GOVERNMENT OF THE
SOCIALIST REPUBLIC OF VIET NAM

and

UNITED NATIONS DEVELOPMENT PROGRAMME

1. Project title: Support to the preparation of National Millennium Development Goals Reports 2008 and 2010

2. Sector code of the project:

3. Name of donor: United Nations Development Programme (UNDP)

4. Line agency: Ministry of Planning and Investment (MPI)

5. Project proposing agency/project owner: Department of National Economic Issues, MPI - Address: 2 Hoang Van Thu Street, Hanoi, Viet Nam - Telephone: (84) 080 44977; fax: (84-4) 8436146 - E-mail: ntnhat@mpi.gov.vn

6. Estimated start and end dates of project: 16/01/2008 – 31/12/2010

7. Project implementation location: Hanoi and some selected provinces

8. Total budget of project: US$ 780,300

<table>
<thead>
<tr>
<th>8.1. Total ODA grant:</th>
<th>$ 736,300</th>
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<td>- Committed funds:</td>
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<td>- Regular Resources:</td>
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<table>
<thead>
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<th>8.2. Government contribution:</th>
<th>$ 44,000</th>
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<td>- In kind:</td>
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Total $ 780,300

9. Modality of ODA provision: ODA grant
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I. PROJECT JUSTIFICATION

I.1. Brief situation analysis and assessment

By signing the Millennium Declaration and joining the international commitment to achieve the Millennium Development Goals (MDGs), the Government of Viet Nam (GOVN) has made a commitment to improve the quality of life of the Vietnamese people by meeting international standards pertaining to poverty reduction, health, education, gender equality and environmental sustainability.

In 2001, 2002 and 2003, the UN Country Team (UNCT) in Viet Nam, led by UNDP, with the active participation of players from different government agencies and national organizations, produced three Millennium Development Goals Reports (MDGRs) that provided analyses of the progress toward the MDGs at both national and provincial levels, identified challenges ahead and suggested possible solutions. A UNCT-supported series of MDGs campaigns (including policy conferences, MDG media contests, trainings for national journalists on developing media coverage on the MDGs, MDG Campaigns for Youth, MDGs Film series) significantly contributed to better understanding about the Millennium Declaration and the MDGs among government officials, members of people-elected bodies, the Party cadres at different levels as well as the broader public. Under the UNDP-supported project VIE/02/M06/PJ funded by UNDP Headquarters Thematic Trust Fund on Poverty Reduction, a series of workshops was organised to raise the awareness of planners from different government agencies, including the Ministry of Planning and Investment (MPI) and provincial Departments of Planning and Investment (DPI) on Viet Nam Development Goals (VDGs)/MDGs and how these goals could be used in monitoring socio-economic development at national and sub-national levels. The definitions, sources, and other characteristics of data necessary to monitor VDGs/MDGs were compiled and a plan for preparing national MDGRs was developed.

Following the developed plan for national MDGRs preparation, the project 00037167 was formulated in 2004, in response to the request of GOVN, to support to the process of preparing the first national MDGR 2005. As a result, the first national MDGR of good quality was prepared and presented at the Millennium Submit Plus 5 in New York, September 2005. The report has contributed to the international recognition of Viet Nam as the world leader in achieving MDGs. At the same time the report has identified the lessons and areas for further improvements. The consultative process of preparing the 2005 National MDGR was conducted in the close links and thus contributed substantively to the preparation of the SEDP (2006-2010). Furthermore, the project 00037167 contributed to strengthening the national capacity for MDGs/VDGs monitoring and reporting needed for the development and implementation of national pro-poor policies and development plans. The final Tripartite Project Progress Review meeting of project 00037167 concluded that after the first national MDGR 2005, GOVN would prepare national MDGRs every 2 – 3 years and during the period from 2005 to 2010, such MDGRs would be prepared for 2008 and 2010. UNDP/UNCT’s technical assistance would still be needed in the process of preparing the two reports 2008 and 2010.

Ministry of Planning and Investment who acts as the MDG focal point within GOVN has officially requested UNDP to provide assistance to the preparation of the two MDGRs 2008 and 2010. The two reports will be (i) reporting on the progress towards achieving MDGs at both national and local levels, (ii) serving as the national tool for monitoring VDGs/MDGs, and (iii) providing inputs to the mid-term review and terminal review of the
implementation process of the five-year socio-economic development plan (SEDP) 2006-2010 in 2008 and 2010 respectively as well as contributing to the preparation of the SEDP 2011-2015.

I.2. Relevant government strategies, plans, programmes

In the UN Millennium Summit organized in September 2000, the President of the Socialist Republic of Vietnam committed to the Millennium Declaration to achieve 8 MDGs by 2015. The first national MDGR was prepared in 2005 (with support from UNDP) and approved by the Prime Minister in Office of Government’s Document No. 4947/VPCP-QHQT dated 1 September 2005.

The Government of Viet Nam clearly set development goals for the country in its socio-economic development directions and strategy 2001 – 2010. These development goals are basically in line with MDGs. MDGs have also been incorporated into 5-year and annual socio-economic development plans as well as socio-economic development programmes.

I.3. Lessons learned from previous cooperation

Experience from the implementation of project 00037167 suggested that the strong leadership of MPI was a decisive factor for the success of MDGR preparation process. The drafting process required a lot of coordination efforts among various line ministries and GOVN’s agencies as well as consultation work with donors and I/NGOs, which, without strong determination and leadership of the GOVN’s MDG focal point, could hardly be realized.

The highly consultative nature of the MDGR 2005 drafting process proved to be effective as participants in the series of consultation workshops at both central and provincial level provided plenty of valuable comments. The diversity in the background of participants (i.e. donor, local and international NGO, civil society, local resident, etc.) brought additional value to the MDGR.

The creative initiative to link the MDGR 2005 drafting process with the national SEDP preparation process was a great success of project 00037167. This linkage, on the one hand, helped respond to the GOVN’s needs for consultation on draft SEDP and MDGR, on the other hand, enabled the utilization of the evidence-based situation analyses of the MDGR in the national SEDP, particularly in identifying the priorities and policy measures for improving the progress towards achieving MDGs as well as measures for improving the monitoring of such progress. It is worthwhile for future MDGR preparation process to have a similar link with SEDP process.

The publication and dissemination of (brief) MDGR 2005 and MDG pamphlets in Vietnamese and ethnic minority languages (Tay, H’mong, Thai, Khmer, Cham) as well as some regional dissemination workshops contributed significantly to raising awareness of MDGs among local government officers and the general public, especially ethnic minority people. This also helped promote the general interest of the society in MDGs progress. Beside the English version that was presented at Millennium Submit Plus 5 in New York and widely disseminated through websites among others, the (brief) report was also published and disseminated in French. This together with some media activities has helped the international recognition of Viet Nam as the world leader in achieving MDGs. Several delegations from other countries such as North Korea, Iran, Nepal, etc. have visited Viet Nam to learn Viet
Nam’s experiences in achieving MDGs as well as in preparing the national MDGR. Therefore, it is recommendable for future MDGR preparation process to include a series of active policy debates, dissemination and advocacy activities including through workshops and media.

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

UN agencies, led by UNDP, were very active in the preparation of MDGRs 2001, 2002, 2003, and 2005. Donor community also made significant contribution to these reports through various consultation workshops and other consultation channels. Particularly, the preparation of MDGR 2005 which was well coordinated with the process of formulating 5-year SEDP 2006-2010 drew enormous support from donors in different forms.

UNDP, UNICEF, WB and ADB have been providing support to GSO and MPI on monitoring and evaluation of SEDP 2006 – 2010. The SEDP M&E framework and the NSIS have laid the improved framework for collecting and using data necessary for monitoring SEDP and MDGs/VDGs. The support is being provided to enhance national capacities for data collection, dissemination and use (including the introduction of DevInfo/VietInfo database) to monitor the progress of SEDP, MDGs and VDGs at both central and provincial level.

UNDP and WB have been providing technical assistance to GSO in conducting Household Living Standard Surveys and Viet Nam Household Living Standard Surveys that have been providing reliable and quality data needed for monitoring and analyzing the progress of some MDGs. Some other donors are supporting the collection of sectoral data through their different projects, which can also provide data needed for the preparation of MDGR 2008.

The Viet Nam Academy for Social Sciences with support from UNDP, WB and others, has been/is conducting many studies relating to MDGs namely national human development report, Poverty Updates 2006, social security, etc. Some national research institutions and INGOs in Vietnam have been conducting and are planning to conduct studies at grassroots level on local development related to social development and MDGs/VDGs. Such studies can serve as good sources of information and analyses for, and it would be beneficial to involve such players in the process of preparing the MDGRs.

GOVN is also planning to conduct a mid-term review of the implementation process of SEDP 2006 – 2010, in which MDGs are mainstreamed, in 2008. Donors including World Bank (WB), Asian Development Bank (ADB), European Union (EU), UNDP, etc. have expressed their interest in supporting the review exercise. UNICEF is working with MPI to carry out a mid-term Social Audit of SEDP 2006 – 2010 in 2008 as well. As mentioned above, it would be very effective and mutually beneficial to establish the links of the process of preparing MDGR to the process of SEDP reviews.

**I.5. Comparative advantages of UNDP**

Strengthening national capacity for achieving and monitoring MDGs is the key and core pillar in the assistance frameworks of UN agencies, including UNDP. The UN Country Team in Viet Nam has been working hard since 2000 to help the country not only implement but also monitor closely the progress towards achieving MDGs.
MDGR preparation is a unique strength of UNDP. UNDP has rich international experiences in helping member states prepare national MDGRs. In Viet Nam, UNDP has a long tradition of supporting the GOVN to prepare MDGRs, from the very first MDGR in 2001 up to now. Through years of providing assistance to Viet Nam in drafting MDGRs, UNDP has strengthened its technical expertise in this area and accumulated valuable experience and lessons learn which are useful for improving further MDGRs and the MDGR preparation process. Moreover, as a traditional partner of the Government in this area and with proven expertise, UNDP can easily mobilize the participation of other UN agencies as well as donor community in the drafting process.

UNDP’s neutrality nature will help ensure the objectivity of MDGRs. With its core competency on capacity building and being entrusted by the Government, UNDP can play a catalyst role in developing government capacity in MDGR preparation and in MDGs monitoring in general.

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

In the terminal review meeting of project 00037167 “Support to preparing the National Report on the Millennium Development Goals”, some areas for further improvement in MDGR preparation were identified, namely (i) higher data quality/standardization and disaggregation by regions, ethnic minority groups and sex, (ii) lack of detailed analysis, and (iii) more and better facilitated consultation, especially more with grassroots level. Moreover, better use of international expertise in providing support needed for improving skills in report writing, for peer review and editing as well as in sharing experiences on international reporting standards, styles and languages is also other area identified as needing improvement in the process of preparing MDGRs.

Capacity of GOVN/MPI in preparing MDGR was developed through the life of project 00037167 to produce the first ever national MDGR 2005. However, there is still much room for improving government capacity in this field, especially when the requirements for MDGR 2008 and 2010 are much higher than for MDGR 2005 with focus on progress at local levels where the key challenges in achieving MDGs are. The capacity of government agencies in preparing MDGRs up to international standards and to be used as a sharp tool for monitoring MDGs/VDGs needs to be strengthened. Therefore, substantial technical support for GOVN is needed.

The awareness of MDGs/VDGs and progress towards achieving them has been substantially improved at national level thanks to enormous advocacy and communication efforts of MPI, UN agencies, and other donors and NGOs. MDGs have been incorporated into national 5-year and annual socio-economic development plans. However, the awareness at local level, especially in districts and communes, remains quite low. The mainstreaming of MDGs in local development plans still needs improvements. Thus, further advocacy and public-awareness raising attempts are required to really make MDGs localized.

Since MDGs have been incorporated into national development plans, the reporting on MDGs progress should be linked closely with the preparation of reports relating to SEDP implementation progress such as GOVN’s reports on SEDP implementation for Consultative Group (CG) meetings, SEDP review reports, etc. However, a formal mechanism for such linkage is currently not in existence.
II. PROJECT OVERVIEW

The overall objective of this project is to contribute to the development, implementation and monitoring of national pro-poor policies and SEDPs. This will be achieved through the support to strengthening national capacity for MDGs/VDGs monitoring and reporting, comprising support to (i) the participatory and inclusive process of national monitoring and reporting on the progress towards achieving MDGs; and (ii) dissemination, advocacy of and policy dialogues pertaining to the findings and recommendations of national MDGRs, including aiming at further awareness raising and contributing to the reviews and development of national pro-poor policies and SEDPs, especially at local levels.

The project has the following outputs and key groups of activities.

**Output 1. The progress towards achieving MDGs by 2008 and 2010 analysed and reported with high quality, in close linkage with the process of review of SEDP 2006-2010 and development of SEDP 2011-2015, and in a participatory and consultative manner.**

*Group of Activities 1.1.* Collect and process available and new data and information needed for analysis on MDGs progress, including also (i) conducting analyses and necessary case/qualitative studies to provide complimentary (to the available quantitative data) inputs for MDGRs 2008 and 2010 with focus on the MDG progress at local levels\(^1\) and topics such as quality achievement of MDGs, equality in terms of gender, geographical locations and ethnic minorities, etc.; and (ii) strengthening, maintaining and updating dataset/database (preferably using VIETINFO) at national and provincial levels needed for the preparation of following MDGRs.

*Group of Activities 1.2.* Establish improved participatory and consultative process of preparing national MDGRs and its links with SEDP reviews and development. This comprises, (i) re-defining key national and international stakeholders and their respective/expected roles in the process, (ii) establishing improved mechanisms to ensure the more meaningful participation of and consultation with wide ranges of stakeholders at both national and local levels in all stages of the process of preparing MDGRs, (iii) developing and establishing links/mechanisms for cooperation between MDGR process and the SEDP review, reporting and development process to ensure that two processes are mutually beneficial and supportive.

*Group of Activities 1.3.* Draft, conduct wide consultations on, finalise and publish national MDGRs in 2008 and 2010 (including providing international expertise support needed for improving skills in report writing, for peer review and editing as well as in sharing experiences on international reporting standards, styles and languages).

*Group of Activities 1.4.* Document and disseminate good practices and lessons learned in preparing national MDGRs for further MDGR preparation.

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\(^1\) Analysis on MDG progress at local levels may include color-coded map on MDG progress by province, qualitative and quantitative analysis at provincial level and, if data and information allow, lower level (district, commune), thematic analysis on progress in ethnicity areas based on data collected from the Baseline Survey of Programme 135.
Output 2. MDGR findings and recommendations widely disseminated, advocated and debated to support further MDGs awareness raising and localization as well as to feed into national pro-poor policy development process.

*Group of Activities 2.1.* Widely disseminate the national MDGRs 2008 and 2010 through, among others, producing and disseminating hard copies, CDs of MDGRs/pamphlets in different languages including of ethnic minorities, publishing on websites and mass media.

*Group of Activities 2.2.* Implement a wide advocacy and propaganda campaign on MDGs and MDGs progress/MDGRs at national and especially local levels, including events to launch the MDGRs, frequent coverage in mass media on MDGs and MDGRs, activities to help strengthen knowledge and skills of mass media staff (central and local level) in covering MDGs and MDGRs, contests and so on;

*Group of Activities 2.3.* Organize conferences, roundtables, workshops, seminars to involve wide ranges of stakeholders from policy makers, national researchers and scholars, to elected bodies, civil societies and mass organisations, etc. in policy debates and discussions about the findings and recommendations of the national MDGRs 2008 and 2010 and support the utilisation of the findings and recommendations of MDGRs (as an effective tool for monitoring social progress) in (i) the SEDP reviews, implementation at both national and local levels, and formulation of new Socio-Economic Development Strategy (SEDS)/SEDP/pro-poor policies and (ii) further monitoring and adaptation of VDGs/MDGs to national and local levels.

### III. INDICATIVE BUDGET STRUCTURE

**Summary of proportion of budget**

<table>
<thead>
<tr>
<th>Category</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
<td>Expertise (national and international)</td>
<td>24,000</td>
<td>130,800</td>
<td>41,500</td>
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<td>Equipment/ supply</td>
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<td>Management costs</td>
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<td>33,000</td>
<td>34,100</td>
<td><strong>106,100</strong></td>
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<td>- Project staff</td>
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<td>19,000</td>
<td><strong>51,300</strong></td>
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<td>- Project M&amp;E</td>
<td>4,500</td>
<td>11,500</td>
<td>4,500</td>
<td></td>
<td><strong>20,500</strong></td>
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<tr>
<td>- Other administrative costs</td>
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<td>11,600</td>
<td>10,100</td>
<td>10,600</td>
<td><strong>34,300</strong></td>
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<td>301,400</td>
<td>100,900</td>
<td>282,800</td>
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</table>

### IV. PROJECT IMPLEMENTATION STRATEGY

This project, in direct response to the request of the Government of Viet Nam, will build on, and is considered an integral part of, GOVN efforts and UNDP/UNCT activities on
MDG advocacy and awareness raising campaigns, and of monitoring MDGs/VDGs. Given the close links between the MDGs and Viet Nam’s Development Goals, the process of preparing the national MDGRs 2008 and 2010 will not only contribute to monitoring the progress toward achieving the MDGs, which is one of Viet Nam’s international commitments, but also to monitoring the socio-economic development progress in Viet Nam. The project will also build on UNDP/UNCT experience in preparing MDGRs and the work on MDGs/VDGs conducted under the UNDP-supported projects VIE/02/M06/PJ and 00037167.

The project will facilitate and support the development and establishment of (nationally owned) mechanisms for ensuring meaningful consultations with and participation of wide ranges of players from government agencies, people-elected bodies, mass and grassroots organizations, research institutes as well as domestic and international NGOs, donor community in all stages of preparing and disseminating the national MDGRs, under the leadership of MPI.

In order to ensure the quality of the report, it is critical to work closely with the General Statistics Office and other statistical/information departments of relevant GOVN ministries/agencies and provinces, especially in ensuring that most recent data (such as VHLSS 2006 and 2008) are made available for preparing the report in a timely manner and with good quality. The project will cooperate closely with the UNDP and UNICEF supported activities on socio-economic development monitoring and evaluation. Furthermore, it is essential to establish close ties with provinces to timely and feasibly gather data and information which allow for relatively deep quantitative and qualitative analysis on MDG progress at provincial and lower levels. The project will also facilitate active participation of stakeholders in (i) providing substantive inputs to the report outline, analyses and the report drafts, as well as in gathering and integrating stakeholders’ contributions, in the form of research studies and/or assessments and analyses on MDG-related topics, and (ii) in contributing to the process of national consultations and debates around the reports.

The linkage to SEDP review, implementation and formulation of new SEDS/SEDP will be mainstreamed in all consultations and debates organized in different stages of preparing, disseminating national MDGRs, and related advocacy work, especially in advocating for the use of MDGRs’ evidence-based situation analyses of the social development progress and MDGRs’ recommendations on policy priorities and measures for improving the progress towards achieving MDGs, in social policy and SEDP reviews and formulation.

Through the project, UNDP will (i) actively share its experience in preparing MDGRs in Viet Nam as well as experiences from other countries’ MDGRs/MDGs reporting and monitoring; (ii) provide technical advice and inputs to the MDGR process, including on data collection and analyses, development of MDGR outline, MDGR writing and editing, and consultation, advocacy and policy debate process; and (iii) help engage key Vietnamese players in MDG reporting/monitoring in workshops and trainings that will possibly be organized by UNDP regional and/or global initiatives and programmes.

The project (through training, hands-on support provided by international experts, learning by doing, the above-mentioned ‘engaging’ and experience sharing, and efforts to mainstream MDGs reporting process into SEDP one) will contribute to the process of
strengthening national capacity for MDGs/VDGs monitoring and reporting and contributing to development, implementation and reviews of the national pro-poor policies and SEDPs.

Supporting the monitoring and reporting on MDGs progress, the project will provide analyses on situation of cross-sectoral issues such as poverty, gender equality, environment, sustainability, HIV/AIDS, etc. as well as identify emerging problems in these areas, which will contribute to the formulation of appropriate relevant development policies.

V. PROJECT IMPLEMENTATION STRUCTURE

The project will be nationally executed. The Ministry of Planning and Investment, the GOVN’s MDG focal point, will be the Implementing Partner (IP) in this project. The MPI Department for General Economic Issues will be the project focal point. The Department has gained experience when nationally executing and managing the UNDP-supported projects VIE/02/M06/PJ (funded from the UNDP HQs Thematic Trust Fund on Poverty Reduction) and 00037167 (funded by UNDP Viet Nam).

The IP is accountable to the Government and UNDP for substantive quality as well as for the proper use of all resources assigned under the project. The IP, through the Department for General Economic Issues, has the responsibility to manage, coordinate and monitor all project activities, regardless of whether it directly implements activities or assigns other partners to do so.

The IP will be responsible for ensuring active participation of, and substantive inputs from, partners such as government agencies (especially line ministries), people-elected bodies, mass and grassroots organizations, national research institutes, local and international NGOs, and the donor community, as well as UNDP and other UN agencies in the process of preparing the national MDGRs 2008 and 2010. This process would be facilitated through the establishment of a multi-stakeholder Steering Committee for preparing the national MDGRs (based on the GOVN multi-sectoral MDGR drafting committee which consists of representatives from MPI, MOFA, MOLISA, MOET, MOH, MARD, MONRE, CEM, NCFAW, GSO, etc.) and technical peer reviewing by stakeholders and other mechanisms to mobilize stakeholders’ inputs.

As part of the GOVN contribution, the IP will assign staff to manage and operate this project. This will include a National Project Director, as well as other support staff as needed. All project activities will be overseen by the National Project Director (NPD) attached to MPI. To support the NPD in fulfilling his/her duties as well as in coordinating the participation of wide ranges of stakeholders, beside the NIP assigned staff, the project will recruit a full time national project manager cum coordinator and administrative assistant cum accountant and secretary. Some activities will be contracted out to national or international individual consultants, companies or consortia of companies through agreed procedures. However, MPI and the NPD will maintain overall accountability, as per the NEX guidelines.

UNDP will provide, as needed and requested by the IP, (i) technical advice and inputs and (ii) support to project management to ensure smooth implementation of the project and the production of the intended outputs with good quality and in a timely manner.

VI. PROJECT COORDINATION

MPI and other members of GOVN’s multi-sectoral MDGR drafting committee including representatives from MOFA, MOLISA, MOET, MOH, MARD, MONRE, CEM,
NCFAW, GSO, etc. will be main stakeholders of this project. Further, a network with national research institutes such as Viet Nam Academy of Social Sciences, provincial level government agencies, mass and grassroots organizations, and mass media will be set up.

The Project will also establish a close working relationship with donor community, international and local NGOs, and possibly UN agencies’ Asia-Pacific Regional Offices and Headquarters during the MDGRs preparation process.

Collaboration with other projects/donors’ support will also be sought, notably with donors’ assistance for mid-term review of SEDP 2006 – 2010, UNICEF’s support for mid-term Social Audit, and other donor-funded projects supporting the collection of development data at national, sectoral, and provincial level.

VII. PROJECT MONITORING AND EVALUATION

Project monitoring and evaluation will be conducted in accordance with established GOVN and UNDP NEX procedures and by the project team and the UNDP Country Office (UNDP-CO). The project is required to prepare annual project reports on the progress and lessons learned. Furthermore, Annual Review meetings will be organized for thorough discussions on the annual work plan and progress, as well as to identify the areas for improving the implementation of the project. The audit of project operation (especially financial performance) will be conducted annually either by the legally recognized auditor of the Government or an independent auditor engaged by UNDP.

VII. OTHER CONSIDERATIONS

MDGRs 2008 and 2010 as well as their whole preparation process will provide reliable evidences and inputs for the government (both central and local) to make informed decisions and/or develop rational policies to address issues relating to poverty, mother and child care, education, gender equality, HIV/AIDS, environment and sustainability. The MDG advocacy activities will raise the society’s awareness of these issues, which will help draw society’s attention, interest, and resources in accomplishing MDGs to improve people’s life. Therefore, the project is expected to have positive impacts on social and gender equality as well as environment.

Given that MDG 3 aims at improving gender equality, gender is well mainstreamed into this project. As project activities include many conferences, round table meetings, workshops and seminars, it is important to ensure that the minimum level of women’s participation is 30% in all project activities. Since media has a relevant role in this project, it is important to ensure that media campaigns and other relevant activities with media promote gender equality and eliminate stereotypes.

VIII. LEGAL CONTEXT

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.
Project revision: The following types of revision of this project document may be made with the signature of the UNDP Country Director only, provided s/he is assured that the other signatories of the Detailed Project Outline have no objections to the proposed changes.

a) Revision of, or addition to, any of the annexes to the Detailed Project Outline;
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 and attachments only as set out here in this Project Document

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 1 – LIST OF MAJOR SUPPLIES AND CONTRACTS

1. International and national experts/consultants hired through competitive bidding (see Annex 2).

2. Office equipment

   1 laptop computer
   - internet ready
   - CD/DVD/RW
   - at least 40 GB hard drive

   2 desktop computers
   - internet ready
   - CD/DVD/RW
   - LCD screen
   - at least 80 GB hard drive
   - power backup

   1 laser printer (B&W)

   1 scanner and necessary software to convert picture files into text (Vietnamese) files
## ANNEX 2 – RESULTS FRAMEWORK

<table>
<thead>
<tr>
<th>Level</th>
<th>Indicators (with baseline and target)</th>
<th>Method of verification</th>
<th>One Plan Outcome and Output</th>
<th>Related priority area in Decree 131</th>
<th>Risks and assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Outcome</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The project success will depend in particular on:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• The strong leadership of MPI and support of GOVN, people-elected bodies, and party organs throughout the preparation process</td>
</tr>
<tr>
<td><strong>Project Output 1:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Efficiency/pace of coordination among government agencies at central and local level</td>
</tr>
<tr>
<td></td>
<td>The progress towards achieving MDGs by 2008 and 2010 analysed and reported with high quality, in close linkage with the process of review of SEDP 2006-2010 and development of SEDP 2011-2015, and in a participatory, consultative manner.</td>
<td></td>
<td></td>
<td></td>
<td>• The ability to access / contract high quality national and international consultants and service providers in a</td>
</tr>
<tr>
<td><strong>Key groups of activities:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group of Activities 1.1.</td>
<td>Collect and process available and new data and information needed for analysis on MDGs progress, including also (i) conducting analyses and necessary case/qualitative studies to provide complimentary (to the available quantitative data) inputs for MDGRs 2008 and 2010 with focus on the MDG progress at local levels and topics such as quality achievement of MDGs, equality in terms of gender, geographical locations, and ethnic minorities, etc.; and (ii) strengthening, maintaining and updating dataset/database (preferably using VIETINFO) at national and provincial levels needed for the preparation of following MDGRs</td>
<td></td>
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</tr>
<tr>
<td>Group of Activities 1.2.</td>
<td>Establish improved participatory and consultative process of preparing national MDGRs and its links with SEDP reviews and development. This comprises, (i) re-defining key national and international stakeholders and their</td>
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<td></td>
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</tr>
<tr>
<td>Level</td>
<td>Indicators (with baseline and target)</td>
<td>Method of verification</td>
<td>One Plan Outcome and Output</td>
<td>Related priority area in Decree 131</td>
<td>Risks and assumptions</td>
</tr>
<tr>
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<td>-----------------------------</td>
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</tr>
<tr>
<td></td>
<td>stakeholders on MDG progress</td>
<td></td>
<td>achieving VDGs/MDGs and meeting the commitments of Viet Nam under international agreements, with special attention to situation of poor ethnic people, children, and women.</td>
<td>timelyst and transparent manner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8. Breadth, depth, and reliability of analyses in produced MDGRs</td>
<td></td>
<td></td>
<td>• Willingness of mass and grassroots organization, research institutes, donors, local and international NGOs to engage in the preparation process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Forms and levels of cooperation between MDGR process and the SEDP review, reporting and development process</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>10. Evidence of application of international -standard report writing skills by government officers</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>11. Number of key government officials in Viet Nam (and other countries) aware of best practices, lessons learned in the MDGR preparation process</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>12. Evidence of the use of the good practices in preparing for other MDGRs</td>
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</tr>
</tbody>
</table>

Group of Activities 1.4. Document and disseminate good practices and lessons learned in preparing national MDGRs for further MDGR preparation.

**Project Output 2:**

MDGR findings and recommendations widely disseminated, advocated and debated to support further MDGs awareness raising and localization as well as to feed into national pro-poor policy development process

**Key groups of activities:**

1. Number of report copies & related materials disseminated by language, region, agency/organization; number of people getting access to the reports though different means by sex, age, and ethnicity
2. Number of workshops/ seminars/
<table>
<thead>
<tr>
<th>Level</th>
<th>Indicators (with baseline and target)</th>
<th>Method of verification</th>
<th>One Plan Outcome and Output</th>
<th>Related priority area in Decree 131</th>
<th>Risks and assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group of Activities 2.1.</td>
<td>Widely disseminate the national MDGRs 2008 and 2010 through, among others, producing and disseminating hard copies, CDs of MDGRs/pamphlets in different languages including of ethnic minorities, publishing on websites and mass media.</td>
<td>debates organized; number of policy makers, people-elected representatives, national researchers/ scholars (at central and local level) directly involved in the debates/discussions and/or received the proceedings/ recommendations of the workshops/seminars. 3. Number &amp; frequency of media coverage (TV, radio, newspaper) on MDGs and MDGRs 4. Number &amp; percentage of people aware of MDGs and MDGs progress in Vietnam (by sex, age and ethnicity) 5. Number of the MDGR's findings and recommendations used for the development of national and local policies and development plans.</td>
<td>Mid-term evaluation of the project</td>
<td>UN evaluation</td>
<td>Surveys</td>
</tr>
<tr>
<td>Group of Activities 2.2.</td>
<td>Implement a wide advocacy and propaganda campaign on MDGs and MDGs progress/MDGRs at national and especially local levels, including events to launch the MDGRs, frequent coverage in mass media on MDGs and MDGRs, activities to help strengthen knowledge and skills of mass media staff (central and local level) in covering MDGs and MDGRs, contests and so on;</td>
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<tr>
<td>Group of Activities 2.3.</td>
<td>Organize conferences, roundtables, workshops, seminars to involve wide ranges of stakeholders from policy makers, national researchers and scholars, to elected bodies, civil societies and mass organisations, etc. in policy debates and discussions about the findings and recommendations of the national MDGRs 2008 and 2010 and support the utilisation of the findings and recommendations of MDGRs (as an effective tool for monitoring social progress) in (i) the SEDP reviews, implementation at both national and local levels, and formulation of new SEDS/SEDP/pro-poor policies and (ii) further monitoring and adaptation of VDGs/MDGs to national and local levels</td>
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</tbody>
</table>
## ANNEX 3 – DETAILED PROJECT BUDGET

<table>
<thead>
<tr>
<th>Output and activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Management</strong></td>
</tr>
<tr>
<td>National Project Manager cum Coordinator</td>
</tr>
<tr>
<td>Project Management Assistant cum Accountant</td>
</tr>
<tr>
<td>Local travel for project monitoring (Project staff)</td>
</tr>
<tr>
<td>Office Equipment</td>
</tr>
<tr>
<td>Office supplies and operations</td>
</tr>
<tr>
<td>Communications &amp; reporting</td>
</tr>
<tr>
<td>Auditing</td>
</tr>
<tr>
<td>Monitoring visits (by UNDP and GACA)</td>
</tr>
<tr>
<td>Mid-term evaluation</td>
</tr>
<tr>
<td>Miscellaneous</td>
</tr>
</tbody>
</table>

### Subtotal

1. **The progress towards achieving MDGs by 2008 and 2010 analysed and reported with high quality, in close linkage with the process of review of SEDP 2006-2010 and development of SEDP 2011-2015, and in a participatory and consultative manner**

1.1. **Collect and process available and new data and information needed for analysis on MDGs progress**

1.1.1. Review, collect, collate, and analyse available statistical data and information necessary for the preparation of MDGRs 2008 and 2010

1.1.2. Collect further/new data (if any) as recommended after the review exercise and analyse such data

1.1.3. Conduct case/qualitative studies to provide complimentary (to the quantitative data) inputs for MDGRs 2008 and 2010 with focus on the MDG progress at local levels and topics such as quality achievement of MDGs, equality in terms of gender and ethnic minorities, etc.

1.1.4. Develop a plan for maintaining and updating MDGs/VDGs database (preferably using VietInfo) necessary for the preparation of following MDGRs at central and local level

1.1.5. Organize training for ministries and provinces on using VietInfo to maintain and update data necessary for MDG/VDG monitoring and reporting (in coordination with SEDM project and other relevant UNICEF-supported projects/activities)

### Subtotal for 1.1.

1.2. **Establish improved participatory and consultative process of preparing national MDGRs and its links with SEDP reviews and development**

1.2.1. Develop an implementation plan for a participatory and consultative process of preparing national MDGRs 2008 and 2010 (including re-defining key national (at central and local level) and international stakeholders and their respective/expected roles in the process)

1.2.2. Design a mechanism for wide involvement and meaningful participation of ranges of stakeholders (at both national and local level) in all stages of the process of MDGRs preparation (including consultation workshop(s) on the designed mechanism)
<table>
<thead>
<tr>
<th>Output and activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.3. Study and develop a mechanism for cooperation between MDGR process to the SEDP review, reporting and development process to ensure that two processes are mutually beneficial and supportive (including consultation workshops)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subtotal for 1.2.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3. Draft, conduct wide consultations on, finalise and publish national MDGRs in 2008 and 2010</td>
</tr>
<tr>
<td>1.3.1. Organize consultation meetings/seminars (at national, regional, and local level) with different stakeholders to get inputs for MDGRs 2008 and 2010 (including drafting and consulting outline/structure of these reports)</td>
</tr>
<tr>
<td>1.3.2. Train government officers (and key national consultants) on preparing/writing international standard reports/MDGRs to be used as a sharp monitoring tool (including sharing of good international-standard reports and best practices in preparing international-standard reports)</td>
</tr>
<tr>
<td>1.3.3. Draft MDGRs 2008 and 2010 (full and executive reports) (with reference to MDGRs prepared by other countries in the region/the world)</td>
</tr>
<tr>
<td>1.3.4. Organize consultation workshops/meetings (at national, regional, and local level) with various stakeholders to collect comments on draft MDGRs 2008 &amp; 2010</td>
</tr>
<tr>
<td>1.3.5. Organize consultation workshops on MDGR 2010 in a close linkage with the formulation process of 5-year SEDP 2011-2015</td>
</tr>
<tr>
<td>1.3.6. Finalize, per review and edit full and executive MDGRs 2008 and 2010</td>
</tr>
<tr>
<td>1.3.7. Finalize MDGs/VDGs database (together with software for searching)</td>
</tr>
<tr>
<td>1.3.8. Translate full and executive MDGRs 2008 and 2010 as well as MDGs/VDGs database (in Vietnamese, English, and French)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subtotal for 1.3.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.4. Document and disseminate good practices and lessons learned in preparing national MDGRs for further MDGR preparation</td>
</tr>
<tr>
<td>1.4.1. Document the good practices and lessons learned in preparing national MDGRs</td>
</tr>
<tr>
<td>1.4.2. Translate, print, and disseminate paper(s) documenting the good practices and lessons learned in national MDGRs preparation</td>
</tr>
<tr>
<td>1.4.3. Organize consultation workshop(s) on (i) using the MDGR preparation procedure (established during the project life) and good practices for future MDGR preparation and (ii) mainstreaming MDG reporting process into national planning and monitoring process</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subtotal for 1.4.</th>
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<table>
<thead>
<tr>
<th>2. MDGR findings and recommendations widely disseminated, advocated and debated to support further MDGs awareness raising and localization as well as to feed into national pro-poor policy development process</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1. Widely disseminate the national MDGRs 2008 and 2010</td>
</tr>
</tbody>
</table>
## Output and activity

<table>
<thead>
<tr>
<th>2.1.1.</th>
<th>Develop plan for disseminating the report widely to government officials, members of people-elected bodies, the Party cadres at both national and local levels as well as the general public</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.2.</td>
<td>Print full and executive MDGRs 2008 and 2010 as well as MDGs/VDGs database (hard copies and CDs) (in Vietnamese, English, and French); publish on websites</td>
</tr>
<tr>
<td>2.1.3.</td>
<td>Design and produce small brochures, pamphlets on MDGs in Vietnamese and ethnic minority languages; publish on websites</td>
</tr>
</tbody>
</table>

**Subtotal for 2.1.**

<table>
<thead>
<tr>
<th>2.2.</th>
<th>Implement a wide advocacy and propaganda campaign on MDGs and MDGs progress/MDGRs at national and especially local levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.1.</td>
<td>Organize training courses for leaders of government agencies, people-elected bodies, and party organs at central level on MDGs</td>
</tr>
<tr>
<td>2.2.2.</td>
<td>Organize training courses for leaders and experts of local authorities on MDGs</td>
</tr>
<tr>
<td>2.2.3.</td>
<td>Organize training courses for mass media staff (at central and local level) on skills to cover MDGs and MDGRs</td>
</tr>
<tr>
<td>2.2.4.</td>
<td>Organize MDGR launching events</td>
</tr>
<tr>
<td>2.2.5.</td>
<td>Develop short film (30 – 60 seconds) on MDGs/VDGs for broadcasting on TV and broadcast it on both central and local TV channels</td>
</tr>
<tr>
<td>2.2.6.</td>
<td>Prepare thematic articles on MDGs/VDGs for broadcasting on radio and broadcast them on VOV</td>
</tr>
<tr>
<td>2.2.7.</td>
<td>Organize MDGs contests</td>
</tr>
<tr>
<td>2.2.8.</td>
<td>Publish propaganda articles on MDGs/VDGs in popular newspapers</td>
</tr>
</tbody>
</table>

**Subtotal for 2.2.**

<table>
<thead>
<tr>
<th>2.3.</th>
<th>Involve wide ranges of stakeholders in policy debates and discussions about MDGRs 2008 and 2010’s findings and recommendations and their use in (i) the SEDP reviews, implementation at both national and local levels, and formulation of new SEDS/SEDP/ pro-poor polices, and (ii) further monitoring and adaptation of VDGs/MDGs to national and local level</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3.1.</td>
<td>Organise conferences, rountables, workshops, seminars to discuss the findings and recommendations of the MDGRs as well as the utilization, implications of these findings/recommendations in the SEDP reviews, implementation (at national and local levels), formulation of SEDS/SEDP/ pro-poor policies, and further monitoring and adaptation of VDGs/MDGs to national and local level (with participation of wide ranges of stakeholders from central and local government agencies, people-elected bodies, research institutes, mass and grassroots organizations, civil societies, and donor community).</td>
</tr>
<tr>
<td>2.3.2.</td>
<td>Record and disseminate the results and recommendations of such conferences, workshops and seminars to policy makers</td>
</tr>
</tbody>
</table>
ANNEX 4 – KEY TERMS OF REFERENCE

1. TERMS OF REFERENCE: NATIONAL PROJECT MANAGER CUM COORDINATOR

Job title: National Project Manager cum Coordinator (NPM)

Duty station: Hanoi and provinces

Duration of assignment: Initially one year with possible extension for another 2 years.

Supervision: The NPM will closely work with the Project Management Team, MPI/Department of General Economic Issues and relevant UNDP staff. The NPM will directly report to the NPD.

Background

Under the direct supervision of the National Project Director, the National Project Manager will take responsibility for the operational management of the project, i.e. s/he assumes the day-to-day project management in line with the detailed project outline, annual work plans, and policies/procedures for nationally executed projects. S/he will plan, initiate and manage project activities and also be involved in substantive support in realizing project targets. The NPM will be recruited by the NPD in consultation with UNDP and/or other independent advisors nominated by UNDP. The NPM will be partly funded by UNDP and partly by the Government of Vietnam.

Duties and responsibilities

I – Administrative tasks:

1. Assumes operational responsibility for the execution of the Project in accordance with procedures and practices outlines in the NEX manual.

2. Prepares and updates work plans for submission to the NPD.

3. Prepares and facilitates scheduled meetings of MPI in review of Project activities.

4. Ensures that all agreements with designated implementing agencies and sub-contractors are prepared, negotiated and agreed. Supervise and coordinates their implementation.

5. Initiates and administers the mobilization of Project inputs under the responsibility of the NIP.

6. Initiates and executes necessary field trips and workshops in support of the work programme.

7. Assumes direct responsibility for managing the Project budget on behalf of the NPD to ensure that:
   a. Project funds are made available as needed and are disbursed properly;
   b. Accounting records and supporting documents are kept,
c. Financial reports are prepared,
d. Financial operations are transparent and comply with NEX rules, and,
e. Records are in order for auditing at any time.

8. Coordinate with government agencies at national and local level as well as mass organizations, NGOs, etc. to effectively implement project activities

9. Coordinate activities of the project with other relevant activities of donor-supported projects

10. Manages Project physical resources (equipment, etc) financed by UNDP.

11. Supervises and guides project staff and experts working for the Project

12. Drafts and/or organizes the drafting of all projects management reports, including quarterly, annual, and terminal reports and organizes tripartite reviews and Evaluation Missions in coordination with the Government and UNDP.

13. Organises project monitoring and evaluation systems and regularly updates the NPD on progress, issues and constraints to Project implementation

II – Technical inputs

1. Provides comments on the reports of national and international experts.

2. Provides comments on case/qualitative studies and MDGRs drafted/prepared by consultants

3. Makes recommendations on how to link activities of this project with those of other projects under MPI supporting the SEDP review, reporting and development process.

Qualification

- Graduate degree in economics, business or law.
- General knowledge of substantive matters that are addressed by the project
- Profound understanding about MDGs/ VDGs and MDG progress and SEDP formulation, implementation and review process in Viet Nam
- Working experience in preparing MDGRs is an advantage
- Proven experience (at least 2 years) in Project management.
- Good inter-personal, networking, partnership building, team building, presentation and communication skills
- Working level of English language is an absolute necessity
- Familiarity with technical assistance projects and UNDP programme in Viet Nam is an asset
2. TERMS OF REFERENCE: PROJECT MANAGEMENT ASSISTANT cum ACCOUNTANT

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Project Management Assistant cum Accountant (PMA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty station:</td>
<td>Hanoi</td>
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<tr>
<td>Duration of assignment:</td>
<td>Initially one year, with the possibility of extension for another 2 years.</td>
</tr>
<tr>
<td>Supervision:</td>
<td>The Project Management Assistant will work under the direct supervision of the PM and closely with the concerned UNDP staff</td>
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</tbody>
</table>

**Background**

The PMA, under the direct supervision of the PM is responsible for the day-to-day implementation of Project administration and management activities. Thus, the position requires the holder to work on a regular full-time basis.

**Duties and responsibilities**

Under the guidance and direct supervision of the PM, the PMA is responsible for:

1. **Administration tasks:**
   - Undertake administrative actions in support of the execution of the Project in accordance with procedures and practices outlined in the NEX manual.
   - Assist the PM in preparing and updating work plans.
   - Assist the PM in preparing agreements with designated implementing agencies and sub-contractors, and in monitoring implementation of these agreements.
   - Assist the PM in developing TORs.
   - Assist the PM in taking necessary procedures to recruit international and national experts, and in monitoring implementation of the individual contracts.
   - Assist the PM in administering the mobilization of all Project inputs.
   - Assist the PM in collecting data and information and otherwise organizing the drafting of all project management reports including quarterly, annual, and terminal reports, and organize tripartite reviews and Evaluation Missions in coordination with the Government and UNDP.
   - Report to, and regularly update, the PM on progress, issues and constraints to Project implementation.
   - Assist the PM in drafting correspondents.
   - Keep the Project files in a systematic manner.
   - Assist the PM in taking notes of meetings.
2. Accounting tasks:
   - Assist the PM in implementing proper budget management to ensure that:
     - Project funds are made available as needed and are disbursed properly;
     - Accounting records and supporting documents are kept,
     - Financial reports are prepared,
     - Financial operations are transparent and comply with rules of NEX and the Ministry of Finance, and,
     - Records are in order for auditing at any time.
   - Assist in managing the Project physical resources (furniture, stationary, equipment, etc).
     - Non-expendable ledger is prepared and kept for the whole life of the project.
     - Physical resources are periodically checked
     - Depreciation is properly accounted and recorded.
   - Assist in completing tax procedures (VAT and PIT). Keep the booking records which are consistent with the rules of the Ministry of Finance and the General Department of Tax.
   - Ensure that all supporting documents and booking records are available for tax examining and audit at any time.

3. Logistic tasks:
   - Assist with administrative and logistical matters to ensure maximum efficiency of project staff and experts working for the Project
   - Assist in organizing workshops/seminars and other events of the Project.
   - Assist international and national experts in arranging meetings and other logistic matters.

4. Other tasks:
   In addition of the above-mentioned task, the Project Management Assistant should undertake other tasks assigned by the National Project Director and the National Project Manager.

Qualification

- Formal training and/or practical experience (at least 2 years) in project management
- Good understanding of Vietnamese accounting rules and regulations (including tax-related ones), good accounting skills.
- Extensive experience in administrative work.
- Good inter-personal and team building skills.
- Demonstrated capacity to take initiative and to be accountable for results.
- Good spoken and writing skills in both Vietnamese and English.
- Familiarity with UNDP financed TA projects and NEX administration.