TOR 1: Term of Reference for Project Manager

Function title: Project Manager (PM), based
Project title & ID: Strengthening national capacities to respond to Climate Change in Viet Nam, reducing vulnerability and controlling GHG emissions – ID: 00060851
Starting Date: November 2008.
Duty station: PMU/MONRE, Hanoi.
Duration: 48 months (full-time)
Supervision: National Project Director in MONRE

Duties and responsibilities

1. Prepare and updates project work plans, and submits these to the NPD and UNDP for clearance.
2. Participate in quarterly work planning and progress reporting meetings with the NPD, PMU, and UNDP;
3. Ensures that all agreements with implementing agencies are prepared, negotiated and agreed upon.
4. Prepare TORs for key inputs (i.e. personnel, sub-contracts, training, procurement) and submits these to the NPD and UNDP for clearance, and administers the mobilization of such inputs.
5. With respect to external project implementing agencies/ sub-contractors:
   a. ensuring that these agencies mobilize and deliver the inputs in accordance with their letters of agreement or contracts, and
   b. providing 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. s/he is ready to stand up to audits at any time.
7. Assume direct responsibility for managing the physical resources (e.g. vehicles, office equipment, furniture...) provided to the project by UNDP.
8. Supervise 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. Report regularly to and keeps the NPD and UNDP PO up-to-date on project progress and problems.
**Qualifications**

- University degree (preferably post-graduate degree) in environment, climate change or related fields;
- at least 5 years of experience in project management and implementation;
- Strong analytical skills, good inter-personal and team building skills;
- Full time availability for project management duties;
- Working level of English language is an absolute necessity;
- Familiarity with technical assistance projects and UNDP programme in Viet Nam is an asset.