TOR 6: Term of Reference for National Technical Advisor (with MARD)

**Title:** National Technical Advisor (NTA) – Component with MARD

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

**Duty Station:** Component Project Office in MARD, Hanoi, Viet Nam

**Duration & timing:** 48 months (full time)

**Starting Date:** November 2008

**Supervision:** Project Component Director in MARD

**Overall responsibilities:**

The National Technical Adviser in MARD will work in close collaboration with International Technical Advisor (I-STA) in providing advice to the Component Director. The National Technical Adviser in MARD will assist the Component Director in overall management and implementation of the activities designed under the Project component with MARD.

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 with MARD are as follows:

**A. Inputs to overall Project Management**

1. In close consultation with PM and I-STA, prepares and updates Component work plans (annual and quarterly), and submits these to the Component Director and UNDP for clearance.
2. Prepare and participate in quarterly work planning and progress reporting meetings with the Component Director, cc Component Team in MARD, and UNDP;
3. Ensures that all agreements with implementing agencies are prepared, negotiated and agreed upon.
4. Drafts TORs for key inputs (i.e. personnel, sub-contracts, training, procurement) and submits these to the Component Director and UNDP for clearance, and administers the mobilization of such inputs.
5. With respect to external project implementing agencies/ sub-contractors:  
   a. ensures that these agencies mobilize and deliver the inputs in accordance with their letters of agreement or contracts, and  
   b. provides overall supervision and/or coordination of their work to ensure the production of the expected outputs.
6. Assumes direct responsibility for managing the project budget by ensuring that:  
   a. project funds are made available when needed, and are disbursed properly,
b. expenditures are in accordance with the project document and/or existing project work plan,
c. accounting records and supporting documents are properly kept,
d. required financial reports are prepared,
e. financial operations are transparent and financial procedures/regulations for NEX projects are properly applied; and
f. she/he is ready to stand up to audits at any time.

7. Assumes direct responsibility for managing the physical resources (e.g. vehicles, office equipment, furniture...) provided to the project by UNDP.

8. Supervises the project staff and local or international short-term experts/consultants working for the project.

9. Prepare project progress reports of various types and the Final Project Report as scheduled, and organizes review meetings and evaluation missions in coordination with UNDP.

10. Reports regularly to and keeps the Component Director and UNDP PO up-to-date on project progress and problems.

11. Participate in overall project planning organized by PMU/MONRE, annual and quarterly.

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 contractors and consultants.
3. Review all Component 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 Component Director.
5. Working closely with I-STA in documenting all Component lesson learned, producing policy briefs and relevant technical publications.

Qualification and Experience
- 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, institutional capacity building, disaster reduction/management;
- 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.