### Term of Reference

<table>
<thead>
<tr>
<th>Function title</th>
<th>Project Coordinator/ Interpreter (PCI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project ID and title</td>
<td>Strengthening national capacities to respond to Climate Change in Vietnam, reducing vulnerability and controlling GHG emissions – ID: 00060851</td>
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<tr>
<td>Starting Date</td>
<td>May 2009</td>
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<tr>
<td>Duty station</td>
<td>Ha Noi</td>
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<tr>
<td>Duration</td>
<td>48 months (recruited, full-time)</td>
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<tr>
<td>Supervision</td>
<td>MARD Component Director</td>
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#### Background:

The Ministry of Agriculture and Rural Development (MARD) and the Ministry of Natural Resources and Environment (MONRE) have started implementation of a UNDP-funded project entitled “strengthening national capacities to respond to Climate Change in Viet Nam, reducing vulnerability and controlling GHG emissions” over a period of 4 years, 2008-2012. Project objectives are to have frameworks, mechanisms and capacities in place to inform, guide and coordinate (i) analysis of climate change related risks and formulation of Climate change adaptation policy responses and investment plans; and (ii) analysis of Green House Gas emissions, and formulation of investment plans and ways to change consumer behaviour for low-carbon economic development.

The project has two major components: (i) a main component for overall coordination with MONRE; and (ii) a specific component with MARD. The component with MARD will focus on issues linking to climate change falling within MARD mandates.

This PCI will work for Project Specific Component with MARD. The incumbent will work at the Project Office in Ha Noi and have two roles with the following specific responsibilities/duties:

#### Specific Responsibilities/duties:

**A. Duties of the Project Coordinator**

The PCI is responsible for day-to-day planning, management, coordination, and implementation of the project activities as well as proper operation of the Component Management Unit (CMU).

1. Lead the project team in preparing annual and quarterly work-plans and reports for clearance and approval by the NPD and submission to UNDP timely.
2. Facilitate and ensure effective cooperation between MARD component and the project major component in MONRE.
3. 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.
4. Ensure that all agreements with implementing agencies are prepared, negotiated and agreed upon.
5. With respect to external project implementing agencies/ sub-contractors:
a. ensure that these agencies mobilize and deliver the inputs in accordance with their
to their letters of agreement or contracts, and
b. provide overall supervision and/or coordination of their work to ensure the
production of the expected quality outputs in time as planned.

6. Working closely with the Component National Technical Advisor, to coordinate all the
work by local or international short-term experts/consultants working for the project to
ensure timely delivery of the quality results as planned.

7. Responsible and facilitate necessary review meetings and evaluation missions in
coordination with UNDP, including regular meetings with participation of the NPD and
UNDP.

8. Prepare project progress reports of various types and the Final Project Report as scheduled.

9. Assume 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 made 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.

10. Assume direct responsibilities for managing the physical resources (e.g. vehicles, office
    equipment, furniture...) provided to the project component by UNDP.

11. Plan, participate and facilitate the documentation and dissemination of lessons learned from
    MARD component, knowledge management and advocacy.

B. Duties of the Project Component Interpreter
   1. Provide interpretation services to the Project activities, including meetings, relevant
      workshops and events; acting as interpreter for NPD and international consultants when
      necessary;
   2. Translate project documents, materials, papers, etc. from Vietnamese into English and vice
      versa as needed.

Qualifications
- University degree (preferably post-graduate degree) in environment, agriculture or related
  fields;
- At least 5 years of working experience in the development/ agriculture field.
- Strong track-record in project management, with good knowledge of result-based management
  approach.
- Strong analytical and organizational skills, good inter-personal and team building skills;
- Demonstrated ability to work in a multicultural environment, and establish harmonious and
effective working relationships.
- Full-time availability for project management duties;
- Working level of English language is an absolute necessity;
- Advanced computer skills (Word; Excel; Outlook Express; PowerPoint; etc.);
- Familiarity with technical assistance projects and UNDP programme in Viet Nam is an asset.