TOR 1: Term of Reference for Project Manager

Function title: Project Manager (PM)
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: National Project Director

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. Greenhouse 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 (eg 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. Prepares and updates project work plans, and submits these to the NPD and UNDP for clearance.

2. Prepare and 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. Drafts TORs for key inputs (i.e. personnel, sub-contracts, training, and 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) 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 equipments, furnitures...) provided to the project by UNDP.

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

9. Drafts 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 NPD and UNDP PO up-to-date on project progress and problems.

11. Undertake other relevant matters assigned by the NPD

Qualifications

- Master Degree or higher in field of administration management and/or subjects related to developing competence in the field of environment, climate change and/or sustainable development;

- At least 5 years of experience in project management and implementation; experience in environmental project management/planning related project is an asset;

- Good knowledge of sustainable development issues;

The Project Manager will:

- Have experience of project management with good advocacy and coordinating skills and able to take a forward looking strategic view

- Have good interpersonal skills to encourage and get the best out of the project staff and consultants and counterparts working intermittently for the project;

- Be able to work unguided and recognise when to ask for advice;

- Be fluent in written and oral English and Vietnamese

- Preferably have some familiarity with UNDP and NEX procedures for project execution;

- Be available at an early date and full time availability for project management duties;