

TERMS OF REFERENCE

<u>Title:</u>	<i>National Project Manager</i>
<u>Duty Station:</u>	Hanoi (national business trips if required)
<u>Duration of Assignment:</u>	12 working months (full-time) with possible of extension
<u>Expected starting date:</u>	15 November 2016
<u>Direct Supervisor:</u>	National Project Director (NPD) Deputy National Project Director (DNPD)
<u>Project ID and titles:</u>	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam

1. Background

Ministry of Construction (MOC) is implementing the Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” funded by GEF/UNDP and co-financing by Viet Nam agencies/institutions and enterprises.

The Project’s goal is to reduce intensity of GHG emissions from the building sector in Viet Nam. The project objective is to improve the energy utilization performance of commercial and high-rise residential buildings in Ho Chi Minh and Hanoi. Realization of this objective will be achieved through implementation of three components:

- (1) Improvement and Enforcement of Energy Efficiency Building Code;
- (2) Building Market Development Support Initiatives, and
- (3) Building EE Technology Applications and Replications.

Each component comprises a number of complementary activities designed to remove barriers to the stringent enforcement of the revised EEBC, and to the greater uptake of building energy efficiency technologies, systems, and practices in commercial and residential buildings. By EOP, the GEF investment will have catalysed direct GHG emission reduction of about 37,680 tCO_{2e}. The cumulative direct reduction in GHG emissions over the lifetime of the project is envisioned to be 236,382 tCO_{2e}

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

2. Objectives:

The incumbent will report to NPD and DNPD and be responsible for the project implementation, including mobilizing project inputs, setting up and maintaining project's internal control arrangements, supervising project staff, consultants and oversight of sub-contractors. The PM will be the leader of the Project Team and shall liaise with the government, UNDP, and all stakeholders involved in the Project.

3. Scope of work:

The incumbent will work at the Project Office at MOC in Hanoi and will have the following specific responsibilities/duties:

1. Be responsible for day to day implementation and management of the project.
2. Prepare and update project annual and quarterly work plans, and submits these to the NPD and UNDP for agreement and approval.
3. Prepare and ensure timely submission of all project reports, outputs and other deliverables that may include but not limited to monthly reports, quarterly consolidated financial reports, quarterly consolidated progress reports, annual, mid-term and terminal reports, and other reports as may be required by the Government and UNDP.
4. Work closely with project stakeholders and ensure the project deliveries as per project document and work plan.
5. Supervise and coordinate the work of all project staff, consultants and sub-contractors.
6. Mobilize all project inputs in accordance with UNDP procedures and GEF principles including inputs to the finalization of TORs, managing procurement and contracting.
7. Ensure proper management of funds consistent with the Government and UNDP requirements, and budget planning and control.
 - 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
 - Required financial reports are prepared
 - Financial operations are transparent and financial procedures/regulations for NIM project are applied;
 - NPM is available for financial audits arranged by the Government and UNDP

8. Undertake field visit to ensure quality of work.
9. Undertake relevant activities that may be assigned by the NPD, DNP, UNDP and Project Steering Committee.
10. Organize Project Steering Committee meetings, review meetings and evaluation missions, in coordination with UNDP.
11. Regularly report to and keep the NPD and UNDP up-to-date on project progress and implementation issues.
12. Gender mainstream in project design, implementation and monitoring.

5. Qualifications and requirements:

- Have a minimum Bachelor degree in Engineering/Architecture, energy efficiency or project management or relevant academic disciplines
- At least 5 years of relevant professional experience in project management, planning and implementation, familiarity with state budget/ODA/donor funded development projects is an asset.
- Have extensive experience and technical ability to manage a large project and a good technical knowledge in the fields related climate change, energy efficiency, the construction and building materials sector and/or regulatory aspects;
- Have effective interpersonal and negotiation skills proven through successful interactions with all levels of project stakeholder groups, including senior government officials, financial sectors, private entrepreneurs, technical groups and communities;
- Have ability to effectively coordinate a complex, multi-stakeholder project and to lead, manage and motivate teams of international and local consultants to achieve results;
- Strategic and logical thinking, planning and management, as well as excellent communication skills both in English and Vietnamese are essential;
- Good knowledge of state budget/ODA project implementation procedures, including procurement, disbursements, and reporting and monitoring will be an advantage.
- Excellent communication skills, proficiency in English in both written and verbal.