

Strengthening Capacity on Natural Resources and Environment Policy Development and Environmental Performance

Terms of Reference Project Manager (full time)

Background

In Viet Nam, over the past decade, rapid industrialization, urbanization, and increased exploitation of natural resources, particularly finite fossil fuels, have driven high rates of economic growth. However, these drivers, aided by climate change, have also put increasing pressures on natural resources and the environment. Environmental degradation and inefficient resource use are becoming major barriers to achieve sustainable development in Viet Nam. Recognizing these challenges, the 10-year national Socio-Economic Development Strategy (2011-2020) charts a new model of “sustainable growth based on higher productivity and better balance between economic, social and environmental protection priorities.”

As part of this response, a number of natural resources and environment (NRE) policy frameworks have been developed and put into implementation. However, there are gaps and discrepancies in these legal frameworks and policies and weaknesses in policy enforcement. The Government has initiated to revise some laws and has a plan to formulate new laws and introduce tools in order to increase resources efficiency, environmental protection, and law enforcement, through promotion of transparency and participation by stakeholders.

Under the programme cycle 2012-2016, UNDP Viet Nam continues providing support to the Government of Viet Nam to enhance institutional capacity, environmental technologies, application of innovative tools for environmental management and biodiversity conservation for sustainable development through the implementation of projects in partnership with Ministry of Natural Resources and Environment (MONRE) and other governmental line agencies. The “Strengthening Capacity on Natural Resources and Environment Policy Development and Environmental Performance” (NREP) is one among these projects with an objective to assist Government in optimally revising old and introducing major new legislation and policy and supporting mechanisms and tools aimed at improving environmental protection, environmental performance and natural resource efficiency.

The project is designed to support policy researches and dialogues, and provide quality inputs to policy-formulation and revision. The project consists of two components:

- i) Policy formulation in natural resources and environment (NRE) sector based on evidence, policy analyses, and participatory approach; and
- ii) Development of tools and mechanism for enhanced environmental performance and natural resource management.

The project is now seeking a qualified Project Manager who will assist the National Project Director (NPD) and the Deputy NPD in daily operational management of the project.

General functions

The Project Manager (PM) has the responsibility to ensure the effective and efficient day to day implementation of the project under the overall guidance and supervision of the National Project Director (NPD). The PM will ensure the functioning of the project from beginning to the end including project inception activities, annual and quarterly planning and reporting, and implementation of project activities, project reviews and project closure.

Specific responsibilities

- Prepare and update project annual and quarterly work plans, and submits these to the NPD/DNPD and UNDP for agreement and approval.
- Prepare and participate in quarterly work planning and progress reporting meetings with the NPD and UNDP.
- Draft TORs for key inputs (i.e. personnel, sub-contracts, training, and procurement) and submit these to the NPD and UNDP for clearance and approval, and administer the mobilization of such inputs.
- Provide technical advice to project beneficiaries, review technical reports and monitor technical activities carried out by responsible parties.
- Ensure that all agreements with implementing agencies are prepared, negotiated and agreed upon.
- With respect to co-implementing partners and external project implementing agencies/ sub-contractors:
 - ensure that these agencies mobilize and deliver the outputs in accordance with their letters of agreement or contracts, and
 - provide overall supervision and/or coordination of their work to ensure the production of the expected outputs.
- Assumes direct responsibility for managing the project budget by ensuring that:
 - project funds are disbursed properly;
 - expenditure is in accordance with the project document and project work plans;
 - accounting records and supporting documents are properly kept and financial reports are prepared;
 - financial operations are transparent and financial procedures/regulations are properly applied; and
- Supervises PMU staff and local or international short-term consultants working for the project.
- Prepares project progress reports and the project final report and organises Project Steering Committee meetings, review meetings and evaluation missions, in coordination with UNDP.

- Ensure the timely submission of work plans, reports, outputs and other deliverables to NPD and UNDP for review and evaluation, as appropriate
- Regularly report to and keep the NPD and UNDP up-to-date on project progress and implementation issues.

Qualifications

- University degree (preferably post-graduate degree) with knowledge in legal and environmental sciences, natural resource management or related fields;
- At least 5 years of extensive experience in project management, planning and implementation, familiarity with donor funded development projects is an asset;
- Strong analytical skills, oral and written communication and team building skills;
- Substantial experience in leading teams of national and international experts;
- Excellent working level of English language in both writing and speaking.

Duration

One year starting tentatively from March 2014 with possibility of extension for duration of the project dependent upon the performance.

Duty Station

Hanoi with possible travel within Viet Nam

Supervision

The Project Manager will be supervised by the National Project Director.

Compensation

The Project Manager will be compensated according to Reference Category 1 in Project Personnel Pro-forma Cost in the EU-UN Cost Norms.¹

¹The pro-forma cost is all-inclusive. Compulsory social insurance and health insurance will be deducted from the employee's salary according to Social Insurance Law and the Health Insurance Law of Vietnam.