TOR 2: Term of Reference for Project Assistant/Secretary

Function title: Project Assistant/Secretary
Project title: Strengthening Sustainable Development and Climate Planning
Starting Date: December 2008
Duty station: Hanoi and Provinces
Duration: 12 months (full time) with potential extension
Supervision: Project Manager

Background
Viet Nam’s rapid economic growth of over 7 percent has contributed to dramatic progress in improving its overall human development index, particularly in education, health, and increased incomes. However, these gains have come at great cost to the environment, severely affecting over half the population who depend on natural resources for their livelihoods. Rapid economic growth has caused an increase in the demand for energy with demand for electricity in 2010 expected to be triple that of 2002. Green house gas (GHG) emissions are increasing as burning of fossil fuels continues to be the primary energy source for industry and other applications. The Institute of Energy suggests that 20-25% of the electricity is derived from coal, and 35% from gas. These rates are growing - coal power is expected to double by 2015 and account for more than 40% of the total source for electricity. This is, in part, due to rapid urbanization and energy-intensive industrial production, as well as a rise in unsustainable household consumption patterns. While there is a target to increase the use of renewable energy to 10% in Asia, Viet Nam estimates an expansion of approximately 3-5%.

The World Summit on Sustainable Development (Johannesburg Summit) in 2002, and the UN Commission on Sustainable Development, at its 14th and 15th sessions, has emphasized the link between climate change, energy, and sustainable development. This was highlighted at the recent Bali conference and the ongoing international negotiations for a post Kyoto framework. The challenge lies in reconciling the synergies and trade-offs between economic, social and environment objectives, particularly in terms of energy use. Climate change concerns - both on mitigation of emissions and adaptation to impacts - needs to be integrated into economic and social plans and programmes. This will require strong national commitment not only from political leaders, but also from businesses and households. Within government, the Ministry of Planning and Investment (MPI) plays a key coordinating role for planning, private sector investment and aid coordination.

The Ministry of Planning and Investment (MPI) leads on social and economic planning, facilitating private sector investment and aid coordination. It has a key
role to play in ensuring that plans, policies and programmes are developed which address the synergies and trade-offs of economic, social and environmental objectives, including the growing challenge of climate change adaptation and mitigation (e.g. through changing energy use).

Over the past decade, UNDP has supported the Government in developing its social and economic development plans and sustainable development agenda. The project “Strengthening sustainable development and climate planning” seeks to strengthen sustainable development planning and institutions with priority for climate and energy. Analysis of UNDP support for sustainable development and international experience demonstrate that addressing sustainable development with the added impetus of climate change is a huge institutional challenge. Thus, a highly qualified project personnel with relevant experience and expertise in running projects of similar type and size is required to provide technical support and build capacity for the MPI and Vietnamese counterparts to implement the project successfully.

**Duties and responsibilities**

1. Provide necessary assistance in the operational management of the project according to the project document and the NEX procedures;

2. Draft correspondence on administrative and program matters pertaining to the Project Office responsibilities;

3. Undertake all preparation work for procurement of office equipment, stationeries and support facilities as required;

4. Undertake preparation for project events, including workshops, meetings (monthly, quarterly and annually), study tours, trainings, etc. This also includes preparation of background materials for use in discussions and briefing sessions on project matter;

5. Logistical arrangements. This includes visa, transportation, hotel bookings for project staff, consultants and invited guests coming for project activities;

6. Assist in preparation of project work plan and reports;

7. Be responsible for project filing system. This includes setting up the filing, numbering and filing all incoming and outgoing correspondence;

8. Prepare regular list of events for sharing of information within project staff and outside;

9. Take care of project telephone, fax, and email system;

10. Assist with project communication activities, including publications;

11. Assist with preparation of TORs and contracts for consultants/experts for project activities;
12. Undertake other relevant matters assigned by the NPD and Project Manager;

**Qualifications**

- University degree, at least 5 years working experiences in related fields.
- Good command of both written and spoken English.
- Good secretarial skills and organizational capacity.
- Knowledge in administrative procedures of the Government and UNDP.
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel)
- Experience in working with UNDP agencies and Environmental/Sustainable Development Project is an advantage.
- Be available at an early date.