Title: Senior Policy and Coordination Advisor (SPCA) for the implementation of the National Target Program to Respond to Climate Change

Duty Station: Standing Office of the NTP-RCC, in Ha Noi

Duration and timing: 42 months (full time, recruited).

Starting date: June 2009

Project ID and title: UNDP/MONRE - Strengthening national capacities to respond to Climate Change in Viet Nam, reducing vulnerability and controlling GHG emissions – ID: 00060851.

Reporting: Reports to the Head of the NTP-RCC Standing Office and the National Project Director of UNDP-MONRE Project.

1. Background

Climate change presents one of the greatest challenges to development and becomes a major reversal to human and economic progress – both in Viet Nam and throughout the world. Though climate change is a complex phenomenon, we now know that it makes natural disasters worse by increasing the frequency, magnitude and intensity of typhoons and rainfall, which in turn leads to more landslides, flooding, and the spread of vector-born diseases such as malaria. Heat waves and rising sea-levels are other consequences of climate change that have significant implications for sustainable human development. As we also know, poor people are almost always the ones most affected by these calamities because they are the least equipped and lack the resources to resist, to cope with, and to recover from, the devastating impacts.

Viet Nam’s climate, complex topography and long coastline make it one of the most disaster-prone countries in the world. Most analysis and scenarios suggest that climate change will exacerbate vulnerability, particularly in coastal regions. However, uncertainty over the precise scale and nature of impacts remains. Dasgupta et al. (2007)1 analysed impacts associated with different SLR scenarios in 84 coastal developing countries. Their analysis suggests that Viet Nam is one of world’s most vulnerable countries to SLR and the most vulnerable to impacts in East Asia. According to their model studies, a one metre SLR would affect approximately 5 percent of Viet Nam’s land area, 11 percent of the population, 7 percent of agriculture and would reduce GDP by 10 percent2.

Climate change has become one of the top priorities in agenda of the Government of Viet Nam. The Government formulated and approved the National Target Programme to Respond to Climate Change (NTP) at the Prime Minister’s Decision 158/2008/QD-TTg dated 2/12/2008.

The strategic objectives of the NTP are to assess climate change impacts on sectors and regions in specific periods and to develop feasible action plans to effectively respond to climate change in the short-term and long-term to ensure sustainable development of Viet

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2 The sectors considered were land area, population, GDP, urban extent, agriculture extent, and wetlands. Viet Nam topped the global list in four of the six, and was second in the remaining two. (Dasgupta et al. 2007)
Nam, to take opportunities to develop towards a low-carbon economy, and to join the international community’s efforts in mitigating climate change and protecting the climatic system.

A National Steering Committee (NSC) chaired by the Prime Minister has been established to oversee the implementation of the NTP. To support the NSC, a Secretariat/Standing Office has been established and hosted in MONRE. This standing office/Secretariat needs a lot of support (human resources, expertise, and finance) to assume increasing workload and challenges for the implementation of the NTP. Various donors have started or planned to provide technical assistance to the standing office/Secretariat, including UNDP, DANIDA, JICA, ADB, DFID, NORAD, etc.).

In response to the needs of the Government to enhancing the Sustainable Development Agenda, especially to materializing the planning priorities set forth in the NTP, MPI and UNDP have started a project “Strengthening Sustainable Development and Climate Planning” that is located in the Department for Science, technology, Education, Natural Resources and Environment (DSENRE). Amongst several results this project aims to draw lessons from past efforts in formulating and mainstreaming sustainable development (SD) and enhance knowledge on sustainable development and climate change (under its Output 2). The project is rooted in years of experience with promotion of sustainable development in Viet Nam, including formulation of Viet Nam’s (“Strategic Orientation for Sustainable Development in Viet Nam (Viet Nam Agenda 21)” (approved in 2004); formulation of Local (provincial) Agenda 21; formulation of national SD indicators; and the ongoing Socio-economic development Plan (2006-2010) in which the principles of SD are clearly reflected. The mandate of DSENRE includes policy preparation (“state management”) on sustainable development including ensuring that national strategies and plans reflect the principles of sustainable development.

To support the implement the NTP, MONRE and UNDP have just started a project entitled “Strengthening national capacities to respond to Climate Change in Viet Nam, reducing vulnerability and controlling GHG emissions”. The “Vietnam Institute of Meteorology, Hydrology and Environment (IMHEN) of MONRE will be the Government Focal Point for this project. The main aim of the project is to have frameworks, mechanisms and capacities in place to inform, guide and coordinate: (i) analysis of climate change related risks and formulation of CC 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 aims to the following three outcomes:

1. Climate change policy formulated and mainstreamed, a National Target Program to cope with Climate Change and related action plans formulated, and policy and management capacities for roll out strengthened;
2. Improved knowledge base and national research capacity strengthened to deliver analysis for evidence-based planning and policy development, and implementation of CC-related measures to support sectors and provinces in rolling out the NTP,
3. Build capacities for regulation, guidance, local policy measures, and project management, and formulate concrete regulations, policy measures and investment plans for CC adaptation and GHG emissions control.

To enhance the capacity of the NTP Standing Office/Secretariat for effective Implementation of the NTP, the MONRE and UNDP are seeking a qualified candidate for the
potion of National Senior Policy and Coordination Advisor with the following responsibilities:

2. Scope of work

The National Senior Policy and Coordination Advisor (SPCA) will be responsible for the following three areas of work:

1. Planning and Management for the effective implementation of the NTP;
2. Coordination and Policy Dialogues for effective allocation and utilization of resources and enhancement of priority setting;
3. M&E and Reporting for effective planning and decision making to ensure the effective implementation of the NTP.

3. Specific duties

a. Planning and Management:
   • Provide advice to the Head of the Standing Office in assessing capacity gaps and weakness of personnel in NTP Standing Office (SO), and of officers in charge of climate change in MONRE and other ministries, and propose necessary training and working mechanisms to ensure effective operation of the NTP Standing Office and effective cooperation with other ministries, especially MOFI and MPI for effective implementation of the NTP;
   • Be responsible for oversight the development and proper application of a Manual/Implementation Guideline for NTP. The Manual will consist of: working principles, coordinating mechanisms within the Government and with donors; financing architecture – either grant or loan, in a form of either technical assistance or direct budget support, government budget allocation; financial management tools, cost-norms, operation rules, M&E and reporting, risk management, audit arrangement, etc;
   • Lead and coordinate planning process for the NTP implementation. This includes providing instruction and supervision to ministries, sectors and provinces to prepare their respective plans, including budget plans and submission to the NTP-SO for review and consolidation; and ensuring to have final consolidated annual and quarterly plans, including budget plans for submission to the National Steering Committee (NSC) for approval;
   • Provide timely advice and exercise regular reviews and following-up actions to ensure timely implementation of activities by ministries, sectors and provinces as agreed in the approved plans and ensure delivery of quality results;
   • Implement appropriate quality control mechanisms to ensure quality of outputs from all activities;
   • Initiating and providing innovations, recommendations and advice to ensure better programme management and implementation whenever appropriate.

b. Coordination and Policy-Dialogues
   • Provide advice and supervision the implementation of relevant policy advocacy activities defined in the Project Communications Strategy/Plan (UNDP-MONRE Project on CC).
   • Provide advices on the development of a research program and a training programme related to climate change adaptation, including impacts assessment and adaptation measures. The important element of these programme are the approach and
methodologies applicable to Viet Nam context.

- Prepare and present policy statements and advocacy papers at relevant national and international forums as required. This includes the preparation of annual policy and advocacy briefs on themes addressed by the NTP.

**Specific Items for Donor Coordination**

- Initiate and implement innovative donor coordination mechanism. This may include the development of principles of partnership (e.g. MoU among donors) or a policy matrix
- Lead in the preparation of contents and logistical arrangement and ensure effective organization and facilitation of Donor-Ministries Policy dialogues, technical meetings.
- Ensure that information and data on cc-related legal aspects and reports are collected and made available to all partners as a basis for the policy dialogue;

**Specific Items for inter/intra-ministerial and ministry-province coordination**

- Ensure synergies and complimentary in implementing the NTP with other related programme/projects, such as National Target Programme for Energy Efficiency and Conservation and National Strategy. This could be done through sharing work-plans, programme results/products and regular interactions/communications with relevant programme/projects.
- Initiate and implement appropriate inter/intra-ministerial coordination mechanisms to enhance communications and dialogues between ministries, and between ministries and provinces. (parts of these are mentioned in the NTP implementation guidelines)
- Create and enable information sharing forum, may be through creation of a CC network or regular on-line discussions, dialogues with wide range of stakeholders on CC issue.
- Provide support and ensure well functioning of National Steering Committee and NTP-SO.

**c. M&E and Reporting**

- Lead the development of M&E and Reporting mechanisms for the NTP implementation. This could be part of the NTP Implementation Guidelines. This must include development of a proper baseline at the start implementation of the NTP;
- Ensure proper development and update of the NTP Log-Frame, including a set of measurable indicators/targets and a risks management matrix.
- Lead in documentation of lessons learned (good lessons and difficulties/challenges) from implementation of the NTP for sharing at appropriate forums and discussions;
- Lead the preparation and implementation of a regular and mid-term evaluation of the NTP implementation, including missions and periodical evaluations; Ensure that these evaluation capture impacts of the NTP implementation;
- Coordinate the preparation of reports on NTP implementation. This includes providing guidance to ministries, sectors and provinces for preparation of their reports and submit to NTP-SO for review and consolidation; and ensuring to have final annual and quarterly reports (progress/technical and financial) for submission to the NSC;
4. Qualifications and requirements:

- Postgraduate degree (MSc. or Ph.D.) in environmental sciences, climate change or related subjects;
- Concrete knowledge of and working experience in the field of climate change, including climate change negotiations.
- At least 15 years working experience in the environment field.
- Solid experience in multi-stakeholder coordination, especially facilitation of policy dialogues among diverse various stakeholders, including international organizations, multilateral and bilateral donors, and businesses;
- Good experience and skills for development, management, planning, implementation, M&E, and reporting of large national programme/plan;
- Good knowledge of government system, including decision making processes and budget allocation.
- Proficiency in both spoken and written English;
- Strong inter-personal skills; results driven, ability to work under pressure and to meet strict deadlines. Ability to deal with politically sensitive and complex issues; Strong communication, networking and team-building skills.