

GOVERNMENT OF THE SOCIALIST REPUBLIC OF VIET NAM

and

UNITED NATIONS DEVELOPMENT PROGRAMME

1. Project title: Capacity Building and Completion of the Overall National Plan for Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam
2. Governing agency: Ministry of Natural Resources and Environment (MONRE)
3. Project focal point: Office of the National Steering Committee for Overcoming the Consequences of the War (Office 33), MONRE
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4. Other participating agencies: Ministry of Defence (MOD) and People's Committees of Da Nang, Dong Nai and Binh Dinh provinces
5. Estimated start and end dates: 1 July 2007 – 30 June 2008
6. Estimated budget:

| | |
|---|------------|
| Total ODA grant (regular UNDP Resources): | \$ 350,000 |
| Government contribution (n kind): | \$ 10,000 |
| Total | \$ 360,000 |

7. Project implementation sites (indicating district levels, if applicable):
Ha Noi, and airports and immediate surroundings in Bien Hoa (Dong Nai province), Da Nang city, and Phu Cat (Binh Dinh province).
8. Government priority areas to be addressed: (see *Decree 131/2006/ND-CP, Ch. 1, Art. 3*)
The project subject matter falls within the 4th and 5th priority areas:
 - 4th: Environmental protection and natural resource conservation;
 - 5th: Institutional capacity strengthening and human resource development; technology transfer; capacity strengthening in research & development"

Summary

The goal of the project is to *strengthen basic capacities and consolidate an overall national Plan for Environmental Remediation of Dioxin Contaminated Hotspots that is fundable*. This will lay a solid foundation towards overcoming consequences of toxic chemicals used in the war. The project will (i) strengthen capacities for planning, technical assessment, remediation of dioxin-contaminated hotspots, and management of exposure prevention, research, and monitoring of decontamination. It will also (ii) help develop an overall national dioxin hotspot remediation plan and formulate specific action plans that will enable to access external, international grants for partial funding of remediation of the three most contaminated dioxin-hotspots, and ensure safe land use in and around these hotspots (Da Nang, Bien Hoa and Phu Cat).

Specific activities to achieve these objectives include: (i) capacity needs assessments; (ii) development of a plan for capacity development; and (iii) selected activities for capacity development, including awareness raising, training, coordination and mobilization of support, review and development of regulatory frameworks; (iv) plan and undertake additional sample analysis in two hotspots (Bien Hoa, Phu Cat) and define the scope and actual needs for remediation the three hotspots, including Da Nang; (v) prepare the overall national plan for overcoming the consequences of dioxin in hotspots; (vi) develop detailed action-plans for dioxin remediation at three hotspots, including land use and environmental recovery on and near the hotspots, and for comprehensive capacity building and awareness raising; and (vii) prepare a suitable financial framework to support the implementation of the Overall Plan.

SIGNATURE PAGE

Country Viet Nam

UNDAF Outcome/Indicator(s):

UNDAF 2006-2010 Outcome 1: Government economic policies support growth that is more equitable, inclusive and sustainable.

Expected Outcome/Indicator (s):

(CPD 2006-2010, Outcome 3) Economic growth takes into account environmental protection and rational use of natural resources for poverty reduction

(One Plan 2006-2010; Outcome 3) Viet Nam has adequate policies and capacities for environmental protection and the rational use of natural resources for poverty reduction, economic growth, and improving the quality of life.

Expected Output(s)/Indicator(s):

(CPD 2006-2010, Output 3.3) Improved institutional mechanisms and capacity to integrate poverty reduction and environmental concerns into development policies and planning frameworks.

(One Plan 2006-2010, Output 3.1) Improved institutional capacities and systems for the implementation and monitoring of Sustainable Development and related environmental laws and policies

Implementing Partner Ministry of Natural Resources and Environment (MONRE)

Responsible Party(s) Office 33

| | |
|--|--|
| Programme Period: 2006-2010 Programme Component: MYFF Goal 3 - Energy and environment for sustainable development Project Title: Capacity Building and Completion of the Overall National Plan for Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam Project ID: 00057781 | Budget: US\$ 360,000 GMS Fee: N/A Total budget: US\$ 360,000 Allocated resources available <ul style="list-style-type: none">• UNDP Regular (in cash) US\$ 350,000• Government (in kind) US\$ 10,000 |
|--|--|

| Agreed by | Signature | Date | Name/Title |
|--|---|--------------|--------------------------------------|
| Government/MONRE (IMPLEMENTING PARTNER) |  | 24 Aug. 2007 | Nguyen Cong Thanh Vice Minister |
| UNDP: |  | 24 Aug 2007 | Setsuko Yamazaki Country Director |

Table of Contents

| | |
|--|----|
| List of Acronyms | 3 |
| I. Project justification | 4 |
| I.1 Situation analysis..... | 4 |
| I.2 Relevant Government strategies, plans, programmes | 4 |
| I.3 Lessons learned from previous cooperation | 5 |
| I.4 Development cooperation with other donors in related sector(s)..... | 5 |
| I.5 Comparative advantages of UNDP | 6 |
| I.6 Statement of problems/issues to be addressed by the project | 6 |
| II. Project overview | 8 |
| III. Indicative budget structure..... | 9 |
| III.1 UNDP budget in Atlas format..... | 9 |
| III.2 Budget per Output and Activity | 10 |
| IV. Project implementation strategy..... | 11 |
| V. Project implementation structure | 11 |
| VI. Project coordination..... | 12 |
| VII. Other considerations: environmental and social impacts, and sustainability | 13 |
| VIII. Legal Context | 13 |
| Annex I List of major supplies and contracts | 15 |
| Annex II Terms of Reference for Key Activities | 16 |
| II.1 TOR for technical services - Sampling and Analysis | 16 |
| II.2 Terms of References for Technical Advisor | 18 |
| II.3 TOR for international consultant – Financing Framework and Mechanism Design and Project Formulation | 20 |
| II.4 Terms of References for Project Manager | 22 |
| II.5 Terms of References for Project Assistant/Accountant | 24 |
| Annex III Results framework..... | 26 |

List of Acronyms

| | |
|-----------------|--|
| Committee 10-80 | National Committee for Investigating Consequences of toxic chemicals used in the war in Viet Nam |
| Committee 33 | National Steering Committee for Overcoming Consequences of Toxic Chemicals Used in the War in Viet Nam |
| GEF | Global Environment Facility |
| GoV | Government of Viet Nam |
| I-TEQ | internationally agreed TEQ - 1 g TCDD equals 1 g I-TEQ |
| JAC | US-VN Joint Advisory Committee |
| MOLISA | Ministry of Labour, war Invalids and Social Affairs |
| MONRE | Ministry of Natural Resources and Environment |
| MPI | Ministry of Planning and Investment |
| NEX | National Execution |
| NIP | National Implementation Plan on POPs (Stockholm) |
| Office 33 | Secretariat of Committee 33, at MONRE |
| PCBs | Polychlorinated biphenyls |
| POPs | Persistent Organic Pollutants |
| TCDD | 2,3,7,8- Tetra Chloro dibenzo-dioxin |
| TEQ | Total dioxin toxic equivalence (toxicity as if a mixture is pure TCDD) |
| USD | United States Dollar |
| US-EPA | US Environmental Protection Agency |
| VAVA | Viet Nam Association for the Victims of Agent Orange |

I. Project justification

I.1 Situation analysis

1. TCDD (Tetra Chloro dibenzo-dioxin) contamination in Viet Nam originates from the armed conflict over the period 1961-1971, when herbicides were used to defoliate terrestrial forests and mangroves, to clear perimeters of military installations, and to destroy crops. The soil dioxin concentration in sprayed areas is retreating to background levels. However, sites at former military airports where large quantities of herbicides were stored or handled are still highly contaminated hotspots. The three worst contaminated hotspots (Bien Hoa, Da Nang and Phu Cat airports) are target sites of the project. They are sources for contamination of the wider environment, and are posing a serious health risk to people. By international standards these levels of contamination should be remediated.

I.2 Relevant Government strategies, plans, programmes

2. The Government of Viet Nam has been investigating the extent and effects of herbicide used during the conflict in Viet Nam War since the late 1970s. For this purpose it established the National Committee for Investigating Consequences of toxic chemicals used in the war, Committee 10-80. The work of Committee 10-80 covers human health and also environmental effects of dioxin.
3. A new structure was set up in 1999 and shifted the emphasis from investigations to on-the-ground activities: the National Steering Committee for Overcoming Consequences of Toxic Chemicals Used in the War (Committee 33¹). Committee 33 coordinates between Ministries and local authorities, regarding scientific assessment, remediation and environmental recovery, and support to people suffering from exposure to the toxic chemicals. It has a secretariat, named Office 33, which is based in the Ministry of Natural Resources and Environment.
4. Formal policy decisions to work on the issues that will be addressed in the project affirm the Government's commitment to the proposed interventions. The main regulatory decisions are:
 - Pursuance to the Politburo instruction No 69/2002, the party central committee and the Prime Minister have provide guidance to opening up the cooperation in order to overcome the consequences of the herbicide use during the conflict in Viet Nam War. The former Deputy Primer Minister Vu Khoan approved the request of MONRE/Committee 33/ Office 33 on the collaboration with UNDP in formulating a programme on decontamination of dioxin and environmental recovery at the contaminated sites.
 - Decision No 64/2003/QD-TTg by the Prime Minister (22 April 2003) with a detailed plan for dealing with the 439 most polluting establishments across Vietnam by 2007, which includes the three hotspots most affected by the herbicide use in the war, located in Bien Hoa, Da Nang and Phu Cat.
 - Decision No 67/2004/QD-TTg by the Prime Minister (27 April 2004), "Action plan on overcoming chemical toxic consequences used by the US in the war in Viet Nam for the period 2004-2010". This has two aims: 1. Human (provide financial, medical and health related support to the victims and affected communities). 2. Environment (isolate and treat contaminated sites particularly the identified hotspots).
5. Viet Nam ratified the Stockholm Convention on Persistent Organic Pollutants (POPs) in July 2002 and developed a National Implementation Plan (NIP) on POPs, which was officially approved by the Prime Minister on 10 August 2006. The remediation of dioxin

¹ The name of Committee 33 comes from the Prime Minister's Decision to establish the Committee.

contaminated sites is the sixth of the 15 priority programs and projects in the NIP, with actions planned for 2006-2010. The overall responsibility for the NIP is with the Ministry of Natural Resources and Environment (MONRE). The lead implementing agency for dioxin contamination on military sites is the Ministry of Defense.

I.3 Lessons learned from previous cooperation

6. Current and past cooperation has focused on assessment of the extent of problems, and also on some planning for remediation. Vietnamese authorities have taken several basic remediation measures too, which have started to be assessed on their effectiveness by international experts, in the Da Nang case. Some applied research has resulted in important publications, including work by the Vietnam-Russian cooperation centre for tropical studies. Three studies were carried out by the 10-80 Division of the Ministry of Health and Office 33 in partnership with Hatfield Consultants. The first study focused on the A Luoi valley and showed that dioxin was at levels at or above international norms at two former US military bases from which herbicides were sprayed. The second evaluated possible dioxin hotspots at former US military installations throughout central and southern Vietnam and found high levels of dioxin contamination at the Da Nang, Bien Hoa and Phu Cat airbases. The third study (in 2007) focused in detail on the Da Nang airbase and surrounding community. It concluded that "To this day, dioxin continues to enter the aquatic ecosystem, the general environment, the food chain and the human population living in close proximity to the contaminated site on the Da Nang airbase. Dioxin levels recorded in this study exceeded all international standards and guidelines for these toxic chemicals.² The Government of Canada funded the first of these studies; the second and third were funded by the Ford Foundation.
7. Cooperation between UNDP and Office 33/ MONRE over the last year has been effective due to UNDP strengths in technical assistance and experience in working in Viet Nam. Good working relations have been established.

I.4 Development cooperation with other donors in related sector(s)

8. To date, the US Environmental Protection Agency (US-EPA) has provided equipment for sample analysis and technical assistance to verify sample analysis. US-EPA is spending \$400,000 for immediate remediation activities and assistance to the local residents living around the Da Nang hotspot. During the period 2006-2007, Ford Foundation has been providing \$480,000 to Hatfield and BEM companies to undertake contamination assessment in and around the Da Nang hotspot.
9. It is estimated to require USD33 million to complete the remediation of the dioxin at the three main hotspots, but this estimate is based on limited data and several assumptions regarding future land use and the targeted level of remediation, and the most appropriate remediation technologies. This is a realistic and informed estimate, but it could be less or more for those three hotspots; the NIP gives an early estimate of USD50.8m for all hotspots, i.e. potentially more than the three sites identified. The Government plans to spend approximately USD 10 million for remediation at Bien Hoa. The US has recently approved USD 3m towards the dioxin problem in Viet Nam and the Ford Foundation is set to approve USD 4.5m grants by September 2007, with a focus on the Da Nang site. However, these pledges are limited compared to total remediation needs.
10. A Joint Advisory Committee between the US and Viet Nam was created to address the dioxin issue from a scientific perspective, in which 5 US scientists work closely with 5 scientists from Office 33 and other agencies. Also closely involved in the scientific and practical aspects of dioxin hotspot remediation are the US Embassy and Ford

² Committee 33 & Hatfield: "Assessment of Dioxin Contamination in the Environment and Human Population in the Vicinity of Da Nang Airbase, Vietnam," Report 3, April 2007

Foundation. Furthermore, the Czech government has started to fund dioxin contamination assessment and possibly remediation, which is executed by Czech consultants and NGOs in collaboration with authorities in TT Hue and Office 33. In addition, the Ministry of Labour, war Invalids and Social Affairs (MOLISA), the Viet Nam Association for the Victims of Agent Orange (VAVA) and various international NGOs including the Ford Foundation are supporting victims.

I.5 Comparative advantages of UNDP

11. The UNDP with funds from the Global Environment facility (GEF) has supported the Government in developing the National Implementation Plan (NIP), which is a requirement under the Stockholm Convention (see also section I.2). The NIP was approved in 2006 and provided the main basis for further UNDP support to Viet Nam on priorities in the NIP, notably remediation of dioxin contaminated hotspots. The UNDP has been working with all key national and international partners in preparation of its own efforts in support of remediation of dioxin contaminated hotspots and related institutional development. The bulk of the technical information used for this project proposal has been compiled by Office 33 from cooperation with national and international research centres and groups.
12. The Government has made significant efforts to attract interest and mobilise support from all possible sources; however, the sensitivities around the issue have limited the participation of donors and other organisations. UNDP is the first multilateral organisation to actively cooperate with Office 33 on the issue, initially with project development funds from GEF (a small “PDF-A” grant). UNDP’s core competencies include capacity building and technical assistance, and it has many years of experience in Viet Nam. UNDP is neutral and is trusted by the Government so it can play a catalyst role in building capacities and encouraging other players into the dioxin forum.

I.6 Statement of problems/issues to be addressed by the project

13. Some analysis of contamination has taken place over the past years, with national and international financial and human resources. All three hotspots are heavily contaminated with dioxin as a result of handling chemicals. The very high levels of dioxin contamination classifies the soil mass of the hotspots as POPs waste and a current and potential source of contamination of the wider environment and people. According to results from projects of Z1, Z2 and Z3³ conducted by MOD with the governmental own resources, the current estimated total dioxin to be remediated is up to 1,800 g I-TEQ⁴. This is a large amount and the intervention will thus reduce very high health and environmental risks, The government has also done some pilot isolation and containing measures for contaminated soils in Da Nang airport and Bien Hoa airport.
14. The contaminated soil acts as a source of continued pollution of for example sediment in water bodies and human toxic build-up through food chains. Since the war, direct contact by humans, domestic animals and wildlife with dioxin-laced soils has happened in hotspots. Clay particles and organic matter that absorbed dioxin still find their way from hotspots into drains, ponds and rivers, and through food chains into fish and waterfowl (building up in fat tissue), which when consumed causes toxic build-up in people.
15. TCDD has scientifically been related to, for example, cancer, developmental abnormalities, endocrine pathology, cardiovascular disease, liver damage, and chloracne

³ Projects Z1, Z2, and Z3: “*Investigating, assessing and overcoming consequences at dioxin contaminated sites during 1997-1998 in Bien Hoa, Da Nang and Phu Cat respectively*”, by Vietnam Ministry of Defense.

⁴ TEQ = Total dioxin toxic equivalence (toxicity as if a mixture is pure TCDD)
I-TEQ = internationally agreed TEQ - 1 g TCDD equals 1 g I-TEQ

in people, and in laboratory animals also with death⁵, and various epidemiological studies⁶ suggest serious impacts and possible impacts. Schechter et al. (2001) reported dioxin concentrations of up to 271 ppt in blood samples from residents living in Bien Hoa city. This is up to 135 times higher than samples taken from Hanoi residents (the control). High dioxin levels were also found in people who did not live there during the war and people born after the war. In a follow-up study on human exposure pathways to dioxin in Bien Hoa city, Schechter et al. (2003)⁷ reported the levels of dioxin in food items collected in Bien Hoa city ranging from 0.11 to 343 ppt TEQ, suggesting food consumption as important exposure pathway of dioxin to the residents. Extremely high concentrations of dioxin, particularly TCDD, were found in a number of food samples, notably two samples of free-ranging ducks, two free-ranging chickens, a toad and a fish.

16. The **main barriers** that have limited Viet Nam in its ability to deal with dioxin contaminated hotspots are related to **(a)** the lack of an overall plan to deal with the hotspots and overall regulatory framework regarding dioxin contamination; **(b)** limited availability of high quality data on site contamination and effects on environments and people; **(c)** technological capacities (essential equipment, knowledge) for problem analysis and for remediation of dioxin contamination; **(d)** institutional capacities for coordination of national and international partners, and for planning and managing site remediation; **(e)** financial resources for remediation to internationally accepted norms; **(f)** capacities for public education and local land use planning to address the sensitive issue of highly toxic materials near populated areas.
17. The Government is reserving financial resources for remediation, possibly up to about US\$10 million through different channels / budgets. The USA and Ford Foundation have pledged support for investigations and initial remediation of the Da Nang hotspot (see also section I.4). Ecosystem damage and human health risks will reduce or be eliminated through initial remediation and that should also happen in the other hotspots. Without this, dioxin from the three hotspots will continue to migrate to e.g. sediments in water bodies, and get into food chains with health risks for people and damage to local wildlife, and ultimately disbursement into the global environment. Additional sampling and assessment is needed, also in Da Nang, and full remediation to internationally acceptable standards in the three hotspots requires very substantial additional financial and technical support. This financial support will be forthcoming especially if there are sufficient basic site assessment and management capacities in place, and an overall plan with detailed action plans for further capacity building and especially for remediation of hotspots.
18. The risks for human health and the environment from dioxin contamination are expressed in internationally accepted standards that trigger remediation – Viet Nam has not yet set its own standards, but is expected to follow similar standards. However, developing and agreeing those standards, and developing the capacity to implement them across the country (i.e. not just in war-related hotspots) will require substantial resources too. There are few options currently available to the authorities for assessment of the threats and planning and implementing remediation of historical POPs waste (the highly contaminated soil and debris) and also industrial POPs pollution sources up to

⁵ An overview with source references is given in: Schechter, A., L. Birnbaum, J.J. Ryan, and J.D. Constable (2006). Dioxins: an overview. In: Environmental Research (Elsevier)

⁶ Many are referred to in Schechter et al. (2006). See also Schechter A, Dai LC, Pöpke O, Prange J, Constable JD, Matsuda M, Thao VD, Piskac AL 2001. *Recent dioxin contamination from Agent Orange in residents of a southern Vietnam city*. Journal of Occupational and Environmental Medicine 43, 435–443.

⁷ Schechter A, Quynh HT, Pavuk M, Pöpke O, Malisch R, Constable JD. 2003. Food as a source of dioxin exposure in the residents of Bien Hoa City, Vietnam. Journal of Occupational and Environmental Medicine 45, 781–788

international standards, and additional external technology transfer is needed to improve this situation.

II. Project overview

19. The **overall aim of the Government** is to minimise disruption of ecosystems and health risks for people from environmental releases of TCDD contaminated hotspots. The **UNDP project Outcome** is strengthened basic capacities and a consolidated overall national Plan for Environmental Remediation of Dioxin Contaminated Hotspots that is fundable. It has a **total budget of USD 360,000** including USD 10,000 Government in-kind contribution (see below), and has the following **project Outputs and Activities**.

20. **Output 1.** Strengthened capacities for planning and technical assessment, and operational capacities for remediation of dioxin-contaminated hotspots and management of exposure prevention, research, and monitoring of decontamination.

Activity 1. Undertake a capacity building needs assessment of female and male officials and technical stakeholders at different levels and formulate detailed and concrete capacity building plans for dioxin management and control, including practical application measures.

Activity 2. Raise awareness of Government officials and local women, men and children on dioxin exposures through training workshops and campaigns resulting in human behaviour change to limit human exposure to dioxin in the short-term and minimise health risks.

Activity 3. Enhance institutional setup and (female, male) human resources through training and support to authorities at central and local levels (near the hotspots) in planning, managing and controlling dioxin contamination.

Activity 4. Create forum and bring together national and international experts in focused, specialised seminars and other forums for discussion and information sharing on scientific knowledge, investigations, planning and implementation of remediation measures, in order to ensure high quality, maximise mutual learning, and ensure complementarity between efforts by different organisations.

Activity 5. Review national regulatory standards and processes and international regulations/standards in order to identify needs/gaps in national policies for management and control of dioxin. Develop a plan for policy development to address the identified gaps and make regulatory proposals re dioxin contamination of soil and sediment.

Activity 6. Consult with local residents and various stakeholders in local economic development and environmental protection, including women and men in equal numbers, on land use and environmental recovery aims of the hotspots and the surrounding areas.

21. **Output 2.** Overall national dioxin hotspot remediation plan and specific action plans that access external, international grants for partial funding, to (a) remediate the three most contaminated dioxin-hotspots, and (b) ensure safe land use in and around the hotspots in support of local livelihoods and economic development.

Activity 7. Plan, collect, and analyse additional samples from soils and sediments, bio-tissues of poultry/ fish and people living in the areas surrounding the Bien Hoa hotspot in order to measure contamination and define actual volume of contaminated soils/materials and the extent of required remediation and environmental recovery, by international standards.

Activity 8. Plan, collect, and analyse additional samples from soils and sediments, bio tissues of poultry/ fish and women and men living in the areas surrounding the Phu Cat hotspot in order to measure contamination and define actual volume of contaminated soils/materials and the extent of required remediation and environmental recovery, by international standards.

Activity 9. Undertake a comprehensive review, refine, and combine all data and information from Activities (7) and (8), and other recent surveyed/ analysed data/information including data from Da Nang.

Activity 10. Support development of the Government Overall Plan for overcoming the consequences of dioxin in the hotspots

Activity 11. Develop detailed, fundable action-plans for dioxin remediation at three hotspots, improve land use and environmental recovery on and near the three hotspots, and for comprehensive capacity building and awareness raising.

Activity 12. Prepare a suitable financial structure to support the implementation of the Government Overall Plan for overcoming the consequences of dioxin in the hotspots.

22. This UNDP project will thus primarily respond to the barriers on, data technical and institutional capacities, and it will support good and detailed assessment and planning to help overcome financial barriers (see also section I.6)

III. Indicative budget structure

III.1 UNDP budget in Atlas format

Award ID: 00047800

Capacity Building and Completion of the Overall National Plan for Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam

| Outputs /Atlas Activities | Responsible Party | Source of Funds | Atlas Code | ATLAS Budget Description/Input | Amount (USD) |
|---|-------------------|-----------------|------------|--|----------------|
| <i>Project Output 1.</i> Strengthened capacity for planning, technical assessment, and operational capacity for remediation of dioxin-contaminated hotspots, and management of exposure prevention, research, monitoring of decontamination. | MONRE/ UNDP | UNDP | 71200 | Int'l Consultants | |
| | | UNDP | 71300 | Local Consultants | |
| | | UNDP | 72100 | Contracts – TNA, training, consultations | |
| | | UNDP | 71600 | International Travel | |
| | | UNDP | 71600 | Local Travel | |
| | | UNDP | 72300 | Consultations/ meetings | |
| | | UNDP | 74525 | Miscellaneous | |
| <i>Project Output 2.</i> Overall national dioxin hotspot remediation plan and specific action plans that access external, international grants for partial funding, to (a) remediate the three most contaminated dioxin-hotspots, and (b) ensure safe land use in and around the hotspots in support of local livelihoods and economic development. | MONRE/ UNDP | UNDP | 71200 | Int'l Consultants | |
| | | UNDP | 71300 | Local Consultants | |
| | | UNDP | 72100 | Contract – field research, sample analysis | |
| | | UNDP | 71600 | International Travel | |
| | | UNDP | 71600 | Local Travel | |
| | | UNDP | 72300 | Consultations/ meetings | |
| Project Management | MONRE / UNDP | UNDP | 71400 | Project Manager (12 months) | |
| | | UNDP | 71400 | Assistant / Accountant / Interpreter (12 months) | |
| | | UNDP | 72200 | Office Equipment | |
| | | UNDP | 74525 | Miscellaneous | |
| UNDP financing | | | | | 350,000 |

III.2 Budget per Output and Activity

| Project Outputs | Activities | Budget |
|---|---|----------------|
| 1. Strengthened capacity for planning, technical assessment, and operational capacity for remediation of dioxin-contaminated hotspots, and management of exposure prevention, research, monitoring of decontamination. | <p><i>Activity 1.</i> Undertake a capacity building needs assessment of female and male officials and technical stakeholders at different levels and formulate detailed and concrete capacity building plans for dioxin management and control, including practical application measures.</p> <p><i>Activity 2.</i> Raise awareness of Government officials and local women, men and children on dioxin exposures through training workshops and campaigns resulting in human behaviour change to limit human exposure to dioxin in the short-term and minimise health risks.</p> <p><i>Activity 3.</i> Enhance institutional setup and (female, male) human resources through trainings and support to authorities at central and local levels (near the hotspots) in planning, managing and controlling dioxin contamination.</p> <p><i>Activity 4.</i> Create forum and bring together national and international experts in focused, specialised seminars and other forums for discussion and information sharing on scientific knowledge, investigations, planning and implementation of remediation measures, in order to ensure high quality, maximise mutual learning, and ensure complementarity between efforts by different organisations.</p> <p><i>Activity 5.</i> Review national regulatory standards and processes and international regulations/standards in order to identify needs/gaps in national policies for management and control of dioxin. Develop a plan for policy development to address the identified gaps and make regulatory proposals re dioxin contamination of soil and sediment.</p> <p><i>Activity 6.</i> Consult with local residents and various stakeholders in local economic development and environmental protection, including women and men in equal numbers, on land use and environmental recovery aims of the hotspots and the surrounding areas.</p> | |
| 2. Overall national dioxin hotspot remediation plan and specific action plans that access external, international grants for partial funding, to (a) remediate the three most contaminated dioxin-hotspots, and (b) ensure safe land use in and around the hotspots in support of local livelihoods and economic development. | <p><i>Activity 7.</i> Plan, collect, and analyse additional samples from soils and sediments, bio-tissues of poultry/ fish and people living in the areas surrounding the Bien Hoa hotspot in order to measure contamination and define actual volume of contaminated soils/materials and the extent of required remediation and environmental recovery, by international standards.</p> <p><i>Activity 8.</i> Plan, collect, and analyse additional samples from soils and sediments, bio tissues of poultry/ fish and women and men living in the areas surrounding the Phu Cat hotspot in order to measure contamination and define actual volume of contaminated soils/materials and the extent of required remediation and environmental recovery, by international standards.</p> <p><i>Activity 9.</i> Undertake a comprehensive review, refine, and combine all data and information from Activities (7) and (8), and other recent surveyed/ analysed data/information including data from Da Nang.</p> <p><i>Activity 10.</i> Support development of the Government Overall Plan for overcoming the consequences of dioxin in the hotspots</p> <p><i>Activity 11.</i> Develop detailed, fundable action-plans for dioxin remediation at three hotspots, improve land use and environmental recovery on and near the three hotspots, and for comprehensive capacity building and awareness raising.</p> <p><i>Activity 12.</i> Prepare a suitable financial structure to support the implementation of the Government Overall Plan for overcoming the consequences of dioxin in the hotspots.</p> | |
| Project Management | Project Manager (12 months) | |
| | Assistant / Accountant / translator (12 months) | |
| | Office Equipment & accommodation | |
| | Miscellaneous | |
| | Total in cash UNDP contribution | 350,000 |
| | Government in kind contribution | 10,000 |
| | Total project | 360,000 |

IV. Project implementation strategy

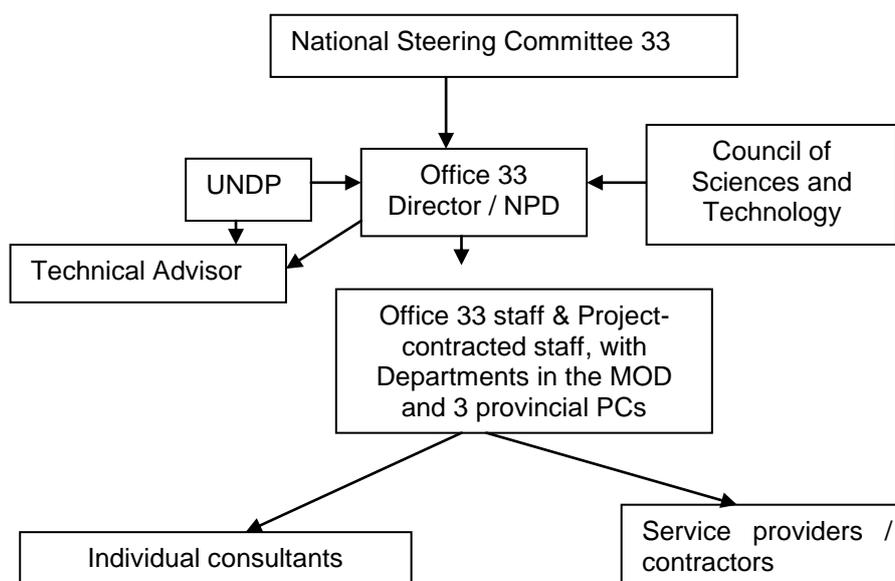
23. Of particular concern is that the to-be-designed financial mechanism will be consistent with the “Hanoi Core Statement on Aid Effectiveness Ownership, Harmonisation, Alignment, Results”, which was agreed between the GoV and the majority of international donors in 2005, following the Paris Declaration on Aid Effectiveness. This articulates the need for, for example, (a) fewer and better diagnostic and analytical reviews; (b) common project cycle management tools; and (c) coordinated donor interventions within GoV-led policy and sector frameworks, including sector budget support and project modalities. The project will support these principles by taking a programmatic approach and supporting the development of an overall (national) programme for remediation of hotspots and related institutional development. This will be based on experience with the UNDP-Government National Execution (NEX) modality, joint programmes with UN agencies and Government partners, and other harmonised project management and programmatic approaches (in Viet Nam and elsewhere).
24. UNDP is providing assistance to address Viet Nam’s key development challenges, drawing on 30 years of partnership with the GoV. UNDP is supporting the GoV to improve the national regulatory framework in various aspects of environmental management; capacity building at central and local; and awareness raising. The project is consistent with the United Nations Development Assistance Framework (UNDAF) in Viet Nam (2006-2010), as it will contribute to achievement of UNDAF Outcome #1: Government economic policies support growth that is more equitable, inclusive and sustainable. The project is also directly relevant to achievement of the UNDP Country Programme Document (CPD) Outcome 3: *Economic growth takes into account environmental protection and rational use of natural resources for poverty reduction*, which has been “absorbed” in the One Plan (2006-2010). Particularly relevant is One Plan Output 3.1: *Improved institutional capacities and systems for the implementation and monitoring of Sustainable Development and related environmental laws and policies*.
25. The project will be implemented following the UNDP-Government National Execution (NEX) modality. MONRE / Office 33 is expected to be the Implementing Partner, and as such assume responsibility for overall management of the project, the production of planned outputs and the achievement of intended outcomes. UNDP will be doing close quality assurance and supervise the international technical advisor, who will support both the UNDP and Office 33. All financial transactions, disbursements, contracting and control will be made according to the rules set in the NEX guidelines and further formal agreements between the GoV and the UNDP.

V. Project implementation structure

26. The project oversight and steering of activities will fall under the National Steering Committee 33. It is expected that a UNDP high level representative will be attending the meetings of Committee 33 when project matters are discussed, so that there will be no need for a separate Project Steering Committee (see implementation structure below).
27. Committee 33 is supported by a secretariat located in the Ministry of Natural Resources and Environment, i.e. Office 33, which consists of scientists and administrative personnel. Committee 33 is also supported by the Council of Science and Technology consisting of 14 experts in areas such as Medicine, Environment, Ecology, Chemistry and Toxicology who give specific technical and scientific advice.
28. All project activities will be overseen by a National Project Director (NPD) attached to Office 33. Some activities will be contracted out to national or international individual

consultants, companies or consortia of companies through agreed procedures. However, MONRE and the NPD will maintain overall accountability, as per the NEX guidelines.

Implementation structure



29. A separate Project Management Unit will not be created, but two full time project-contracted staff will take care of essential coordination and administrative and financial matters, and a Technical Advisors will support the NPD/ Office 33 in all substantive project activities (see Terms of References in Annex II). Implementation of specific activities will be done in close cooperation with the other participating agencies: MOD (especially Vietnam-Russia Tropical Centre (V-RTC)) and PCs in Da Nang, Dong Nai and Binh Dinh provinces. The V-RTC will be engaged in samples collection and analysis, in close cooperation with a to be contracted/selected international laboratory/service provider.

VI. Project coordination

30. The Ministry of Natural Resources and Environment (MONRE) and the Ministry of Defense (MOD) are the main stakeholders at central Government level. Officials from these ministries will be closely involved in project related activities. Office 33 as the Responsible Party (acting for MONRE) will ensure coordination of various stakeholders, apart from project management and implementation.
31. There is an informal donor network in Viet Nam working on the Agent Orange / dioxin question with the Ford Foundation, US Embassy, UNDP, and several other international agencies that work closely with Office 33. This network has been instrumental in the development of the UNDP proposal and will be important during implementation.
32. The Project will establish a close working relationship with Viet Nam–US Joint Advisory Committee (JAC) for overcoming consequences of the Viet Nam War. This has, for example, held joint conferences on dioxin remediation and was instrumental in mobilising and managing the USEPA support.
33. Collaboration with other projects and donors will also be sought, notably with PCB and pesticide interventions, and generally interventions that relate to the implementation of the Stockholm Convention in Viet Nam.

34. Project monitoring and evaluation will be conducted in accordance with established UNDP and Government procedures and will be provided by Office 33 and the UNDP Country Office. The Technical Advisor will fine-tune the progress and performance/impact indicators of the project in consultation with the project team along with their corresponding means of verification.
35. The Government will provide the UNDP with certified periodic financial statements, and with an annual audit of the financial statements relating to the status of UNDP funds according to the established procedures set out in the Programming and Finance manuals. The Audit will be conducted by the legally recognized auditor of the Government, or by an independent auditor engaged by the UNDP.

VII. Other considerations: environmental and social impacts, and sustainability

36. The levels of contamination are very high and the contaminated hotspots continue to act as sources for the wider environment, with serious environmental health risks. The releases also affect the environment distant from the point of release, raising the general background level. Containment and clean up will ensure a stop to the contamination of the vicinity of the core contaminated sites, and contamination in the surrounding areas will gradually reduce. This project will make an important contribution to this.
37. Under this project donor coordination will improve, the regulatory framework to ensure positive environmental developments will be strengthened, and the design of a financial framework and mechanism to channel various resources to hotspot remediation will lay the foundation for fund raising and implementation of remediation plans. The wider goal towards which this project contributes will reduce health risks of the local population to internationally accepted standards. Positive impacts are also expected on wildlife in the vicinity of the sites. Improved land use planning will strengthen economic development and livelihoods.

VIII. Legal Context

38. This project document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Socialist Republic of Viet Nam and the United Nations Development Programme signed by the parties on 21 March 1978. The host country executing agency shall, for the purpose of this Agreement, refer to the Government Cooperating Agency described in that Agreement.
39. The UNDP Country Director in Viet Nam is authorized to effect in writing the following types of revision to this project document, provided that s/he is assured that the other signatories of the project document have no objection to the proposed changes:
 - a) Revision of, or addition to, any of the annexes to the Project Document;
 - b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
 - c) Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility; and
 - d) Inclusion of additional annexes only as set out here in this Project Document
40. National Professional Project Personnel: The Government agrees to the recruitment of nationally recruited project professional personnel (NPPP) required for the implementation of this project, in accordance with UNDP policies and procedures established within the United Nations system for this purpose. These services constitute an addition to the regular personnel resources to be provided by the Government and

will be available for the duration of UNDP participation in the project. The remuneration of NPPP will be determined on a case-by-case basis in accordance with the policies and procedures of UNDP; it should exceed neither the prevailing compensation for comparable functions in the host country nor remuneration levels applicable within the United Nations system.

Annex I List of major supplies and contracts

1. International and national experts/consultants hired through open recruitment and competitive bidding (see annex II).
2. Office equipment
 - 1 laptop computer
 - internet ready
 - CD/DVD/RW
 - at least 80 GB hard drive
 - 1 desktop computer
 - internet ready
 - CD/DVD/RW
 - LCD screen
 - at least 100 GB hard drive
 - power backup
 - 1 UPS
 - 1 laser printer (B&W)
 - Limited office furniture

Annex II Terms of Reference for Key Activities

II.1 TOR for technical services - Sampling and Analysis

TERMS OF REFERENCE

Technical Service Provider: Analysis of Dioxin in hotspots

Project ID and title: Project ID: 00057781

Capacity Building and Completion of the Overall National Plan for Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam

Duration: 5 months, August and December 2007

Duties and Responsibilities:

- The Technical Services provider will undertake analysis of samples taken from two hotspots in order to identify the contamination levels of dioxin and other POPs in contaminated sites, wildlife and local residents.
- The work will be based on a series of Tasks, which are described below. The Technical Services provider may propose changes in individual Tasks – proposed changes will be reviewed by the Project.

Task 1: Specification of analytical procedures to be used

Analytical procedures are composed of the following four steps: 1) sample collection and storage, 2) preparation and extraction, 3) isolation using solvent partitioning and chromatographic fractionation 4) separation on gas chromatography (GC) and detection with selective and sensitive detectors. The Technical Service Provider will prepare detailed specifications for each step in the procedure. Recommended procedures will be discussed with and agreed by the Project Executive Board, taking account of the need for prompt analysis and reporting.

Task 2: Specification of sampling procedures

Standard operating procedures will be developed by the laboratory in consultation with personnel responsible for field collections. The standard operating procedures will cover:

- Amounts of medium to collect,
- Sampling procedures (e.g. depth of soil to be sampled),
- Methods to avoid contamination during sample collection,
- The need for special clothing and disposable gloves for sampling,
- Containers to be used,
- Sealing procedures,
- Storage and shipping arrangements,
- The use of field blanks.

Sample containers should be supplied by the laboratory and checked for contamination. Sampling procedures for contaminated sites will cover the different media likely to require sampling, including soil sediments, and water.

Task 3: Analysis of samples

As samples are received from the field collection, they will be promptly analyzed according to the procedures established under Task 1.

Task 4: Reporting

The Technical Service Provider will provide Office 33 with a report of the results of all samples analyzed, containing as a minimum, the following information for each sample:

- Location in terms of administrative divisions and geographic coordinates
- Concentration of Dioxin

Timeframe

- Task 1 will be completed by ...
- Task 2 will be completed by ...
- Task 3 will be completed by ...
- Task 4 will be completed by ...

Expected Outputs

- Contract work proposal
- Sample collection methodology (in Vietnamese for use by ground survey teams)
- Final report (in English and Vietnamese in five hard copies each and electronic files in Word format for both languages), including information specified under Task 4, above.

Qualifications and Requirements:

- Agencies with technical expertise in the area of analysis of Dioxin and proven experiences in Dioxin analysis and proven accessibility to the international recognized laboratories for Dioxin analysis.

II.2 Terms of References for Technical Advisor

Function title: Resident Technical Advisor
Project ID and title: Project ID: 00057781 - Capacity Building and Completion of the Overall National Plan for Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam
Starting Date: July 2007.
Duty station: Hanoi and related sites, Viet Nam
Duration: Up to 10 months (full time)
Supervision: National Project Director and UNDP.

1. MAIN FUNCTIONS AND RESPONSIBILITIES

- Provide advice and assist the NPD/Project to ensure the **quality assurance** of project **technical activities**. To this end, the RTA will be involved in (a) supporting in preparing TORs for technical activities and technical inputs by consultants/sub-contractors and give substantive comments on these before approval by NPD; (b) assisting the NPD in recruiting and supervising consultants/sub-contractors engaged in implementation of project activities; (c) reviewing technical reports to be carried out by project-contracted individuals and sub-contracted agencies and suggests to the Project and UNDP areas for improvement of the outputs/products as specified in the specific TORs.
- Advise and assist the Office 33 /MONRE and UNDP in **exploring and mobilizing co-finance for the full remediation** of dioxin contaminated hotspots in Viet Nam.
- Make substantial contributions to the **overall national plan** for dioxin-contaminated hotspot remediation
- Make substantial contributions to **action plans and project documents** for dioxin-contaminated hotspot remediation
- Assist MONRE and UNDP in **addressing comments** received from various donors and other stakeholders and revise the project document to incorporate these comments.
- Provide advice to the **project planning processes** through identifying emerging issues/risks and improving the quality of the work-plans;
- Provide **advice and assistance in managing and monitoring** of project progress.
- Provide **advice and assistance in coordinating** inputs from consultants, sub-contracts and support necessary consultations to ensure support from all relevant stakeholders, and coordination with related activities supported by other donors and NGOs.
- Undertake **other relevant tasks** as required by the NPD and UNDP.

2. OUTPUTS

- Draft project work plans and draft progress reports, to the NPD/Project
- Comments on final project work plans and progress reports, to the UNDP
- TORs for, for example: (i) consultants for additional sampling, field assessment, analysis; (ii) consultants for reviewing and selecting methodologies and technologies for remediation of Dioxin in hotspots; (iii) consultants for designing remediation plans for Dioxin and land use and environmental recovery plans (in and surrounding the hotspots); (iv) support re popular consultation and participatory planning; (v) training needs analysis; (vi) training delivery
- Key written inputs into the overall plan for dioxin-contaminated hotspot remediation
- Key written inputs into concrete action plans for dioxin-contaminated hotspot remediation
- Drafts and final project documents ready for submission to the Government, UNDP and donors, based on work by other consultants and experts, and including necessary Technical Annexes produced by experts
- A proposed plan for mobilization of co-finance for full project for implementation and commitments of sponsors

All reports should be submitted to the Project Management Unit in English in hard copies and Microsoft Word files.

3. COMPETENCIES

Corporate

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Project Management

- Has strong experience with results based management and results oriented approach to project implementation.

Communications and Networking

- Has excellent oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.
- Has excellent written communication skills, analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Has demonstrated knowledge and experience in working on policy development, especially POPs related regulatory systems, and capacity building.
- Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government

Knowledge Management and Learning

- Shares knowledge and experience.

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm and in control under pressure.
- Competent in leading team and creating team spirit, stimulating team members to produce quality outputs in a timely and transparent fashion.

4. QUALIFICATIONS AND REQUIREMENTS

- Post graduate degree in Environmental Science, chemicals or a related subject;
- At least 10 years of working experiences in environmental management / sustainable development.
- Hand-on experiences with formulation, design, and writing, consultations, obtaining approval, M&E and all other Project Management procedures.
- Excellent knowledge of donor policies and funding modalities. Experiences in funding mobilization and knowledge of UNDP programming practices is an asset;
- Proficiency in both spoken and written English is a must, including excellent writing skills and exceptional ability in communications, networking and negotiation.
- Knowledge of Vietnamese government structure and working experiences in Vietnam is desirable.
- Strong inter-personal skills; results-driven, ability to work under pressure and to meet strict deadlines. Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive
- Good computer literate

II.3 TOR for international consultant – Financing Framework and Mechanism Design and Project Formulation

Function title: International Consultant – Financing Framework and Mechanism Design and Project Formulation
Project ID and title: Project ID: 00057781 - Capacity Building and Completion of the Overall National Plan for Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam
Starting Date: August 2007.
Duty station: Hanoi and related sites in Viet Nam and home-based.
Duration: Up to 75 person-days.
Supervision: National Project Director and UNDP.

1. BACKGROUND

[information on the project]

2. MAIN FUNCTIONS AND RESPONSIBILITIES

The International Consultant is expected to provide advice and practical support in planning and implementing some key activities under the UNDP Project, notably the Financing Framework and Mechanism, and provide key contributions to “action plans” / project documents that can be funded by GEF or other donors or with national resources. More specifically, he/she will:

- Lead in the design of a Financing Framework and Finance Mechanism of the Overall Programme on Dioxin Remediation
- Provide advice and support in preparing, designing, coordinating and supervising a comprehensive inventory and documentation of sampling at two hotspots.
- Support formulation of the Overall Programme on Dioxin Remediation
- Provide advice and key inputs into specific action plans and draft project documents, meeting UNDP/Government requirements within the agreed timeframe, and consistent with prospective donor requirements.
- Undertake other relevant tasks as required by the NPD and UNDP.

3. OUTPUTS

- A detailed consultancy work-plan
- A draft and a final version of the Financing Framework and Finance Mechanism of the Overall Programme on Dioxin Remediation
- Draft versions of project documents for some specific “action plans” and key parts of those, for submission to UNDP, Government and donors.

4. COMPETENCIES

Corporate

- Demonstrates commitment to UNDP’s mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Project Management

- Has strong experience with results based management and results oriented approach to project implementation.

Communications and Networking

- Has excellent oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.
- Has excellent written communication skills, analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Has demonstrated knowledge and experience in working on financial policy / regulatory development and capacity building.
- Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm and in control under pressure.
- Competent in leading teams and creating team spirit, stimulating team members to produce quality outputs in a timely and transparent fashion.

5. QUALIFICATIONS AND REQUIREMENTS

- Post graduate degree in Environmental Science, chemicals or a related subject;
- Experience with POPs, preferably dioxin contamination
- At least 10 years of working experience in environmental management / sustainable development.
- Hand-on experiences with UNDP and/or GEF-funded projects, including in particular design of financial frameworks and mechanisms.
- Excellent knowledge of donor policies and funding modalities.
- Proficiency in both spoken and written English is a must, including excellent writing skills and exceptional ability in communications, networking and negotiation.
- Knowledge of Vietnamese government structure and working experiences in Viet Nam is desirable.
- Strong inter-personal skills; flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive
- Good computer literate

6. ITINERARY FOR DUTY TRAVEL

The International Consultant is required to travel to Ha Noi as required, but at least three times during project implementation. Actual dates of travel will be discussed and agreed with the project in advance.

II.4 Terms of References for Project Manager

Function title: Project Manager (PM)
Project ID and title: Project ID: 00057781Capacity Building and Completion of the Overall National Plan for Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam
Starting Date: July 2007.
Duty station: Hanoi.
Duration: 12 months (full time)
Supervision: National Project Director

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, 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) s/he is ready to stand up to audits at any time.
7. Assumes direct responsibility for managing the physical resources (e.g. vehicles, office equipment, furniture...) 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.

QUALIFICATIONS

1. University degree (preferably post-graduate degree) in chemistry, environmental engineering, natural resources management or related fields;
2. at least 5 years of experience in project management and implementation;
3. Strong analytical skills, good inter-personal and team building skills;
4. Full time availability for project management duties;

5. Working level of English language is an absolute necessity;
6. Familiarity with technical assistance projects and UNDP programme in Viet Nam is an asset.

II.5 Terms of References for Project Assistant/Accountant

Function title: Project Assistant/Accountant (PAA)
Project ID and title: Project ID: 00057781Capacity Building and Completion of the Overall National Plan for Environmental Remediation of Dioxin Contaminated Hotspots in Viet Nam
Starting Date: July 2007.
Duty station: Hanoi.
Duration: 12 months (full time)
Supervision: National Project Director

1. BACKGROUND

[information on the project]

2. MAIN FUNCTIONS AND RESPONSIBILITIES

This Project Assistant/Accountant Position has two roles: as an Administrative Assistant and as an Accountant with the following duties

a. As a Project Assistant

1. Provide assistance in the operational management of the project according to the project document and the NEX procedures.
2. Draft correspondence pertaining to the Project Office responsibilities;
3. Undertake all preparation work for procurement of office equipment, stationeries and support facilities as required;
4. Undertake preparation for project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings, etc. This also includes preparation of background materials for use in discussions and briefing sessions on project matter;
5. Logistical arrangements. This includes visa, transportations, hotel bookings for projects staff, consultants and invited guests coming for project activities;
6. Assist in preparation of project work plan and reports;
7. Be responsible for project filing system. This includes setting up the filing, numbering and filing all incoming and outgoing correspondence.
8. Prepare regular list of events for sharing of information within project and outside;
9. Take care of project telephone, fax, and email system;
10. Assist with project communication activities, including publications;
11. Assist with preparation of TORs and contracts for consultants for project activities.

b. As a Project Accountant

1. Prepare quarterly advance requests to get advance funds from UNDP in the format applicable.
2. Assist the PM and NPD in project budget monitoring and project budget revision.
3. Set up accounting system, including reporting forms and filling system for the project, in accordance with the project document and the NEX procedures;
4. Maintain petty cash transactions. This includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances;
5. Prepare cheques and withdraw money from the bank;
6. Prepare project financial reports and submit to PM and NPD for clearance and furnish to UNDP as required;
7. Enter financial transactions into the computerised accounting system;
8. Reconcile all balance sheet accounts and keep a file of all completed reconciliation;
9. Check and ensure that all expenditures of projects are in accordance with NEX procedures. This includes ensuring receipts to be obtained for all payments;

10. Check budget lines to ensure that all transactions are booked to the correct budget lines;
11. Ensure documentation relating to payments are duly approved by the NPD;
12. Bringing any actual or potential problems to the attention of the NPD;
13. Follow up bank transfers. This includes preparing the bank transfer requests, submitting them to the bank and keeping track of the transfers;
14. Ensure Petty Cash to be reviewed and updated ensuring that there is up-to-date records;
15. To continuously improve system & procedures to enhance internal controls to satisfy audit requirements.
16. Bank statements should be collected from the banks on the 2nd working day of each month;
17. Bank accounts should be reconciled and reported on or before 3rd of each month;
18. Prepare monthly bank reconciliation statement, including computation of interests gained to be included into reports.
19. Maintain the inventory file to support purchases of all equipment/assets.
20. Undertake other relevant matters assigned by the NPD.

3. QUALIFICATIONS AND REQUIREMENTS

- University degree in accounting, finance or related fields;
- Solid experience of budgeting, planning and reporting on foreign funded projects;
- Good secretarial skills and good organizational capacity;
- Knowledge in administrative and accounting procedures of the Government
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.
- Appropriate English language skills, both spoken and written.

Annex III Results framework

| Level | Indicators (with baseline and target) | Method of verification | One Plan Outcome and Output | Related priority area in Decree 131 | Risks and assumptions |
|--|---|--|---|--|---|
| <p><u>Project Outcome</u> Strengthened basic capacities and a consolidated overall national Plan for Environmental Remediation of Dioxin Contaminated Hotspots that is fundable</p> | | | <p><u>Outcome 3</u> Viet Nam has adequate policies and capacities for environmental protection and the rational use of natural resources for poverty reduction, economic growth, and improving the quality of life.</p> <p><u>Output 3.1</u> Improved institutional capacities and systems for the implementation and monitoring of Sustainable Development and related environmental laws and policies</p> | <p>4: Environmental protection and natural resource conservation</p> <p>5: Institutional capacity strengthening and human resource development; technology transfer; capacity strengthening in research & development”</p> | <p>The project success will depend in particular on</p> <ul style="list-style-type: none"> • The ability to access / contract high quality national and international consultants and service providers in a timely and transparent manner • Efficiency / speed of inter-ministerial coordination and decision making, for example re accessibility of sites and data by external experts, public access to information, and approval of overall plan and action plans • Willingness of donors and private funding entities to engage in principle, and therefore possibly fund concrete remediation proposals (after the current project) |
| <p><u>Project Output 1.</u> Strengthened capacity for planning, technical assessment, and operational capacity for remediation of dioxin-contaminated hotspots, and management of exposure prevention, research, monitoring of decontamination.</p> <p><u>Key groups of activities:</u> capacity building needs assessment; training workshops and campaigns for behaviour change, better planning, managing and controlling dioxin contamination; specialised seminars and other forums; review national regulatory standards and regulatory proposals re dioxin contamination of soil and sediment; participatory planning of improvements in land use and environmental recovery</p> | <ul style="list-style-type: none"> • Nr of people in key stakeholder organisations at central and local level with strengthened capacities (technical experts at different levels, with low management and communication skills; no capacity building needs assessment) • Quality of (training needs) assessment and studies • Quality of regulatory proposals (no dioxin regulation or standards) | <ul style="list-style-type: none"> • Project supported consultants’ reports • Project progress reports | | | |
| <p><u>Project Output 2.</u> Overall national dioxin hotspot remediation plan and specific action plans that access external, international grants for partial funding, to (a) remediate the three most contaminated dioxin-hotspots, and (b) ensure safe land use in and around the hotspots in support of local livelihoods and economic development</p> <p><u>Key groups of activities:</u> Sampling in and near the Bien Hoa and Phu Cat hotspots to estimate required remediation and environmental recovery; combine and review all data and information from all hotspots; develop Overall Plan and fundable action-plans for dioxin hotspot remediation, improving land use and environmental recovery; design a financial framework and mechanism to support implementation of the Government Overall Plan</p> | <ul style="list-style-type: none"> • High quality data (data exist, but not fully accessible and comprehensive) • National plan developed and approved (parts exist) • Action plans developed and approved (parts exist, notably Da Nang) • Fundable project documents submitted (one draft GEF project preparation document exists) | <ul style="list-style-type: none"> • Project supported consultants’ reports • Project progress reports • Plans and project documents produced under the project | | | |