TOR 2: Term of Reference for National Technical Advisor

Title: National Technical Advisor (NTA-MONRE)

Project title & ID: Strengthening national capacities to respond to Climate Change in Viet Nam, reducing vulnerability and controlling GHG emissions – ID: 00060851

Duty Station: PMU/MONRE, Hanoi, Viet Nam

Duration & timing: 48 months (full-time)

Starting Date: November 2008.

Supervision: National Project Director (NPD) in MONRE

Duties and Responsibilities

The National Technical Adviser will work in close collaboration with International Technical Advisor (I-STA) in providing advice to the National Project Director and project team, including staff at PPOs in three provinces on issues related to project execution including participatory design, legal and regulatory frameworks, policy development, technical and institutional capacity development.

The National Technical Adviser will ensure the effective transfer and adaptability of the international expertise, experience, lessons and best practices to production of the quality project outputs.

The specific tasks of the National Technical Adviser are as follows:

A. Inputs to overall Project Management

1. Assist PM in advising to three Technical Support Officers at three PPOs
2. Assist PM to coordinate the planning, management, implementation, monitoring and evaluation of three provincial components to ensure their participation for implementing project activities as scheduled in the Project Work Plan;
3. Participate in project planning, annual and quarterly.
4. Assist PM in maintaining contacts with provincial authorities to ensure timely support to implementation of project activities in province, especially support to contractors in carrying out their researches and other activities in provinces.

B. Provision of technical inputs:

1. Provide strategic policy advice in the areas of programming and technical in collaboration with I-STA;
2. Provide technical guidance to 3 Provincial Technical Support Officers, contractors and consultants.
3. Review all project reports, specially technical reports related to policy, institutional, training and advocacy areas;
4. Provide technical inputs and facilitate project workshops, seminars, forum as directed by NPD.
5. Work closely with I-STA in documenting all project lesson learned, producing policy briefs and Project technical publications.

Qualifications
- Master degree in sustainable development, social science or a climate change-related subject;
- At least 10 years of experience in the development field, including specialized experience in climate change/sustainable development, policy development, and institutional capacity building;
- Good analytical skills and teamwork skills.
- Good experiences of project development, implementation, monitoring and evaluation;
- Excellent communication skills, full proficiency in English both written and verbal.
- With good appreciation of, and strong links with relevant international organizations.