (iii) facilitate and support the functioning of the partnership for NTP-SPR.

To advise NPD and other project partners on relevant policy and technical issues in programme management and coordination

- **Technical advice:** Support MOLISA, CEMA and the provinces in managing all short-term technical assistance assignments needed for the management and coordination of R80 and

¹⁸ The ITA is a full-time job and hence should be recruited as a staff of UNDP. Therefore, this TOR will be used as a reference to develop the job description of this post.

¹⁹ The SPA will be based at UNDP office to support relevant topics in poverty reduction and ethnic minority development in an overarching manner. The SPA will provide policy advice to this PRPP project, Social Assistance Policies project with MOLISA, Ethnic Minority Policy Capacity Development project (EMPCD) with CEMA and Urban Poverty project with HCMC PPC.

²⁰ A partnership between development partners who commit to provides target budget support and/or technical assistance to the implementation of the Resolution 80 and the NTPSPR and related Government Agencies (with MOLISA as focal point) will be established on the basis of the past P135-II Partnership.

NTPSPR implementation, especially in the support to the streamlining/mainstreaming of poverty reduction policies in the line ministries' plan and policy framework, development of programme management/ implementation guidelines and strengthening the NTP-SPR programme management. This includes supporting MOLISA and CEMA/provinces in (i) identifying the TA needs, (ii) drafting TORs, (iii) mobilising relevant and qualified consultants for different consulting assignments, (iv) monitoring, coordinating and providing quality control and support to the other short-term consultants' work and (v) supporting MOLISA/CEM and other government agencies to apply technical inputs and institutionalise good practices for further strengthening NTP-SPR programme management.

- **Policy advice:** Provide substantive inputs to the NIP, other co-implementing partners, and UNDP in identifying development issues to be addressed in poverty reduction policies and programmes targeting poorest areas and EM people, new approach to be applied (i.e. multidimensional poverty in targeting and monitoring, block grant model piloted and applied in PR programs, etc.) and related best international practices, experiences and knowledge.
- **Knowledge generation and sharing:** Assist the preparation and strengthening of knowledge & information sharing strategy; knowledge networking with development partners; and facilitate international and national/sub-national inputs into research, review and sharing forum.

To build project management and technical capacities of national partners

- **Capacity assessment and enabling of capacity building:** Assist the identification of capacity gaps in MOLISA as the NIP and co-implementing partners (CEMA, pilot provinces) in the management and coordination of the Resolution 80 and the NTP-SPR and recommend capacity building interventions; support the institutional collaboration with research institutes; review TORs for study tours/fellowships and trainings; assist in identifying appropriate national and international host institutions/organisations in exchanged programmes.
- **Capacity building:** Support the establishment and performance of the PR policy advisors and collaborating research institutes to ensure technology transfer to national partners; lead, deliver and provide on-the-job training on project management to the NIP and co-implementing partners.

To advise UNDP on strategic program development and technical issues

- **UNDP programme development:** Assist UNDP in identifying emerging needs and new development themes, and support strategy formulation and portfolio development in the areas of EM development policy and sustainable poverty reduction policies and programmes, including gender issues.
- **Partnership development:** Assist UNDP in developing and strengthening the partnership with relevant partners (including development partners and UN agencies) on poverty reduction and EM development policies as well as emerging, prioritised development themes.

To advocate for the primary values and aims of the UN and the UNDP

- **Advocacy:** Provide advocacy support to the UNDP, including preparation of policy research and writing of public statements by the UNDP on new approach to sustainable poverty reduction (block-grant model in the poverty reduction program, multi-dimensional poverty, etc.), EM development policy, and advocate for the achievement of MDGs and other UNDP values, Outcomes and Outputs in appropriate forums and occasions.

Qualifications

- Post-graduate degree in either economics, social development or related fields, preferably a PhD degree or equivalent;

- Adequate knowledge in poverty and socio-economic issues in developing countries. At least 10 year experience in providing technical assistance and management services to large national, donor-funded poverty reduction policies and programmes;
- Proven experience in national capacity building in developing countries and in (i) mainstreaming poverty reduction into national/sub-national/sectoral plans and policy agenda, (ii) large poverty reduction programme formulation/design, and implementation processes and procedures, (iii) development and operationalization of effective (large poverty reduction) programme management and monitoring systems;
- Very good conceptualisation and analytical skills and proven experience to work effectively with government partners, donors and other stakeholders;
- Having excellent advocacy and coordinating skills, able to take a forward looking strategic views;
- Good interpersonal, communication skills and teamwork to work in a multi-cultural environment;
- Prior experience with UNDP or another UN or international organization will be an asset, and experience of Vietnam or South East Asia is an advantage;
- Full proficiency in both spoken and written English is a must; knowledge of Vietnamese is an advantage.

Performance Indicators

- Inputs into project progress reports and work plans, and review-comments of high quality and relevance (assist the preparation semi-annual and annual progress reports)
- Management advice of high quality and relevance (provide x number of proposals relating to programme management and coordination)
- Policy and technical advice of high quality and relevance (provide x number of proposals relating to policy and technical nature)
- Strategy and portfolio development advice of high quality and relevance (provide x number of proposals relating to project strategy and portfolio development)
- Appropriate international and national consultants recruited and effectively coordinated and used in project implementation (provide selection criteria to the recruitment)
- Effective communication styles in different situations
- Effective training delivery skills and styles
- Exercise excellent facilitation skills
- Effective and active networking
- At least one new initiative or project is formulated by/with UNDP based primarily on the ITA's suggestions and facilitation;
- At least 2-3 articles published on EM development policies, poverty reduction projects and programme targeting poorest areas and EM/poor people.

d. Terms of Reference of Senior Policy Advisor on Poverty Reduction and Social Protection (SPA)²¹

Background:

Vietnam's economy is experiencing a profound and fundamental transition from a centrally planning economy to a more market oriented and internationally integrated. This transition has brought unprecedented improvements in living standards for many over the past two decades. In 2010 Vietnam became a low middle-income country with GDP per capita of 22.8 million VND (1,169 \$US)²². As cited in Vietnam MDG Report 2010, Vietnam is amongst very few countries which have the fastest speed of poverty reduction. Poverty incidence has sharply dropped from 18.1% in 2006 to 9.45% in 2010, using the poverty line officially introduced in 2006. Poor people are having better access to economic resources and key social services, including health care, education, housing, etc. However, like experienced in many other countries, the transition has also generated new forms of risk and vulnerability.

Recent information from various research and studies shows that the global economic crisis and macro-economic instability, inflation and increased food prices caused higher vulnerability of some population groups (such as migrant workers and workers in informal sectors in urban settings, the poorest segments of the population like ethnic minorities) in terms of losing jobs, incomes and higher prices for essential consumption items and services in Viet Nam from 2008 to 2011. In addition, the more frequent and severe natural disasters as results of the climate change have pushed thousands of households into or deeper into poverty.

The current achievements in poverty reduction in general are not sustainable, considering the high rate of “falling back to poverty”, ranging from 7% to 10% of the total households escaping from poverty. Many people especially ethnic minorities (EM) and/or living in mountainous areas are becoming vulnerable facing such factors as economic crisis, climate change, health hazards, etc. While ethnic minority people only occupy 14% of the entire national population, they account for nearly one half of the national poor. The development level of ethnic area and ethnic groups stay much lower than the average level of the whole country while chronic poverty within such EM groups remains a big issue. EM groups are lagging behind in almost all Millennium Development Goals (MDGs) that reflects the seriousness and dynamics of their poverty.

Additionally, the urbanization process is taking place at a fast pace, with the percentage of population residing in urban areas having rocketed from 20 percent in 1990 to 30 percent in 2009²³, faster than that of the world. In 2009, migrants (excluding students) accounted for more than one fourth of Ho Chi Minh city population. Together with the increase in better-income job opportunity, urbanization and migration give rise to new issues, such as the increase of the poor with bad living standard and security, lack of access to basic social services and social security, and lack of opportunity to integrate into community, etc. This process is creating challenges for urban management and the effort of poverty reduction both in local and national levels.

As from September 2012, three projects under the Inclusive and Equitable Growth Cluster of UNDP Vietnam (UNDP-IEG) will start. These projects include (i) Project “Support to multi-dimensional poverty reduction in urban settings” with Ho Chi Minh City People’s Committee, (ii) Project “Support to Social Assistance Policies and (iii) Project “Support to the implementation of

²¹ The SPA is a full-time job and hence should be recruited as a staff of UNDP. Therefore, this TOR will be used as a reference to develop the job description of this post.

²² General Statistics Office

²³ General Statistics Office

the Resolution 80/NQ-CP on directions of sustainable poverty reduction (2011-2020) and the National Targeted Program on Sustainable Poverty Reduction (2012-2016)" with Ministry of Labor, Invalids and Social Affairs (MOLISA); and (iv) Project "Capacity Strengthening for Ethnic Minority Policy Formulation, Implementation and Monitoring" with Committee for Ethnic Minority Affairs (CEMA). These projects support the Government of Vietnam in their streamlining and mainstreaming process of poverty reduction policies into the regular policy framework, focusing on addressing sustainable poverty reduction in the poorest areas; developing and implementing the National Targeted Program on Sustainable Poverty Reduction (NTP-SPR) to sustainably address poverty issues in the poorest district and commune of Vietnam; tackling the emerging urban poverty, including from multi-dimensional poverty perspectives and related to poverty among male and female migrants and informal-sector workers; improving the current social protection/social assistance policy system toward a more inclusive, progressive, effective and sustainable; and enhancing sustainable and inclusive ethnic minority development via more ethnic minority sensitive, evidence-based and participatory policy making process.

One International Senior Policy Advisor in Poverty Reduction and Social Protection (SPA) is needed to support UNDP and its national partners in these areas of work.

Overall responsibilities

The Senior Policy Advisor will be located in IEG – UNDP to provide overall technical and policy advice to the national implementing partners (Ministry of Labor, Invalids and Social Affairs – MOLISA, Committee for Ethnic Minority Affairs – CEMA, Ho Chi Minh People's Committee) in the areas of social protection/social assistance, urban/rural poverty and ethnic minority poverty. The SPA will work closely with IEG team and the International Technical Advisor on Management and Coordination (ITA) who is located at MOLISA project support office as well as other Policy Advisors in UNDP Vietnam office. The SPA will report to Head of IEG.

Specific Duties and Responsibilities

To advise the National Project Director and related project partners on relevant policy issues:

- **Policy advice:** Provide substantive inputs to the National Implementing Partners of the mentioned IEG projects and UNDP in identifying development issues to be addressed in social protection/social assistance and poverty reduction policies and programmes targeting the vulnerable groups (the poor in urban settings, the poor in the poorest areas of Vietnam and the ethnic minority groups), new approach to be applied (i.e. poverty mainstreaming, harmonized social assistance policy framework, multidimensional poverty approach in targeting and monitoring, block grant model in poverty reduction programs) and related best international practices, experiences and knowledge. Facilitation of and substantive inputs to policy debates/researches/discussions/ dialogues on SP/PR/EM issues with government, donors, civil society; contributions to development of relevant policies
- **Knowledge generation and sharing:** Assist the preparation and strengthening of knowledge & information sharing strategy; knowledge networking with development partners, civil society organizations; and facilitate international and national/sub-national inputs into research, review and sharing forum.

To advise UNDP on strategic program development and technical issues

- **UNDP programme development:** Assist UNDP in identifying emerging needs and new development themes, and support strategy formulation and portfolio development in the areas of social protection/social assistance, EM development policy and sustainable poverty reduction policies and programmes. Quality inputs to regional, national and inter-agency initiatives related to SP/PR/EM development.

- *Partnership development:* Assist UNDP in developing and strengthening the partnership with relevant partners (including development partners and UN agencies) on poverty reduction, social assistance and EM development policies as well as emerging, prioritised development themes. Facilitation of policy dialogues on SP/PR/EM issues with government, donors, civil society; contributions to development of relevant policies

To advocate for the primary values and aims of the UN and the UNDP

- Provide advocacy support to the UNDP, including preparation of policy research papers and writing of public statements by the UNDP on new approach to sustainable poverty reduction and social protection/social assistance (block-grant model in the poverty reduction program to the poorest areas, multi-dimensional poverty, social protection policies for urban settings, EM development policy, etc.) and advocate for the achievement of MDGs and other UNDP values, Outcomes and Outputs in appropriate forums and occasions.

Qualifications

- Post-graduate degree in either economics, social development or related fields, preferably a PhD degree or equivalent;
- Proven knowledge in poverty and socio-economic issues in developing countries.
- At least 10 year experience in providing policy advice and technical assistance in poverty reduction, social protection/social assistance, ethnic minority development;
- Experience and knowledge in policy advice to government agencies to design or improve the national social protection/social assistance policy framework is preferable;
- Experience and knowledge on multidimensional poverty is an asset;
- Excellent conceptualisation and analytical skills and proven experience in relevant policy researches in the topics of poverty reduction, social protection/social assistance, ethnic minority development;
- Having excellent advocacy and coordinating skills, able to take a forward looking strategic views;
- Good interpersonal, communication skills and teamwork to work in a multi-cultural environment;
- Prior experience with UNDP or another UN or international organization will be an asset
- Relevant experience of Vietnam or South East Asia countries is an advantage;
- Full proficiency in both spoken and written English is a must.

Performance Indicators

- Policy and technical advice of high quality and relevance (provide x number of proposals relating to policy and technical nature)
- Strategy and portfolio development advice of high quality and relevance (provide x number of proposals relating to project strategy and portfolio development)
- Effective communication styles in different situations
- Effective and active networking
- At least one new initiative or project is formulated by/with UNDP based primarily on the SPA's suggestions and facilitation;
- Substantive inputs to at least 3 research papers and/or 3 articles published on multi-dimensional poverty, urban poverty, social protection/social assistance, EM development policies, poverty reduction projects and programme targeting poorest areas and EM/poor people.

e. Terms of Reference of National Technical Coordinator

Background

The NTC has responsibility for the technical coordination of all UNDP supported activities with MOLISA as the NIP including between these and support provided to MOLISA by other international partners on the topics of poverty reduction. Consequently the NTC is responsible for the day to day coordination. S/he will (i) support NIP and co-implementing partners in planning and (ii) coordinate the implementation of, UNDP supported activities with MOLISA as the NIP and also be involved in substantive technical support in realizing the related targets. The NTC will be recruited by the NPD in consultation with UNDP and/or other independent advisors nominated by UNDP, and report to the NPM.

Duties and Responsibilities.

- Assumes responsibility for the technical coordination of all UNDP supported activities with MOLISA as the NIP in accordance with approved WPs and related project document/DPO, letters of agreement (LOAs) between NIP and co-implementing partners.
- Prepares and updates work plans, including supports the co-implementing partners in preparing and submitting work plans, consolidating these into the overall work plans (covering all UNDP supported activities with MOLISA as the NIP) for submission to the NPD.
- Develop and provide support in operationalising mechanisms for coordination of the implementation of all UNDP supported activities with MOLISA as the NIP, as well as between these activities and activities supported by other international partners/UN agencies.
- Supervise and coordinates the implementation of all agreements with co- implementing agencies and sub-contractors.
- Provides technical support to co-implementing partners in implementation of activities under their responsibility.
- Provides quality assurance of the activities under the responsibility of co-implementing partners.
- Supports NPM/NPD in monitoring the work of co-implementing partners and sub-contractors/consultants.
- Supports co-implementing partners in drafting management reports, including quarterly, annual, and terminal reports.
- Performs any other technical coordination task assigned by the NPD/NPM.

Qualifications:

- Graduate degree in economics, development studies or related fields;
- At least 5 years experience in project management, coordination, networking;
- Good coordination, partnership building and inter-personal skills;
- Sound technical knowledge on poverty reduction/EM development/capacity development;
- Good spoken and writing skills in both Vietnamese and English;
- Familiarity with UN and donor support on the areas of poverty reduction/EM development/capacity development.

f. Terms of Reference of Project Interpreter

Background

The Interpreter will work at MOLISA's Project Office under the direct supervision of the National Project Manager (NPM). The Interpreter will interpret for project meetings, translate the documents and assist the ITA and NPM in the daily project management and implementation in accordance with regulations of Vietnam and UNDP.

Duties and Responsibilities.

- Provide direct translation services to the ITA and project team on a daily basis. Project documents for translation will include, but not limited to, progress reports, annual and quarterly work plans, consultancy reports, Terms of References, and other materials and correspondence related to project.
- Help coordinate outsourcing of translation and interpretation services as and when necessary to ensure good quality and timeliness of translation/interpretation work.
- Provide direct interpretation services, and help coordinate outsourcing of the services, to national implementing agency, UNDP, and consultants (national and international) in project meetings, consultation workshops, training events, and field visits, when required.
- Assist the Government counterparts in study tours abroad (if any), where the incumbent will provide both interpretation and translation as required, while also taking care of the related logistics.
- Provide other admin support such as preparing/ typing documents and meeting arrangements to the NPD, NPM in project activities, as and when required
- In addition of the above-mentioned task, the Project Management Assistant should undertake other tasks assigned by the National Project Director and the National Project Manager.

Qualifications:

- University degree majoring in the English language.
- High level of proficiency in both spoken and written English and Vietnamese.
- At least 3-year working experience as interpreter, translator and administrative assistant in donors-funded projects and/or international organization.
- Good knowledge and understanding of development and poverty reduction issues;
- Knowledgeable about Vietnam and donors-funded procedures and regulations. Experienced with UN funded projects and regulations would be an advantage.
- Ability to work in a team and be open for learning,
- Able to travel to ethnic minority and mountainous areas and work under high-pressure;
- Good command of common computer software (Word, Excel and Power Point, etc.);

g. Terms of Reference of Project Accountant

Background

The Project Accountant will be overall responsible for project accounting in line with regulations and procedures of both Vietnam and UNDP - supported national execution projects. In addition, the Project Accountant may be given additional administrative tasks as per assigned by the project management, if necessary.

Duties and Responsibilities.

- Assist the National Project Manager (NPM) in administration of project funds, both from UNDP and MOLISA. This includes budgeting for annual and quarterly workplan, preparing quarterly and annual documents for review by the NPM, administration of advanced funds in line with Vietnam and UNDP rules and regulations (HPPMG and related rules), monitoring rate of delivery, cash management and disbursements, claim VAT input, filing and payment of PIT, monitoring expenses of responsible parties, supporting documents for disbursements, non-expendable equipments etc.
- Prepare reports (for both UNDP fund and counterpart fund) on project expenditures for PM's review including Government Disbursement Report (GDR) (both in hard copy and electronically) in line with UNDP procedures; the quarterly Reconciliation of Outstanding Advance/status of funds (ROA), and other reports according to accounting regulations of Vietnam.
- Keep the project's books as per MOF and UNDP regulations including Cash Receipt and Disbursement Journal, Government Disbursement Ledger, UNDP Cash Advance Ledger, and UNDP Direct Payment Ledger, (if any) and other accounting books according to accounting regulations of Vietnam.
- With necessary technical inputs and guidance from the NPM, prepare and update proposed project budget revisions for review by the PM before submission to UNDP..
- Assist the NPM in meeting requirements for internal and external project audits.
- Assist the NPM in all activities relating to project procurement and sub-contracting procedures. This includes but not limits to preparation of request for quotation, request for proposal, purchase order, receiving and inspection report, and documents required by UNDP.
- Administer project equipment and other facilities including maintaining Non-expandable Property Ledger as per HPPMG guidelines.
- Carry any other duties as per the requirements of the PM for the successful implementation of the Project.

Qualifications:

- University degree in Finance and Accountancy;
- Experience in project accounting and budget administration with a minimum of one year hands-on experience;
- Good command of English, both orally and in writing;
- Experience and/or familiarity with UNDP financial rules and regulations and project financial management practices would be an asset;
- Excellent computer skills, especially Excel, Word, and PowerPoint;
- Able to work under work and time pressure.

h. Terms of Reference of Secretary/Admin Assistant at MOLISA

Background

The **Secretary/Admin Assistant** will work at MOLISA's Project Office under the direct supervision of the National Project Manager (NPM) in the daily project management and implementation in accordance with regulations of Vietnam and UNDP.

Duties and Responsibilities.

Administration tasks:

- Undertake administrative actions in support of the execution of the Project in accordance with procedures and practices outlines in the HPPMG.
- Assist the NPM in preparing and updating work plans.
- Assist the NPM in preparing agreements with designated implementing agencies and sub-contractors, and in monitoring implementation of these agreements.
- Assist the NPM in developing TORs.
- Assist the NPM in taking necessary procedures to recruit international and national experts, and in monitoring implementation of the individual contracts.
- Assist the NPM in administering the mobilization of all Project inputs.
- Assist the NPM in collecting data and information and otherwise organizing the drafting of all project management reports including quarterly, annual, and terminal reports, and organize tripartite reviews and Evaluation Missions in coordination with the Government and UNDP.
- Report to, and regularly update, the NPM on progress, issues and constraints to Project implementation.
- Assist the NPM in drafting correspondents.
- Keep the Project files in a systematic manner
- Assist the PM in taking notes of meetings.

Logistic tasks:

- Assist with administrative and logistical matters to ensure maximum efficiency of project staff and experts working for the Project
- Assist in organizing workshops/seminars and other events of the Project.
- Assist international and national experts in arranging meetings and other logistic matters.

Other tasks:

- In addition of the above-mentioned task, the Project Secretary/Admin Assistant should undertake other tasks assigned by the NPD and the NPM.

Qualifications:

- University degree majoring in the English language.
- High level of proficiency in both spoken and written English and Vietnamese.
- At least 3-year working experience as administrative assistant in donors-funded projects and/or international organization.
- Good knowledge and understanding of development and poverty reduction issues;
- Knowledgeable about Vietnam and donors-funded procedures and regulations. Experienced with UN funded projects and regulations would be an advantage.
- Ability to work in a team and be open for learning,
- Able to travel to ethnic minority and mountainous areas and work under high-pressure;
- Good command of common computer software (Word, Excel and Power Point, etc.);
-

i. Terms of Reference of Administrative Assistant/Accountant at CEMA

Background

The Administrative Assistant/Accountant will work at CEMA's Project Office under the direct supervision of the Head of the project Sub-PMU at CEMA and the National Project Manager (NPM). The Administrative/Accountant Assistant will assist the sub-PMU at CEMA in the daily project management and implementation of project activities with CEMA in accordance with regulations of Vietnam and UNDP.

Duties and Responsibilities.

Administration tasks:

- Undertake administrative actions in support of the execution of the Project in accordance with procedures and practices outlines in the HPPMG.
- Assist the sub-PMU in preparing and updating work plans.
- Assist the sub-PMU in preparing agreements with designated implementing agencies and sub-contractors, and in monitoring implementation of these agreements.
- Assist the sub-PMU in taking necessary procedures to recruit international and national experts, and in monitoring implementation of the individual contracts.
- Assist the sub-PMU in administering the mobilization of all Project inputs.
- Assist the sub-PMU in collecting data and information and otherwise organizing the drafting of all project management reports including quarterly, annual, and terminal reports, and organize tripartite reviews and Evaluation Missions in coordination with the Government and UNDP.
- Report to, and regularly update, the sub-PMU on progress, issues and constraints to Project implementation.
- Assist the sub-PMU in drafting correspondents and taking notes of meetings.
- Keep the Project files in a systematic manner
- Assist with organizing workshops/seminars and other events of the Project.
- Assist international and national experts in arranging meetings and other logistic matters.

Accountant tasks:

- Assists the sub-PMU in implementing proper budget management to ensure that:
 - Project funds are made available as needed and are disbursed properly;
 - Accounting records and supporting documents are kept,
 - Financial reports are prepared,
 - Financial operations are transparent and comply with rules of HPPMG and the Ministry of Finance,
 - Records are in order for auditing at any time.
- Assists in managing the Project physical resources (furniture, stationary, equipment, etc).
 - Non-expendable ledger is prepared and kept for the whole life of the project.
 - Physical resources are periodically checked
 - Depreciation is properly accounted and recorded.
- Assists in completing tax procedures (VAT and personal income tax). Keep the booking records which are consistent with the rules of the Ministry of Finance and the General Department of Tax.
 - Ensures that all supporting documents and booking records are available for tax examining and audit at any time.
- In addition of the above-mentioned task, the Admin Assistant/Accountant should undertake other tasks assigned by the Head of sub-PMU at CEMA and NPM at MOLISA.

Qualifications

- Bachelor degree, preferably in accounting, finance, banking, or economics.
- Formal training on and/or practical experience (at least 2 years) in accounting. Experience in project accounting work is an advantage.
- Good understanding of Vietnamese accounting rules and regulations (including tax-related ones), good accounting skills.
- At least 3-year working experience as administrative assistant/accountant in donors-funded projects and/or international organization.
- Good inter-personal and team building skills.
- Demonstrated capacity to take initiative and to be accountable for results.
- Good spoken and writing skills in both Vietnamese and English.
- Familiarity with UNDP financed technical assistance projects is an asset.

j. Terms of Reference of Secretary/Interpreter at CEMA

Background

The Administrative/Accountant Assistant will work at CEMA's Project Office under the direct supervision of the Head of the project Sub-PMU at CEMA and the National Project Manager (NPM). The Administrative/Accountant Assistant will assist the sub-PMU at CEMA in the daily project management and implementation of project activities with CEMA in accordance with regulations of Vietnam and UNDP.

Duties and Responsibilities.

Administration tasks:

- Undertake administrative actions in support of the execution of the Project in accordance with procedures and practices outlines in the HPPMG.
- Assist the sub-PMU in preparing and updating work plans.
- Assist the sub-PMU in preparing agreements with designated implementing agencies and sub-contractors, and in monitoring implementation of these agreements.
- Assist the sub-PMU in taking necessary procedures to recruit international and national experts, and in monitoring implementation of the individual contracts.
- Assist the sub-PMU in administering the mobilization of all Project inputs.
- Assist the sub-PMU in collecting data and information and otherwise organizing the drafting of all project management reports including quarterly, annual, and terminal reports, and organize tripartite reviews and Evaluation Missions in coordination with the Government and UNDP.
- Report to, and regularly update, the sub-PMU on progress, issues and constraints to Project implementation.
- Assist the sub-PMU in drafting correspondents and taking notes of meetings.
- Keep the Project files in a systematic manner
- Assist with organizing workshops/seminars and other events of the Project.
- Assist international and national experts in arranging meetings and other logistic matters.

Translation and interpretation tasks:

- Provide direct translation services to the project team on a daily basis. Project documents for translation will include, but not limited to, progress reports, annual and quarterly work plans, consultancy reports, Terms of References, and other materials and correspondence related to project.
- Help coordinate outsourcing of translation and interpretation services as and when necessary to ensure good quality and timeliness of translation/interpretation work.
- Provide direct interpretation services, and help coordinate outsourcing of the services, to national implementing agency, UNDP, and consultants (national and international) in project meetings, consultation workshops, training events, and field visits, when required.
- Assist the Government counterparts in study tours abroad (if any), where the incumbent will provide both interpretation and translation as required, while also taking care of the related logistics.
- Provide other admin support such as preparing/ typing documents and meeting arrangements to the NPD, NPM in project activities, as and when required

Other tasks:

In addition of the above-mentioned task, the Secretary/Interpreter should undertake other tasks assigned by the Head of sub-PMU at CEMA and NPM at MOLISA

Qualifications:

- University degree majoring in the English language.
- High level of proficiency in both spoken and written English and Vietnamese.
- At least 3-year working experience as interpreter, translator and administrative assistant in donors-funded projects and/or international organization.
- Good knowledge and understanding of development and poverty reduction issues;
- Knowledgeable about Vietnam and donors-funded procedures and regulations. Experienced with UN funded projects and regulations would be an advantage.
- Ability to work in a team and be open for learning,
- Able to travel to ethnic minority and mountainous areas and work under high-pressure;
- Good command of common computer software (Word, Excel and Power Point, etc.);

3. Special Clauses.

In case of government cost-sharing through the project which is not within the CPAP, the following clauses should be included:

1. The schedule of payments and UNDP bank account details.
2. The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Government with a view to determining whether any further financing could be provided by the Government. Should such further financing not be available, the assistance to be provided to the project may be reduced, suspended or terminated by UNDP.
3. The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.
4. UNDP shall receive and administer the payment in accordance with the regulations, rules and directives of UNDP.
5. All financial accounts and statements shall be expressed in United States dollars.
6. If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavors to obtain the additional funds required.
7. If the payments referred above are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph above is not forthcoming from the Government or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended or terminated by UNDP.
8. Any interest income attributable to the contribution shall be credited to UNDP Account and shall be utilized in accordance with established UNDP procedures.

In accordance with the decisions and directives of UNDP's Executive Board:

The contribution shall be charged:

- (a) [7%]cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices
 - (b) Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.
9. Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.
 10. The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP.”