DETAILED PROJECT OUTLINE
PROJECT “MDGs MONITORING AND REPORTING - AN INSTITUTIONALISED FRAMEWORK FOR SOCIAL DEVELOPMENT POLICY MONITORING, ADVOCATING AND ADVISING, AND SOUTH-SOUTH COOPERATION”

Name of the Line Agency - National Partner: Ministry of Planning and Investment
Name of the national agency proposing the project: Department of Labor, Culture and Social Affairs

A- GENERAL INFORMATION ABOUT THE PROJECT

1. Project title: MDGs monitoring and reporting - An institutionalized framework for monitoring, advocating and advising, and South-South cooperation

2. Sectoral code: ….

3. Name of the UN Agency supporting the project: United Nations Development Programme (UNDP).

4. Name of the Line Agency – National Partner: Ministry of Planning and Investment
   a) Contact address: 6B Hoang Dieu, Ba Đinh, Hanoi
   b) Phone number/Fax: 04.38.234.453

5. Name of the Agency proposing the project: Department of Labor, Culture and Social Affairs
   a) Contact address: 6B Hoang Dieu, Ba Đinh, Hanoi
   b) Phone number/Fax: 080.44577

6. National Implementing Partner: Department of Labor, Culture and Social Affairs
   a) Contact address: 6B Hoang Dieu, Ba Đinh, Hanoi
   b) Phone number/Fax: 080.44577

7. Estimated Project duration: 51 months (from 1/10/2012 to 31/12/2016.)

8. Project location: Nationwide (including central, local and sectoral levels)

9. Total project budget: …. million USD, of which

   10.1 Total ODA: 2.0 mil.USD
       a. Total ODA amount already committed: 0.4 mil USD
           a.1 Regular source of funding: 0.4 mil USD
           a.2 Co-financing source(s): USD
       b. Total ODA amount to be mobilized (from OPF and other sources): 1.6 mil USD

   10.2 Counterpart funding: … USD (=10 billion VND)
       a. In cash: … USD (= .... billion VND)
       b. In kind: … USD (= .... billion VND)

10. ODA provision modalities:
    a) Grant ODA: 2 mil USD
    b) Soft loan: ……………….. USD
    c) Mixed grant and loan: ……………. USD
B - DETAILED PROJECT OUTLINE

I. PROJECT CONTEXT AND JUSTIFICATION

1. Analysis and assessment of the context

2015 is the final year for Vietnam and other 189 countries to complete their commitments with the Millennium Declaration, or to complete the Millennium Development Goals (MDGs). Since the MDGs were launched in 2000, Vietnam has made remarkable progress, achieved encouraging results in the implementation of the MDGs, notably in the areas of poverty reduction, education, gender equality and improvement of children's health. Vietnam became a low middle income countries in 2010 with the GDP per capita of 22.8 million VND (1,169 $US)\(^1\). This is an important milestone opening up many new opportunities for the development of Vietnam economy.

However, Vietnam’s achievements of MDGs on maternal health, HIV/AIDS and environmental sustainability are slow and meet many obstacles. Even for well-achieved goals against the planned schedule, Vietnam is still facing big challenges. Although economic growth is accompanied by rapid poverty reduction, the pace of reduction is not equal between regions and population groups. The poverty rate is still high, particularly in mountainous, disadvantaged areas and ethnic minorities. Some forms of poverty emerge, such as multi-dimensional poverty in urban areas, particularly in vulnerable population groups like migrants without residence, laborers in informal sector, women, and children, etc. In 2011-2012, along with the global economic recession, Vietnam economy also faced difficulties such as slow growth rate, high inflation and unemployment. Climate change has caused negative impacts to all aspects of socio-economic life of the country when Vietnam is considered one of the most vulnerable countries by climate change in the world. These factors have created challenges for the Vietnam Government in fulfilling its MDGs commitments in particular and in ensuring stable economic growth whilst facilitating sustainable social development in general.

For over the last 10 years, the national capacity in monitoring, reporting, and advocating MDGs has been significantly improved. A network of government agencies which are responsible for monitoring and reporting MDGs was established and are in operation. In which, the Ministry of Planning and Investment (MPI) acts as a focal point of the government, the General Statistics Office (GSO) is responsible for aggregating MDGs indicators and collecting data needed for MDGs monitoring and evaluation, other ministries/agencies are assigned to collect MDGs-related data and contribute to the report. During the preparation of the national MDG report, since 2004 the system of indicators and data for monitoring and reporting MDGs have been standardized and systematized; sharing and release of data and coordination between different partners in monitoring and reporting MDGs have been reinforced. The process of advocacy, monitoring and report on MDGs have been enhanced through extensive consultation with partners in the process of preparing and disseminating MDGR and use of such innovative

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\(^1\) General Statistics Office
methods as printing and distributing executive summary/leaflets in ethnic languages and conducting policy workshops on the findings and recommendations of MDGR. All of these activities have contributed to raising the awareness of the government leaders, policy makers and the population about MDGs, leading to the formation of the localized MDG group or Vietnam Development Goals (VDGs). MDGs/VDGs indicators have been incorporated into important socio-economic development strategies and plans as well as into the monitoring and evaluation (M&E) framework at local and central levels.

Vietnam produced three MDG reports in 2005, 2008 and 2010. The quality of these reports has been improved over the years. MDGRs, not only disseminated and used for policy advocacy in Vietnam, but also presented at the UN summit on MDGs by the Vietnam's top leaders in order to share experiences with other nations. Vietnam plans to prepare two more reports in 2013 and 2015 to reflect the progress and results of MDGs implementation.

However, MDGRs still focus on statistical descriptions. Monitoring and reporting MDGs/VDGs have not completely been incorporated into and become an official and effective tool of the monitoring and reporting system on the national social development goals. MDGs/VDGs databases have not been institutionalized into a national data set, have not been collected periodically and have not still had an official focal point responsible for collecting, aggregating and periodically updating data. Dsta for more than one-third of MDGs/VDGs indicators are unavailable due to their absence in the official collection system.

In order for MDGs monitoring and report to become effective tools for monitoring, advocacy and policy advice, and to provide appropriate policy recommendations to promote the social development policies, more in-depth evidence-based analysis and studies need to be done to determine dominant factors which contribute as well as hinder the progress towards achievements, and to draw the lessons. Particularly, the delayed MDGs should be carefully analyzed to come up with concrete action plans and coordination among different partners to speed up the implementation. Monitoring and reporting the implementation of MDGs should be fully integrated into the monitoring and reporting system of national social development, to serve the making, monitoring and implementation of national social development policies, but not just to serve reporting to the international community on the progress of MDGs implementation. Furthermore, the Vietnamese Government should have clear direction and specific activities to promote the South-South and trilateral cooperation models to share and learn experience and technique in implementing MDGs/VDGs by 2015.

Based on experience and lessons learnt from previous support to capacity building for MDG monitoring and report, in the UNDP proposed project "MDGs monitoring and reporting - An institutionalized framework for monitoring, advocating and advising, and South-South cooperation", UNDP will collaborate with other national partners, UN agencies and other international partners to support the Vietnamese government to institutionalize MDG monitoring and reporting framework, which will contribute to improvement of quality of social development policies as well as promote South-South cooperation in order to achieve MDG and social development goals in a timely manner.
2. Related Strategies, plans and programs

In the UN Summit on MDGs held in September 2000, the President of the Socialist Republic of Vietnam pledged in the Millennium Declaration that Vietnam would achieve eight millennium goals (MDGs) by 2015. The Vietnamese Government also set specific targets of the country in its Vietnam Development Goals by 2015 (VDGs).

10-year socio-economic development strategy of Vietnam 2011-2020 approved by the Party Congress on January 2011 focused on economic development in parallel with social development, in which the target by 2020 "poverty rate decreases to 1.5-2% per year on average; social welfare, social security and public health care are guaranteed, real income of population is more than 3.5 times compared to 2010, narrowing the income gap between regions and population groups" is laid. Socio-economic Development Plan 2011-2015 set out one of the common target "Ensuring social welfare and security, strengthening the material and spiritual life of the people and the specific objective is to reduce poverty rate to 2% per year nationally and 4% for 62 poor districts. The Ministry of Planning and Investment is currently developing the M&E framework for 5-year socio-economic development plan, attached with an indicator system for measuring the progress. Similarly in different sectors, their 5-year sectoral development plans have also been developed, with M&E indicators for each sector and field.

The 350-indicator National Statistical Indicator System (NSIS) was issued by the Prime Minister in June 2010 to replace the old NSIS issued in 2005. This system covers the indicators for monitoring and evaluating 5-year and annual national Socio-Economic Development Plans, the Millennium Development Goals, Vietnam Development Goals as well as the human development goals. Along with this NSIS are the sectoral and provincial, district and commune statistical indicator systems.

The Vietnam Statistical Development Strategy for the period 2011 – 2020, vision to 2030 approved in 2011 set out the specific action plans, including the development of databases/a national data warehouse for planning, monitoring and evaluating the implementation of the SEDP, including the MDGs/VDGs database/data warehouse.

3. Related programs and projects

The project "Support to making national report on implementation of the Millennium Development Goals in 2008 and 2010" supported by UNDP whose MPI is a line agency has established the fundamental basis for building MDGs/VDGs monitoring and reporting system, such as standardizing indicators, developing databases, integrating MDGs/VDGs indices/indicators into plan making, mainly national SEDP.

The Project "...." supported by the Asian Development Bank (ADB) in the period ... is supporting MPI to develop an M&E framework for 5-year SEDP 2011-2015.

The project "Support to Implementation of Vietnam Statistical Development Strategy 2011-2020, vision to 2030" supported by UNDP to the national statistical system (the General Statistics Office is Implementing Partner) will implement action plans, including activities of developing and disseminating national databases/data warehouses (including
MDGs/VDGs data warehouse) for making, monitoring and evaluating plans. In addition, other projects supported by the United Nations Population Fund Organization (UNFPA), World Bank (WB) will collaborate with UNDP project to support GSO.

In addition to projects in the country, there are other projects supporting the implementation and monitoring of MDGs at the regional and global levels. For example, the project "MDGs Initiative " of the UNDP’s office in Asia-Pacific region; and the project for the implementation of MDG Action Framework (MAF) conducted by the United Nations Development Group (UNDG), etc.

4. Relevant lessons drawn from the previous Country Programme(s) of the UN Agency supporting the proposed project

UNDP projects, especially the project "Support to making national report on implementation of the Millennium Development Goals in 2008 and 2010 " (Project 00049131), has shown some useful lessons in implementing future projects:

First, the strong commitment from the Vietnamese Government plays critical role in the implementation of the project. The previous UNDP projects supporting the preparation of MDGRs received support and favorable conditions from the Vietnamese government since they produced MDGRs, the most important output. These reports were presented by the national leaders in the international conferences, showing the process of achieving the goals which Vietnam committed. Under the guidance and support of the government, the coordination between the ministries/agencies is facilitated. The proposed project will need stronger commitment and support from the government because it involves the institutionalization content (such as institutionalizing MDGs monitoring and report as a monitoring and reporting tool on social development, South-South cooperation strategy/action plan, etc. ..) and inter-agency coordination in monitoring, report, and South-South cooperation.

Secondly, MDGs/VDGs M&E should be institutionalized to become an official, regular and effective tool for monitoring, evaluation and advice for social development policies. MDGs have been localized into VDGs. MDGs/VDGs Indicator System was standardized in terms of concept, definition and collection methods. MDGs/VDGs goals/indices/indicators have been partly intergrated into SEDPs, SEDP monitoring framework, and sectoral plans. MDGs/VDGs databases have been developed together with the preparation of MDGRs. Three national MDGRs were built and disseminated/presented widely. However, MDGs monitoring and report are not conducted regularly and not a nofficial mechanism of the government; these activities are carried out only when MDGR is required.

MDGs monitoring and report are conducted as an independent mechanism and in parallel with social development monitoring and report at national, local and sectoral levels. This causes difficulties for the coordination and implementation, particularly for the coordination between ministries/agencies and related institutions in the process of monitoring and report. More importantly, MDGs/VDGs databases and the results/findings in the MDGR have not been used effectively for monitoring, evaluation and advice for social development policies. The proposed project will focus on the institutionalization of
the MDGs/VDGs M&E tools to make them become official to regularly provide information/evidence in a timely and reliable manner, serving the monitoring, report and advice for social development policies.

Thirdly, MDGs/VDGs monitoring and report need to provide in-depth and evidence-based information, with the focus on dominant factors contributing to the success or causing the delay of the implementation, and drawing the lessons. MDGs/VDGs collection and report are now mainly "statistical stock-taking"). The proposed project, through tools such as MAF, intensive studies, and case studies, etc., will assist the government to have extensive information, focusing on the weak areas to actually serve social development policy making and to achieve the MDGs/VDGs by 2015. The coherent and systematic drawing of experience and lessons will be used to improve the status and participation of Vietnam in the South-South cooperation.

Fourthly, South-South cooperation is an important means for Vietnam to share experience, learn experience, and mobilize support in order to achieve the social development goals and MDGs/VDGs. MDGs/VDGs reports, especially 2010 report, outlined some areas that Vietnam has made remarkable progress and also pointed out some lessons learnt during the implementation of MDGs/VDGs. These lessons, however, should be summarized systematically to provide in-depth information, and shared more widely with other countries. Moreover, Vietnam still progresses slowly in some goals such as HIV/AIDS, maternal health, and environment, etc. Learning experience of other countries to reasonably apply to Vietnam in its actual conditions is very crucial, particularly when only three years are left to implement MDGs commitments, and in the context of crises in the country as well as in the world, and increasing influence of the climate change. These tasks will be conducted through the involvement of Vietnam in the South-South or trilateral relationships/cooperation fora. South-South cooperation is also an important channel for mobilizing and exchanging technical assistance and social development resources. The project will support the Vietnamese government in the effort of expanding this cooperation.

Fifthly, the close coordination between ministries/agencies and localities is indispensable. As stated above, the Ministry of Planning and Investment is assigned to act as a focal point in preparing MDGR. MPI is also the leading agency in making, monitoring and reporting socio-economic development plans and sectoral plans. Monitoring and reporting society as well as MDGs / VDGs covers many disciplines and fields. This requires the close cooperation and active coordination of the ministries/agencies such as the General Statistics Office (under MPI), Ministry of Foreign Affairs, Ministry of Education and Training, Ministry of Health, and Ministry of Labour, War Invalids and Social Affairs, etc. and localities.

5. Identify the major issues that will be addressed by the proposed project

This proposed project will focus on 3 following issues:

1) National capacity in monitoring the implementation of the Millennium Development Goals (MDGs) and the Vietnam Development Goals (VDGs) is
enhanced to provide timely, evidence-based, and high quality information. Also, monitoring MDGs/VDGs is institutionalized into a monitoring framework of national social development plans and policies.

Official MDGs Indicator Set comprises 60 indicators and VDGs Indicator Set is standardized in terms of concept, collection method, and frequency, etc. MDGs/VDGs Database has been developed and updated as of 2010 (in DevInfo and Excel files), and published widely on the websites of MPI and GSO. Many MDGs/VDGs indicators have been integrated into the national statistical indicator system, M&E framework for 5-year SEDP 2011-2015, and in annual and 5-year SEDP at the central and local levels. The capacity of monitoring MDGs/VDGs implementation, including understanding of MDGs/VDGs and measurement indicators is improved at the national, local and sectoral levels.

However, monitoring MDGs/VDGs has not completely been integrated to become a formal and effective tool for the monitoring system of national social development targets. The collection of MDGs/VDGs data and information is not conducted periodically, but only when needed for MDGs report (every 2-3 years). MDGs/VDGs Database is not institutionalized to become a national database of regular collection. A focal point responsible for collecting, aggregating and updating data has not been identified. Despite efforts to integrate MDGs/VDGs into the plans and M&E framework for socio-economic development plan (SEDP), the integration is not complete. Many MDGs/VDGs have not been included in the plans/SEDP M&E framework. More than one third of MDGs/VDGs indicators have no data because they have not been included in the official data collection system. Moreover, capacity of monitoring, integrating and understanding MDGs/VDGs, particularly at local and sectoral levels still needs to be strengthened on a regular basis.

(2) **National capacity of reporting MDGs and VDGs implementation is enhanced to provide information on progress, causes/successful lessons and limitations, and appropriate recommendations for national social development policies. At the same time, MDGs/VDGs reports are institutionalized to become a tool for monitoring, evaluating and consulting national social development policies.**

Vietnam produced three national MDGRs in 2005, 2008, 2010. Notably, the report produced in 2010 was considered high quality, providing clear information and data on achievements, shortcomings, lessons, and challenges to achieve MDGs by 2015; Also, it related clearly to the global crisis and climate change. The MDGRs are widely publicized and used to advocate policies in Vietnam, and presented at the UN summit on MDGs by Vietnamese leaders to share Vietnam’s experience with other countries.

However, it is noticeable that the MDGRs contents are mainly statistical descriptions. It is necessary to conduct more in-depth, evidence-based analysis and studies, to determine contributing as well as obstructing factors for the implementation progress, and withdraw lessons. Particularly, MDGs which are in slow progress should be carefully analyzed, with specific action plans and
coordination among different partners to promote the implementation. MDG report needs to become an effective tool for monitoring and consulting policies, and providing appropriate policy recommendations to promote social development policies. Also, report on MDGs implementation should be fully integrated into the national social development report, helping to set up, monitor and implement national social development policies. Vietnam plans to make two reports in 2013 and 2015 in order to continue to reflect the progress and results of MDGs implementation. The project will collaborate with MPI (the focal point for reporting MDGs implementation) to support national efforts to further strengthen the reporting capacity of MDGs/VDGs, using MDGs/VDGs reporting tools for social development reports, identifying the areas in slow progress, causes and solutions, and proposing action plans and coordination between the parties (based on the MAF) to ensure the achievement of MDGs as committed by the government.

(3) Vietnam’s position in the world is improved through its active role in South-South Cooperation to share the lessons learnt and good practices in implementing MDGs with other countries, contributing to formulating and improving national social development policies.

South-South Cooperation in Vietnam mainly refers to trade, investment and economic cooperation. In social development, some activities of South-South cooperation have just been implemented in a number of areas, such as population and development, and environment, but still very limited. Meanwhile, the role of South-South cooperation is increasingly emphasized and considered to play crucial role in implementing MDGs in countries. In the 17th meeting of High-level Committee on South-South cooperation, UNDP Director, Helen Clark, emphasized that South-South cooperation was especially important during this time to ensure sustainable development and promoting progress towards MDGs implementation. Vietnam's leaders in this meeting also emphasized the role of South South cooperation and clearly stated Vietnam's proposal in further promoting South-South cooperation and triangular models to be more practical and effective in such areas as agriculture, health, education, information technology, infrastructure and trade, which have brought good results in the past years for many developing countries in Asia and Africa. Vietnam also committed to cooperate with developing countries to find effective cooperation mechanisms at all international, regional, subregional and national levels to meet the development goals based on the principles of unity, equality, mutual respect in terms of interests, sovereignty and independence for development.

6. Target group(s) that will benefit from the proposed project

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2 South South Cooperation (SSC) is defined as the exchange of experience, knowledge and experts among governments, organizations and individuals in developing countries (According to http://www.southsouth.info).
The direct beneficiaries of the project include MPI, GSO, Ministry of Foreign Affairs, policy makers at different sectors, researchers, the community and partner countries in South-South cooperation.

II. Rationale for the selection of the supporting UN Agency

1. Relevance of the project contents and objectives to the mandate and programme priorities of the supporting UN Agency

The contents of the proposed project align with UNDP target, which is providing support to the Vietnamese government to implement national and local development goals, the Millennium Development Goals and obtain sustainable achievements to build a brighter future for the Vietnamese people, more specifically they are in alignment with the six highest priorities of UNDP in Vietnam3.

The Project is designed to be relevant to “One plan for the period 2012-2016” of the One UN initiative in Vietnam. According to the result framework of One Plan 2012-20164, UN organizations will support Vietnam Government in three focus areas: i) Inclusive, equitable and sustainable growth; ii) Access to quality essential services and social protection; iii) Governance and participation. This One plan is developed in alignment with the Vietnam Socio-economic Development Strategy for the period 2011-2020 and Socio-economic development plan 2011-2016.

The project will directly contribute to Output 1.1.1, Outcome 1.1, UN Focus Area 1. in One Plan. Specifically:

Outcome 1.1: By 2016, key national institutions formulate and monitor people-centred, ‘green’ and evidence-based socio-economic development policies to ensure the quality of growth in Viet Nam as a middle-income country.

Output 1.1.1. Strengthened capacities of data producers, providers and users for green, people-centred, evidence-based socio-economic development planning and decision-making.

Do thống kê là một lĩnh vực xuyên suốt, có liên quan đến tất cả các lĩnh vực trong đời sống kinh tế-xã hội, nên bằng việc hỗ trợ nâng cao năng lực của Hệ thống Thống kê. Dự án đề xuất cùng đóng góp thông tin theo dõi, đánh giá và lập kế hoạch cho tất cả các Lĩnh vực tập trung khác trong Mọt Kế hoạch chung.

2. Reasons for the selection and comparative advantages of the supporting UN Agency, in terms of technology, managerial experience, policy advice, etc… in the sector/field

3 http://www.undp.org.vn/What-We-Do/Focus-Areas/Our-Programme?languageId=4
4 One Plan 2012-2016 was signed between the Vietnam Government, UN agencies in Vietnam and unofficial donor group for One UN on 27th March 2007 at the Ministry of Planning and Investment headquarter.
UNDP is a reliable and long development partner of the Vietnamese government. Present in Vietnam since the 1970s, UNDP is considered “a window to the outside world, bringing important technical and economic support and ideas to the country’s planning for development”.

UNDP neutral will help ensure objectiveness in advocacy and policy advice, in data collection and monitoring of data processing to serve formulation and implementation of policies.

UNDP prioritized areas include supports to national initiatives related to inequality and poverty reduction. The core services of UNDP include (i) policy advisory services and technical assistance, (ii) capacity building for agencies and individuals, (iii) advocacy, communication, and community information, (iv) strengthening and intermediating of dialogues, and (v) knowledge network creation and sharing of good practices. Experience and knowledge of consultants accumulated in these core services will enable UNDP to provide effective support to the Vietnamese Government in monitoring, reporting and providing policy advices for socio-economic development and promotion of South-South cooperation.

Providing support to monitoring and reporting of MDGs/VDG is UNDP’s own strengths. UNDP has extensive international experience in assisting members prepare national MDG reports (MDGRs). In Vietnam, UNDP has had experience and achievements in supporting the Vietnamese Government to prepare MDGRs from the first MDGR in 2001 to present. Over the years of supporting Vietnam to prepare its MDGRs, UNDP has enhanced its technical expertise in this area and accumulated valuable experience and lessons which are useful for improving MDGRs and MDGR preparation. Moreover, as a traditional partner of the Vietnamese Government in this area and with its proven proficiency, UNDP can easily mobilize the participation of other United Nations agencies as well as donor community in the MDGR drafting process. UNDP also has extensive experience in assisting Vietnam to develop socio-economic development plan, assess and monitor socio-economic development. UNDP projects which have been implemented in Vietnam in the areas of planning, poverty reduction, statistics, environment, and governance, etc. .. have drawn a lot of valuable experience and capacity for the implementation of this project.

III. Objectives and major indicators of the proposed project

1. Long-term objective(s) and main success indicators

Outcome 1.1, OP2012-2016: By 2016, key national institutions formulate and monitor people-centred, ‘green’ and evidence-based socio-economic development policies to ensure the quality of growth in Viet Nam as a middle-income country.

- Indicator:
  - Indicator 1: Proportion of people living below the national poverty line (general poverty rate);

5 http://www.undp.org.vn/What-We-Do/Focus-Areas/Our-Programme?languageId=4
- Indicator 2: Child poverty rate;
- Indicator 3: Gap between average monthly income per capita of the richest quintile and poorest quintile
- Indicator 4: Viet Nam’s position in the Global Competitiveness Index

2. **Immediate objective(s) and main success indicators**

**Output target 1:** National capacity in monitoring the implementation of the Millennium Development Goals (MDGs) and the Vietnam Development Goals (VDGs) enhanced to provide timely, evidence-based, and high quality information. Also, monitoring MDGs/VDGs is institutionalized into a monitoring framework of national social development plans and policies

**Indicators:**

1.1. Number of MDGs/ VDGs Indicators whose data are collected and published periodically in the national MDGs/VDGs database

1.2. The integration of MDGs/VDGs goals and indicators into the M&E framework of annual and 5-year SEDP at central and local levels and sectoral development plans

**Output target 2:** National capacity of reporting MDGs and VDGs implementation enhanced to provide information on progress, causes/successful lessons and limitations, and appropriate recommendations for national social development policies. At the same time, MDGs/VDGs reports are institutionalized to become a tool for monitoring, evaluating and consulting national social development policies.

**Indicators:**

2.1. The level of in-depth, evidence-based analysis and studies in MDGRs 2013 and 2015 to determine contributing and obstructing factors toward the implementen progress, and to withdraw lessons, particularly for delayed MDGs.

2.2. The use of MDGRs 2013 and 2015 in developing action plans to promote the progress of MDGs implementation (integrated into annual SEDP), monitor and implement national social development policies.

**Output target 3:** Vietnam’s position in the world improved through its active role in South-South Cooperation to share the lessons learnt and good practices in implementing MDGs with other countries, contributing to formulating and improving national social development policies.

**Indicators:**

3.1. Number and level of the participation of Vietnam in the cooperation for a, and information and experience sharing network on MDGs implementation

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6 South South Cooperation (SSC) is defined as the exchange of experience, knowledge and experts among governments, organizations and individuals in developing countries (According to http://www.southsouth.info).
3.2. Number of South-South cooperation agreements on information and experience sharing MDGs implementation to which Vietnam signed
3.3. The level of sharing, learning and applying Vietnam’s good practice models to other countries and vice versa

IV. Main expected results by components or major groups of activities and estimated budget allocations

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Please see Annex 3 for more information on activities and their budget.

V. Funding arrangements

1. Total project budget: 2.0 million USD
   a. Total ODA amount already committed: 0.32 mil USD
      a.1 Regular source of funding: 0.32 mil USD
      a.2 Co-financing source(s): USD
   b. Total ODA amount to be mobilized (from OPF and other sources): 1.68 mil USD
2. Counterpart funding: 500,000 USD (=10 billion VND)
   a. In cash: 150,000 USD (=3 billion VND)
   b. In kind: 350,000 USD (=7 billion VND)

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</table>
VI. Management and implementation arrangements for the proposed project

1. Organizational structure: including the National Implementing Partner (NIP), Co-Implementing Agency(s) (CIP) and other participating party(s) if any. Name and main responsibilities of CIP. Rationale for the selection of the CIP(s). Briefly discuss the organizational, management and implementation capacities of the NIP and the CIP(s)

This project was implemented with the Ministry of Planning and Investment (MPI) playing the role of NIP. MPI will establish an inter-ministerial Steering Committee, chaired by its leader and membership is leaders of the ministries/agencies. Some key ministries involved in the Steering Committee include: Ministry of Labour, Invalids and Social Affairs, Ministry of Education and Training, Ministry of Health, Ministry of Natural Resources and Environment, Ministry of Foreign Affairs, Ministry of Home Affairs, Ethnic Minorities Committee, Ministry of Information and Communications, Ministry of Culture, Sports and Tourism, etc.

This proposed project is implemented with Department of Labor, Culture and Social Affairs, Ministry of Planning and Investment (MPI) acting as NIP. The National Project Director (NPD) will be a Vice Minister and will be fully responsible for managing the
project operation with support from a Project Management Unit (PMU). NPD may appoint one (or some) Deputy National Project Director(s) and assign specific responsibilities in helping NPD manage the project.

The Department of Labor, Culture and Social Affairs, being a National Implementing Partner, will form a PMU to support the project implementation. PMU staff will be recruited following UNDP guidelines. There will be 03 full-time positions including 01 project manager, 01 interpreter cum secretary, and 01 accountant.

Being the Line Agency, MPI is responsible for submitting the Detailed Project Outline to the Vietnamese Government’s agencies to be registered in the portfolio and endorsed.

The project’s organization structure is described in Annex 2 of this document.

Organizational, management and implementation capacities of the NIP and the CIP(s):

The Department of Labor, Culture and Social Affairs is a focal point in state management of such areas as labor, poverty reduction, and health, etc. It has had much experience and achieved success in compiling 2010 MDGR.

A Phương ơi, please add more here (about Vụ VXa) on trách nhiệm lập, giám sát, báo cáo phát triển xã hội quốc gia và điều phối công tác lập và báo cáo KH cấp ngành và địa phương

2. Management and implementation arrangements: Identify the Boards (if any) and the Project Management Unit (PMU), their respective organizational structures and working arrangements. Mention key personnel posts including long-term consultants/advisors and administrative support personnel (if any). Briefly discuss the main roles and tasks of the Board(s), PMU and the key personnel posts

The proposed Project will be implemented based on National Executive Modalities (NEX) in alignment with the HPPMG, with MPI playing the role of Line Agency-National Partner. MPI will be accountable to the Vietnam Government and UNDP for achieving project outputs. The Department of Labor, Culture and Social Affairs is selected by MPI and UNDP to act as Implementing Partner and responsible for (i) identifying needs and mobilizing all technical assistance inputs in a timely and effective manner, (ii) supporting, organising and coordinating project activities in accordance with the project work-plan, and (iii) reporting on progress and financial status of the project.

The project will be managed and implemented under the overall responsibility of a National Project Director (NPD), who will be a Vice Minister of Planning and Investment in order to ensure close collaboration between all concerned MPI departments, participating line ministries and provinces (at both national and local levels).
A Project Management Unit (PMU) will be created by the Department of Labor, Culture and Social Affairs, and provided working space by MPI. The PMU will be equipped as necessary for managing and implementing the project. The PMU will work closely with the Department of Labor, Culture and Social Affairs and support the NPD to effectively manage and coordinate project operations as well as GSO in multiplying the best practices of selected ministries and localities. The PMU will also be responsible for assisting CIPs in selected ministries and localities in planning, implementing and monitoring appropriate activities, and for coordinating project activities – especially technical advisory/assistance/training services, and networking/sharing experiences between ministries and localities.

The PMU will consist of the following staff members (terms of reference for them and other project positions are included in Annex 4 of this document):

- 01 National Project Director (seconded government staff)
- 01 Project Manager (full-time, for the entire cycle of the project)
- 01 Project Secretary cum Interpreter (full-time, for the entire cycle of the project)
- 01 Project Accountant (full-time, for the entire cycle of the project)

3. Briefly summarize the working relationships between the parties concerned (e.g. the line agency, NIP and CIP(s), PMU, UNCO, sub-contractors and other participating parties in project management and implementation

Being the line agency, MPI will be (i) accountable to the Vietnam Government and UNDP for achieving project outputs; (ii) responsible for identifying needs for and mobilizing all technical assistance inputs in a timely and effective manner, (iii) supporting, organizing and coordinating project activities in accordance with the project work-plan, and (iv) reporting on progress and financial status of the project. MPI is responsible for successful implementation of the project.

To ensure the monitoring, reporting quality, and South-South cooperation of the project, the implementing partner, which is the Department of Labor, Culture and Social Affairs, under the general direction and operation mechanism of the project Steering Committee, will work closely with relevant units of the ministries (such as Department for National Economic Issues, and GSO, etc. ..) and ministries/agencies (Ministry of Foreign Affairs, Ministry of Labour, Invalids and Social Affairs, Ministry of Education and Training, Ministry of Health, Ministry of Natural Resources and Environment, Ministry of Home Affairs, Ethnic Minority Committee, Ministry of Information and Communications, and Ministry of Culture, Sports and Tourism, etc. ..), the relevant localities to ensure the aggregation of information and input data in a timely and high-quality manner to serve the monitoring, reporting and advising social development policy and MDGs/VDGs-related issues. Particularly, the implementing partner will be responsible for ensuring the latest data/information (such as from Household Living Standards Survey, Labour Force Survey, Rapid Impact Reports RIM, and 135 program survey, etc.) to be aggregated in a timely and high-quality manner for reporting. The project also facilitates the related partners related to actively participate in the activities (i) providing the input information for research, analysis and report, (ii) consultations, policy workshops and (iii) aggregation and experience sharing.
Implementing partners will be responsible for ensuring the active participation and critical inputs from partners such as elected bodies, the masses and local organizations, national academia during the implementation of the proposed project.

The project will establish close links with the donor community, non-governmental organizations inside and outside the country, UN agencies in the Asia Pacific and UN headquarters during the implementation of the proposed project.

The coordination with other projects and donors’ supports will also be sought, especially the support of donors for mid-term review of SEDP 2011-2015, UNICEF’s support for mid-term social audit, and other projects who support data collection and development of data at national, sectoral and local levels.

The project will actively encourage flexible and demand-driven work planning/implementation. Project counterparts will have maximum opportunity to participate in proposing their needs, preparing quarterly/annual work plans of the project, as well as workshops, dialogues and advocacy. Therefore, PMU plays a very important coordinating role.

Representatives of the Department of Labor, Culture and Social Affairs, and UNDP will make overall management decision for the project, including monitoring the implementation and results based on the instructions in HPPMG, giving directions and overall guidance for project implementation and ensuring coordination between the participating agencies, sectors and international organizations. MPI, UNDP and representatives of key partners will meet on an “as needed” basis, but at least once each year, to (i) review and approve annual progress, financial reports and workplans; (ii) review and approve the project evaluation plans and reports, and (iii) make decisions to ensure timely and good quality implementation.

UNDP Hanoi will provide technical assistance, quality control and project management support.

UNDP will provide technical advice and international experience, mobilize international consultants in in-depth areas, act as the bridge to conduct policy dialogues and cooperation activities between domestic and international agencies, provide technical initiatives and cooperation, and monitor to ensure the project well implements the objectives. Moreover, based on IP requirements, UNDP will provide Implementation Support Services (ISS) to IP in undertaking specific project activities and will charge for ISS.

4. Briefly discuss the main mechanisms to develop and implement project work plans and manage its financial resources (including cash transfer modality(s) selected and the risk rating based on the HACT guidelines)

Mechanisms to develop and implement project work plans (based on NEX) will follow HPPMG and UN-EU cost norms. Specifically:

- Annual work plan and budget:
(i) Annual work plan (AWP) and budget are prepared by PMU based on the discussion results with coordination agencies and in alignment with the approved DPO result framework, and should be in the joint AWP for all projects sponsored by different donors;

(ii) The draft AWP will be sent to UNDP for comments for finalization;

(iii) The draft AWP will be appraised and endorsed by an agency appointed by MPI (based on HPPMG);

(iv) AWP will be signed by MPI and UNDP and it is the legal basis for implementing the project activities in the year.

- Quarterly work plan and budget: According to HPPMG and UN-EU cost norms, based on the approved AWP, PMU prepares quarterly work plan and sends it to UNDP for comments, finalizes it for approval of NPD and UNDP. The implementation of the project activities is carried out based on the approved quarterly work plan. Changes will be discussed and agreed with UNDP before implementation.

Financial management: The project’s financial management, including cash payment/transfer will follow HPPMG.

5. Briefly discuss monitoring, overseeing, evaluation and reporting requirements

Monitoring and evaluation of the proposed project will be conducted in accordance with HPPMG processes/procedures requested by the Vietnamese government and UN. The proposed project needs to prepare quarterly report and send to UNDP. The project also needs to prepare annual progress project report and lessons learnt to send to MPI, GACAs, and UNDP. Moreover, the proposed project will hold annual/biannual review meeting to carefully discuss annual/(biannual detailed) work plan and progress as well as to identify issues to be addressed.

Similar to all projects supported by UNDP using NIM, supporting activities of UNDP to MPI- Implementing Partner- will be audited annually by an independent auditing company or by HACT in accordance with UNDP regulations. Depending on the progress of implementation of One UN and application of HACT, auditing can be organized for all UN supporting activities for MPI and/or instead of NIM auditing, there will be and HACT auditing.

Đạo lý năm trong khuôn khổ của Một kế hoạch Chung của Liên hợp quốc và được xây dựng thông nhất với các ưu tiên của Chiến lược phát triển Thống kê và hoạt động của các Chương trình hành động. Do vậy đóng góp của Đạo lý này đạt được các kết quả và đầu ra của Một kế hoạch Chung như việc thực hiện Chiến lược phát triển Thống kê sẽ được đo lường nhất qua thống qua các đánh giá thực hiện Một kế hoạch và hệ thống theo dõi đánh giá thực hiện Chiến lược phát triển Thống kê.

VII. Preliminary analysis of project feasibility

The project is proposed by the Vietnamese Government to support the assessment and report on progress towards achievement of MDGs/VDGs and national development targets. MDGR is one of the project’s important outputs which will be used by top
leaders of Vietnam to report to the international community (in the UN Summit 2015) on the implementation of Vietnam’s commitments of MDGs. This report is an important task of MPI in the coming years. Moreover, with the remaining 3 years for the implementation of MDGs, the in-depth analysis and proposed solutions to promote the implementation of the MDGs are urgent requirements for Vietnam. Therefore, the project was assessed to have high feasibility.

However, these risk factors may arise during project implementation. Many of these risks arise from the nature of the project focused on improving the system, institutions, and requires the cooperation and participation of various sectors at the national and local levels. Below is a listing of risks, assess the likelihood and propose remedies.

However, risks may arise during the implementation of the project. Many of these risks stem from the nature of the project with its heavy emphasis on the reform of the system, and institutional arrangements which require coordination and involvement of multiple actors at central and local levels. Table below notes the risks, assesses their likelihood of occurrence and discusses solutions.

**RISK ASSESSMENT TABLE**

<table>
<thead>
<tr>
<th>Risk</th>
<th>Likelihood</th>
<th>Solutions</th>
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| 1 Lack of strong commitments of the ministries/agencies involved in renovating and improving the official data / information collection system for monitoring and reporting MDGs/VDGs and national social development goals | Medium-High | To have good MDGs/VDGs reports and social development report, it requires a periodical, timely, high-quality information monitoring system. MDGs/VDGs are multi-sector and multi-area frameworks which relate to many data providers with many specialized indices, whilst data for many of them have not yet been collected. Improvement and institutionalization of the information and data collection are therefore crucial. Some solutions to mitigate the risk are as follows:  
- Project Steering Committee should be established with the participation of leaders of concerned ministries/agencies.  
- Decision of the Prime Minister on institutionalization of the annual collection of MDGs/VDGs data/information and integrating it into the SEDP M&E framework.  
- MPI monitors closely the implementation of the Prime Minister’s Decision and takes timely measures to ensure the validity of the decision. |
| 2 | Lack of commitments from the planning sector, with MPI playing the role of focal point, in integrating the MDGs/VDGs goals/indicators / indices into M&E framework and SEDP at national, local and sectoral levels. | Low-Medium | One of the objectives of this project is to improve MDGs monitoring and report to make it become a tool for monitoring, reporting, and consulting social development policies. Being a focal point of plan making, MPI is responsible for drafting and reporting on the implementation of annual and 5-year SEDP of the country, and guiding and aggregating plans and reports of the localities and sectors. The strong commitment of MPI is a vital element for integrating MDGs/VDGs framework into these plans. Below are measures to address this risk:  
- Vice Minister of Planning and Investment is the chairman of the Project Steering Committee and cum NPD.  
- Project Steering Committee is established with the participation of leaders of concerned ministries/agencies.  
- Provinces, especially provincial planning sector, should be mobilized to participate in the project activities.  
- The project focuses on improving capacity, raising awareness, training MDGs/VDGs, monitoring and analyzing, policy workshops. |
| 3 | Lack of coordination between MPI, ministries/agencies and other development agencies in (i) carrying out the MAF (identify prioritized areas, bottlenecks, recommendation, action plans, etc.) and (ii) using MAF results in | Medium-High | Some areas/goals identified in the 2010 MDG are still slow against planned schedule such as HIV/AIDS, maternal health, and environment. These areas involve many sectors and specialized agencies. These specialized agencies should play a key role in MAF activities and other analysis. It also needs to ensure that the activity results will be integrated into the national overall plans and reports (MPI is responsible).  
Some effective measures to minimize this risk:  
- There should be a clear roadmap for the implementation of MAF-related activities, which ensures the connection with SEDP report and making.  
- There should be close coordination |
mid-term and end-term report of 5-year plan, and developing 5-year and annual plans at all levels

mechanism between UN/UNDP, MPI, specialized ministries, and development partners in each area.
- Seminars and policy fora, consultancy, peer-review are conducted to discuss the findings of MAF and other analysis to ensure efficient consistent use in the national reports and plans.

4 Lack of commitment and coordination from the Ministry of Foreign Affairs, the focal point of the government in promoting international cooperation, in strengthening South-South cooperation related to MDGs/VDGs

Low-Medium

Being a technical assistance project, this project only focuses on the research, identifying strategies/action plans, providing information, making connections, assisting technique in aggregating and advocating experience etc. Responsibilities of officially implementing South-South and trilateral cooperation belong to the government in which the Ministry of Foreign Affairs plays a critical role in proposing general international relation strategy. Some measures to address this risk:
- MPI works closely with the Ministry of Foreign Affairs right from outlining the project on the expected direction, coordinates with the Ministry of Foreign Affairs in making annual plan for the related activities.
- Active participation of the Ministry of Foreign Affairs in the project's activities, especially reviewing, and feasibility studies of international cooperation opportunities should be mobilized.

VII. Preliminary analysis of project benefits

1. Direct benefits for the Implementing Partner

Successful implementation of the proposed projects will bring about direct results to the Department of Labor, Culture and Social Affairs:

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2. Economic, environmental and social implications for the sector, field, locality

Monitoring and report on social development which are strengthened and institutionalized based on MDGs/VDGs monitoring and reporting tools will contribute to
provide in-depth, timely, high-quality information on progress, successful lessons, the model of best practices, and recommendations related to social development goals in general and the MDGs/VDGs in particular. This information will serve the development of socio-economic development plans at national and local levels, sectoral development plans, and social development policies.

The capacity of monitoring and report on social development and MDGs/VDGs will be enhanced at the central and local levels, which then contributes to strengthen capacity of development and implementation of plans and policies to achieve the MDGs/VDGs and social objectives.

The in-depth analysis of the delayed areas/MDGs (i.e. through MDGs promotion framework) will identify specific bottlenecks to be addressed, the problems to be overcome, especially concrete action plans to promote the achievement of MDGs/VDGs by 2015.

Vietnam's position in the world will be improved via active involvement in fora and information sharing networks. Best practices of Vietnam will be shared with other countries. Also, Vietnam will have an opportunity to learn more experience, exchange expertise, as well as mobilize resources for social development and complete its commitments to the MDGs.

3. Sustainability of the project following its completion

The project activities focus on institutionalizing data collection for MDGs/VDGs to become part of the national official data system, integrating the MDGs/VDGs objectives/targets/indicators into the SEDPs at national, sectoral, and local levels, enhancing staff capacity building and organization for monitoring and reporting on social development, set up South-South cooperation mechanisms at national, regional, and international levels, etc. These activities, together with their outputs, will become regular government activities and will be financed from the state budget for operations in the future.

Attached documents:
Annex 1: List of major equipment pieces, particularly those that will be imported (if any)
Annex 2: Project organization structure
Annex 3: Results and Resources Framework
Annex 4: Counterpart Funding Detailed Estimates
Annex 5: Personnel TORs
Phụ lục 1. Danh mục trang thiết bị chính

01 máy tính xách tay
- internet
- CD/DVD/RW
- ổ cứng tối thiểu 80 GB

05 máy tính để bàn
- internet
- CD/DVD/RW
- Màn hình LCD
- ổ cứng tối thiểu 100 GB
- lưu điện

01 máy in laser (đen trắng)

01 máy photocopy

01 máy chiếu có màn chiếu đồng bộ

01 máy quét (scanner)

01 điện thoại + máy fax

Bàn, ghế, tủ làm việc
Annex 2: Project Organization Structure

**PROJECT ORGANIZATION STRUCTURE**

**PRIMARY BENEFICIARY**
- MPI, GSO, MOFA, policy makers in different sectors, researchers, community, partner nations in South-South cooperation

**STEERING COMMITTEE**
- Chairman: Vice Minister of Planning and Investment
- Membership: related ministries/agencies

**LINE AGENCY**
- Ministry of Planning and Investment
- NPD: Vice Minister

**PRIMARY SUPPLIER**
- United Nation Development Program (UNDP)

**QUALITY CONTROL**
- United Nation Development Program (UNDP)

**IMPLEMENTING AGENCY**
- Department of Labor, Culture and Social Affairs, MPI

**CIPs**
- GSO, MOFA, MOLISA, MOET, MOH, MONRE, MOHA, Ethnic Minority Committee, Ministry of Information and Communications, Ministry of Culture, Sports and Tourism

**PMU office**
- Project manager
- Accountant
- Secretary/Interpreter

**MAIN LOCALITIES**
- ????
ANNEX 3: Results and Resources Framework

Outcome 1.1. (OP 2012-2016): By 2016, key national institutions formulate and monitor people-centred, ‘green’ and evidence-based socio-economic development policies to ensure the quality of growth in Viet Nam as a middle-income country.

Indicator 1: Proportion of people living below the national poverty line (general poverty rate); Baseline (2011): 14.2%; Target (2016): The SEDP 2011-2015 plans to reduce poverty by 2% per year nationwide for the period 2011-2015, which would result in a target of 6.2% for 2015; reduce poverty by 4% per year in the 62 poorest districts; Means of Verification (MoV): Viet Nam Household Living Standards Survey (VHLSS), GSO

Indicator 2: Gap between average monthly income per capita of the richest quintile and poorest quintile (disaggregated by sex of household head, urban/rural, region); Baseline (2008): 8.9 times; Target (2016): To be determined; MoV: VHLSS

Focus area 1 (OP 2012-2016): Economic growth is more equitable, inclusive and sustainable

Partnership Strategy: The Project has the Ministry of Planning and Investment playing the role of Line Agency and acting as NIP. During its implementation, NIP will closely coordinate with other related ministries/agencies and localities to ensure the achievement of expected outputs. The Project will also coordinate closely with UN agencies and other donors who also provide support to the monitoring and implementation of the MDGs in Vietnam.

Project title and ID (ATLAS Award ID): “MDGs monitoring and reporting - An institutionalized framework for monitoring, advocating and advising, and South-South cooperation” --- ATLAS Award ID: ….

<table>
<thead>
<tr>
<th>INTENDED OUTPUTS</th>
<th>INTENDED OUTPUTS</th>
<th>INDICATIVE ACTIVITIES</th>
<th>RESPONSIBLE PARTIES</th>
<th>INPUTS</th>
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<tr>
<td>Output 1.1.1 (OP 2012-2016): Strengthened capacities of data producers, providers and users for evidence-based socio-economic development planning and decision-making.</td>
<td>Output target 1: National capacity in monitoring the implementation of the Millennium Development Goals (MDGs) and the Vietnam Development Goals (VDGs) enhanced to provide timely, evidence-based, and high quality information. Also, monitoring MDGs/VDGs is institutionalized into a monitoring framework of national social development plans and policies.</td>
<td>Baseline (2011): Official MDGs Indicator Set comprises 60 indicators and VDGs Indicator Set is standardized in terms of concept, collection method, and frequency, etc. MDGs/VDGs Database has been developed and updated as of 2010 (in DevInfo and Excel files), and published widely on the website of MPI and GSO. Many MDGs/VDGs indicators have been integrated into the national statistical indicator system, M&amp;E framework for 5-year SEDP 2011-2015, and in annual and 5-year SEDP at the central and local levels. The capacity of monitoring MDGs/VDGs implementation, including understanding of MDGs/VDGs and measurement indicators is improved at the national, local and sectoral levels. However, monitoring MDGs/VDGs has not completely been integrated to become a formal and effective tool for the monitoring system of national social development targets. The collection of MDGs/VDGs data and information is not conducted periodically, but only when needed for MDGs report (every 2-3 years). MDGs/VDGs Database is not institutionalized to become a national</td>
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**Indicator 1:**
Mechanism for monitoring and evaluation of VSDS is operated

**Baseline (2010):**
Mechanism for monitoring and evaluation of VSDS is developed

**Indicator (2016):**
Mechanism for monitoring and evaluation of VSDS is officially operated as expected

**MoV:** Report on monitoring and evaluation of VSDS

**Indicator 2:**
Data users’ satisfaction of quality and timeliness of data provided by the Vietnam Statistical System (VSS)

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<th>Annualized targets:</th>
<th>Activity result 1.1:</th>
<th>Activity 1.1:</th>
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<tr>
<td>- Document on institutionalization of MDGs/VDGs database to become a national database (2012)</td>
<td>MDGs/VDGs database institutionalized to become a national database and updated periodically with responsibility of collecting and aggregating data assigned to specific agencies, branches and localities.</td>
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<td>- Guidance on forms, reports, and integration (2012-2013)</td>
<td>- Department of Labor, Culture and Social Affairs, MPI to play leading role</td>
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<td>- MDGs/VDGs Data warehouse established (2013)</td>
<td>- Committee for Social Affairs of the National Assembly, Government Office; GSO and related ministries/agencies to cooperate</td>
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<td>- M&amp;E framework for of SEDP 2011-2015 with full integration of MDGs/VDGs indicators (2012-)</td>
<td>- Mua phần mềm: $2,000</td>
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**Activities:**

1.1. Support the development and issuance of the Prime Minister’s Decision on institutionalization and integration (into SEDP M&E framework) of annual collection of MDGs/VDGs data for monitoring and reporting the implementation of MDGs/VDGs and social development targets set out in annual and 5-year SEDP. This document clearly defined indicators/information to be collected, responsibilities of related ministries/agencies in collecting and reporting data/written texts, reporting frequency, focal point for aggregating and updating the database. GSO will act as the focal point for aggregating data and updating national MDGs/VDGs database to report to MPI for preparation MDGR, and reporting on socio-economic development assessment. Support includes consultants and consultation workshops.

**Notes:**

- Department of Labor, Culture and Social Affairs, MPI to play leading role
- Committee for Social Affairs of the National Assembly, Government Office; GSO and related ministries/agencies to cooperate
- chuyển giá trong nước: $70,000
- Hội thảo, tập huấn: $55,000
- Mua phần mềm: $2,000

**Tổng:** $127,000
Baseline (2008): 31.3% satisfied
Indicator (2016): 50% satisfy
MoV: Survey on data users’ satisfaction (expected to be conducted annually)

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<tr>
<th>Year</th>
<th>Activities</th>
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| 2013 | - Guidelines for developing M&E framework for annual SEDP at Central, Local and Sectoral levels, with integration of MDGs/VDGs indicators (2012-2014).  
- Training courses on MDGs/VDGs, monitoring indicators, and integrating MDGs/VDGs into planning, monitoring and evaluating SEDP at Central, Local and Sectoral levels (2013, 2014) |
|      | o MDGs/VDGs indicators in the national statistical indicator system (NSIS) will be aggregated by GSO and reported to MPI.  
  o Data for MDGs/VDGs indicators outside NSIS will be collected by the ministries/localities and submitted to GSO for aggregation and reporting to the MPI. |
|      | 1.1.2. Support the development of guidelines for reporting forms (for MDGs/VDGs indicators outside NSIS), written text samples and guidelines (2012-2013). Guidance for integrating the collection of MDGs/VDGs indicators with appropriate disaggregation (for those not collected formally and regularly) into the data collection system (surveys or administrative records) of Ministries/agencies and localities (2012). Support includes consultants and consultation workshops. |
|      | 1.1.3. A workshop/training for deploying the Prime Minister’s decision and the accompanying guidelines for related ministries/agencies. The workshop also establishes focal point group for collecting and reporting MDGs/VDGs data (2012). |
|      | 1.1.4. Support the update of MDGs/VDGs Database in the first year (2013), after the Prime Minister’s Decision. This support will include (i) technical assistance consultants for collecting, reviewing and aggregating data to ensure data collected in accordance with the concept, sufficiency in disaggregation, and consistence over time; and (ii) consultants for updating data into software such as Excel, DevInfo, and StatPlanet.  
  Note: The update is based on the current database which has been updated to 2009/2010 (for preparation of MDGR in 2008/2010) in Excel and DevInfo. After 2013, related agencies/units shall implement the Prime Minister’s Decision. |
|      | 1.1.5. Cooperate with GSO in developing, publishing (2013) and updating (2013-2016) MDGs/VDGs data warehouse. The data warehouse will be managed in the National Database (upon its development). |
|      | 1.1.6. Activities related to the MDGs- plus indicators (if available after 2015) such as localized MDGs and MDG indicators and collecting, updating and standardizing data warehouse, etc. (2015-2016). |

Note: The update is based on the current database which has been updated to 2009/2010 (for preparation of MDGR in 2008/2010) in Excel and DevInfo. After 2013, related agencies/units shall implement the Prime Minister’s Decision.
**Activity result 1.2:**
MDGs/VDGs and monitoring indicators included in the M&E Framework of annual and 5-year SEDP in the central and local levels.

**Activities:**

1.2.1 Coordinate with Department of National Economic Issues, MPI, review and enhance the integration of MDGs/VDGs indicators/indices into the M&E framework of SEDP 2011-2015 and the accompanying guidelines (2012). Support includes (i) consultants for reviewing and integrating; and (ii) meetings and discussions. This activity is closely linked with activity 1.1.1

*Note: Coordinate with ADB Project which is supporting Department of National Economic Issues in developing the M&E framework for 5-year plan.*

1.2.2. Support the enhancement of integrating MDGs/VDGs goals (especially the priority of speeding up MDGs in MAF referred to in activity result 2.1 below) into the annual SEDP (2013-2015) at **Central level**. Support includes (i) consultants for making plans and integrating; and (ii) workshops, discussions.

1.2.3. Support MPI to issue Guideline for plan making and monitoring framework for **sectoral** development plans with integration of MDGs/VDGs goals/indicators (especially the priorities of speeding up MDGs in MAF referred to in activity result 2.1 below). Support includes consultants for reading and commenting on the draft Guideline.

1.2.4. Support the integration of MDGs/VDGs goals (especially the priorities of speeding up MDGs in MAF referred to in activity result 2.1 below) into annual SEDP and M&E Framework (2013-2015) at **Local** level. This activity includes the following contents:

- Support MPI to promulgate Guideline for plan making and M&E framework for annual SEDP with integration of MDGs/VDGs goals/indicators (2012). Support includes consultants for reading and commenting on the draft Guideline.

- Select 2-3 provinces to support the integration of MDGs into

| National consultants: $ 50,000 |
| Workshops: $60,000 |
| Travel: $ 20,000 |

**Total: $ 130,000**

1.2.4. The activities related to expanded MDGs (MDGs Plus or “post 2015” development indicators approved by UN and participated by Vietnam – if any), such as integration of expanded MDGs/VDGs goals/indicators into (i) SEDP and M&E framework for 5-year SEDP 2016-2010, and (ii) Sectoral development plan (2015-2016).

**Activity result 1.3:**

The capacity of monitoring the implementation of MDGs/VDGs in central and local levels strengthened and enhanced.

**Activities:**

1.3.1. Organize 1-2 training courses on MDGs/VDGs, monitoring indicators, and integrating MDGs/VDGs into planning, monitoring, and evaluating SEDP for Central level (MPI and related ministries/agencies). The participants in these training courses will become trainers for the local training courses.

1.3.2 Organize 2-3 training courses on MDGs/VDGs, monitoring indicators, and integrating MDGs/VDGs into planning, monitoring, and evaluating SEDP for planners at local levels of 2-3 selected provinces.

| Department of Labor, Culture and Social Affairs, MPI to play leading role | National consultants: $30,000 |
| - GSO to cooperate | - Trainings: $ 100,000 |
| **Total: $ 130,000** |

**Output target 2:**

National capacity of reporting MDGs and VDGs implementation enhanced to provide information on progress, causes/successful lessons and limitations, and appropriate recommendations for national social development policies. At the same time, MDGs/VDGs reports are institutionalized to become a tool for monitoring, evaluating and consulting national social development policies.

**Baseline (2011):**

Vietnam produced three national MDGRs in 2005, 2008, 2010. Notably, the report produced in 2010 was considered high quality, providing clear information and data on achievements, shortcomings, lessons, and challenges to achieve MDGs by 2015; Also, it related clearly to the global crisis and climate change. The MDGRs are widely publicized and used to advocate policies in Vietnam, and presented at the UN summit on MDGs by Vietnamese
leaders to share Vietnam’s experience with other countries. However, it is noticeable that the MDGRs contents are mainly statistical descriptions. It is necessary to conduct more in-depth, evidence-based analysis and studies, to determine contributing as well as obstructing factors for the implementation progress, and withdraw lessons. Particularly, MDGs which are in slow progress should be carefully analyzed, with specific action plans and coordination among different partners to promote the implementation. MDG report needs to become an effective tool for monitoring and consulting policies, and providing appropriate policy recommendations to promote social development policies. Also, report on MDGs implementation should be fully integrated into the national social development report, helping to set up, monitor and implement national social development policies. Vietnam plans to make two reports in 2013 and 2015 in order to continue to reflect the progress and results of MDGs implementation. The project will collaborate with MPI (the focal point for reporting MDGs implementation) to support national efforts to further strengthen the reporting capacity of MDGs/VDGs, using MDGs/VDGs reporting tools for social development reports, identifying the areas in slow progress, causes and solutions, and proposing action plans and coordination between the parties (based on the MAF) to ensure the achievement of MDGs as committed by the government.

**Indicators:**

2.1. The level of in-depth, evidence-based analysis and studies in MDGRs 2013 and 2015 to determine contributing and obstructing factors toward the implementation progress, and to withdraw lessons, particularly for delayed MDGs.

2.2. The use of MDGRs 2013 and 2015 in developing action plans to promote the progress of MDGs implementation (integrated into annual SEDP), monitor and implement national social development policies.

**Means of verification:**

- MDGRs 2013 and 2015
- Mid-term and end-term reports on SEDP 2011-2015, MAF

<table>
<thead>
<tr>
<th>Annualized targets:</th>
<th>Activity result 2.1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- MDGRs 2013 and 2015 developed based on evidence, in-depth analysis to determine contributing factors and obstructing factors towards the implementation progress and to draw lessons, particularly for delayed MDGs.</td>
<td>MAF developed (integrated into annual SEDP at central, sectoral and local levels) to identify and set priorities in studying bottlenecks delaying the progress or causing difficulty for achieving some MDGs (2-3 goals), and propose solutions for addressing bottlenecks and speeding up these goals.</td>
</tr>
</tbody>
</table>

*Notes: (i) The activities in activity results 1.2 and 2.1 need to be combined to ensure the results of MAF construction (priorities/actions to speed up MDGs) which will be used to integrate/update annual SEDPs; (ii) Results of in-depth studies and recommendations for developing MAF action plan will also be important inputs for MDGRs 2013 and 2015, the mid-term and end-term evaluation report of five-year plan, as well as for preparing and reporting annual and five-year plans; these reports will also be used to update the plan.*

- Department of Labor, Culture and Social Affairs, MPI to play leading role
- Related ministries/agencies and provinces to cooperate

| - National consultants: $60,000 |
| - International consultants: $ 90,853 |
| - Travel: $ 30,000 |
| - Technical/consultation workshops: $ 100,000 |

**Total:** $ 280,853
MDGs (2013 and 2015).
- MAF developed (integrated into annual SEDP at central, sectoral and local levels) to identify and set priorities in studying bottlenecks delaying the progress or causing difficulty for achieving some MDGs (2-3 goals), 2012-2013, 2014

(Q4/2012-Q1/2013 for about 3-4 months).

Activities:

2.1.1. Preparatory activities include: UN/UNDP discusses with government about the objectives, contents and benefits of MAF, feasible plans in the developing MAF and/or integrating MAF into annual SEDP, determines the MDGs needing to be given priority (2-3 goals), selects UN leading agency, develops proposal (financial and technical support from UNG MDG Task Force), initial workshop on methodology and application to Vietnam, discusses and prepares timetable, etc.

2.1.2. MAF analysis activities (for each of the prioritized MDG) include:

- International consultants provide the UNCT and government with consistent information on the process and purpose, as well as guideline for the workshop/consultancy in the analysis process
- The Government collaborates with UN leading agency and UNDP to establish working group, including government specialists and UN consultants to develop deployment plans, including plan to recruit national consultants.
- Study and analyse available data/documents, and related action plans and programs
- Activities related to developing MAF Action Plan/integrating into annual SEDP.
- Technical and consultation workshops during implementing MAF, including workshops on implementing MAF Action Plan for each prioritized MDG.

2.1.3. Support monitoring, evaluating and reporting MDGs, mid-term and end-term reports on five-year SEDP implementation, report on annual SEDP implementation to ensure that activities focus on each prioritized MDG/ action (as MAF/annually updated SEDP)

Note:
- Some delayed MDGs are those related to HIV/AIDS, maternal health, and environment.
- MAF implementation will be provided with technical support by UNDP Headquarters and UNDP Asia Pacific (APRC).

**Activity result 2.2:**

MDGRs 2013 and 2015 (reports for the whole period 1990s-2015) developed based on evidence and in-depth analysis, with wide participation of state agencies, national assembly, and civic organizations; and widely published to assess the progress of MDGs achievement and are inputs for/associated with mid-term and end-term evaluations of implementation of SEDP 2011-2015.

**Notes:**
- MDGR 2013 for voluntary report of the Vietnam at UN Economic and Social Council ECOSOC
- MDGR 2015 for UN Summit on MDGs.

**Activities:**

2.2.1. Support report preparation activities, including:
  
  o develop outline
  
  o review/study available data/documents; enhance access and connections with data and national reports (such as national Database, poverty updating report by VASS/CAF, urban poverty data/studies, Human Development Report by UNDP/VASS, rapid assessment on the impact by UNICEF/UNDP/WB/Oxfam/VASS/MOLISA, evaluation of program 135, etc.)
  
  o conduct in-depth studies, quantitative research/in-depth studies (if required, and attached to the in-depth studies described in 2.1.2).
  
  o prepare thematic reports for different areas (for example, reports from the Ministries as prescribed in the Circular mentioned above, or reports on MDGs implementation at the local level in some selected provinces), including lessons learnt and practical experiences to share and replicate in each area
  
  o Descriptive analysis and model of database (if needed)

_Note: Many activities will be conducted in integration with MAF development_

- Department of Labor, Culture and Social Affairs, MPI to play leading role
- Related ministries/agencies and provinces to cooperate

- National consultants: $60,000
- International consultants: $ 65,000
- Travel: $ 20,000
- Technical/Consultation workshops: $ 100,000
- Advocacy: $50,000

**Total:** $ 295,000
and implementation mentioned above.

2.2.2. Support to organize workshops/consultations, encourage and formulate mechanisms to mobilize broad participation of government partners, NGOs at central and local levels and international organizations in the process of report preparation.

2.2.3. Support to printing, publishing and publicizing MDGs reports; Increase effective use of communication initiatives, means, and models.

**Activity result 2.3:**
Assessment of MDGs/VDGs implementation is integrated/used in the report on the implementation of annual and 5-year SEDP; also, MDGs-related findings and recommendations will serve as a basis for evaluating and developing/updating SEDP.

**Activities:**

2.3.1. Support MPI to prepare guideline for implementing annual and 5-year SEDP reports at central and local levels, with the focus on integration into MDGs/VDGs implementation reports.

2.3.2. Support to develop mid-term and end-term reports of 5-year SEDP 2011-2015, and report on annual SEDP implemention:

   - Provide input information such as (i) MDGs/VDGs database; (ii) the results/findings from studies in the MAF report, MDGRs 2013 and 2015, to serve as a basis to develop the report on the process of social development towards achieving the MDGs/VDGs
   - Consult and comment on the evaluation of social development goals in the process of report preparation, including the process of developing proposal and drafts, to ensure full assessment of the progress of MDGs/VDGs implementation.
   - Support to organize scientific seminars, policy discussions about the implementation of MDGs/VDGs and social development goals in developing mid-term and end-term 5-year SEDP reports 2011-2015 and formulating 5-year SEDP reports.

<p>| Department of Labor, Culture and Social Affairs, MPI to play leading role | National consultants: $40,000 |
| Related ministries/agencies and provinces to cooperate | Travel: $ 30,000 |
| Technical/consultation workshops: $ 40,000 | Trainings: $ 100,000 |
| <strong>Total:</strong> $ 210,000 |</p>
<table>
<thead>
<tr>
<th></th>
<th>2016-2020.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3.2.</td>
<td>Support to improve skills of analyzing, evaluating and reporting social development process, using MDGs report framework at the national, local and sectoral levels.</td>
</tr>
<tr>
<td></td>
<td>o 1-2 training courses conducted at the central level for officials of MPI and relevant ministries on report writing skills for social development assessment based on MDGs report framework. The participants will become trainers for the local training courses.</td>
</tr>
<tr>
<td></td>
<td>o 2-3 training courses on report writing skills for social development assessment based on MDGs report framework for selected provinces</td>
</tr>
</tbody>
</table>

Note: These training courses are held after M&E training courses in Putput target 1. The trainees are those who will be directly involved in writing evaluation reports on the implementation of SEDPs at all levels.

| Total Output target 2: $785,853 |

**Output target 3:**
Vietnam plays an active role in South-South Cooperation⁷ to share the lessons learnt and good practices in implementing MDGs with other countries, contributing to formulating and improving national social development policies.

**Baseline (2011):**
South-South Cooperation in Vietnam mainly refers to trade, investment and economic cooperation. In social development, some activities of South-South cooperation have just been implemented in a number of areas, such as population and development, and environment, but still very limited. Meanwhile, the role of South-South cooperation is increasingly emphasized and considered to play crucial role in implementing MDGs in countries. In the 17th meeting of High-level Committee on South-South cooperation, UNDP Director, Helen Clark, emphasized that South-South cooperation was especially important during this time to ensure sustainable development and promoting progress towards MDGs implementation. Vietnam's leaders in this meeting also emphasized the role of South South cooperation and clearly stated Vietnam's proposal in further promoting South-South cooperation and triangular models to be more practical and effective in such areas as agriculture, health, education, information technology, infrastructure and trade, which have brought good results in the past years for many developing countries in Asia and Africa. Vietnam also committed to cooperate with developing countries to find effective cooperation mechanisms at all international, regional, subregional and national levels to meet the development goals based on the principles of unity, equality, mutual

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⁷ South South Cooperation (SSC) is defined as the exchange of experience, knowledge and experts among governments, organizations and individuals in developing countries (According to http://www.southsouth.info).
respect in terms of interests, sovereignty and independence for development.

**Indicators:**

3.1. Number and level of the participation of Vietnam in the cooperation for a, and information and experience sharing network on MDGs implementation

3.1. Number of South-South cooperation agreements on information and experience sharing MDGs implementation to which Vietnam signed

3.2. The level of sharing, learning and applying Vietnam’s good practice models to other countries and vice versa

**Means of verification:**

- Reports of the fora/ South-South Cooperation agreements about MDGs that Vietnam involve
- Report on South-South Cooperation produced by the Ministry of Foreign Affairs, MPI

<table>
<thead>
<tr>
<th>Annualized target:</th>
<th>Activity result 3.1:</th>
<th>Activity result 3.2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Strategy/Action Plan for South-South Cooperation (SSC) in MDGs/VDGs implementation (2013)</td>
<td>The participation of Vietnam in South South cooperation network and experience sharing in implementing MDGs expanded and strengthened.</td>
<td>- Department of Labor, Culture and Social Affairs, MPI to play leading role</td>
</tr>
<tr>
<td>- Activities for deploying Strategy/Action Plan for South-South Cooperation (SSC) such as finding forum/network, connecting, making agreement in South-South or triangular cooperation, in-house conference with related parties, etc (2013-2015)</td>
<td>Activities:</td>
<td>- MOFS and related ministries/agencies to cooperate</td>
</tr>
<tr>
<td></td>
<td>3.1.1. Support to develop Strategy/Action Plan for South-South Cooperation (SSC) in the implementation of MDGs/VDGs to share and learn experience, mobilize consultants and resources from developing countries to promote the progress of MDGs/VDGs and other national social development goals (2013)</td>
<td>- National consultants: $30,000</td>
</tr>
<tr>
<td></td>
<td><em>Notes: When needed, Triangular Development Cooperation - TDC model between Vietnam- Developing countries- International Organizations will be mentioned.</em></td>
<td>- International consultants: $60,000</td>
</tr>
<tr>
<td></td>
<td>Some specific activities may include:</td>
<td>- Travel: $70,000</td>
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<tr>
<td></td>
<td>o Identify key MDGs areas/goals in South South cooperation, including MDGs that Vietnam has successfully implemented and can share experience with other countries (provided that other countries needed) and delayed MDGs which Vietnam should learn from lessons/good practices from other countries.</td>
<td>- Technical/consultation workshops: $100,000</td>
</tr>
<tr>
<td></td>
<td>o Identify the needs of other countries (especially African</td>
<td><strong>Total:</strong> $260,000</td>
</tr>
</tbody>
</table>
- Summary of Vietnam successful lessons/models in implementing MDGs to share with other countries (2012-2013, 2014-2015) countries) in learning experiences of MDGs implementation from Vietnam. At the same time, identify international strategic partners in potential triangular cooperation activities.

  o Identify South-South Cooperation fora and current information-sharing networks that VN can participate for key MDGs areas/goals. For example, The China team-DAC (focus on growth and poverty reduction), the South-South Opportunity, Trilateral Commission India-Brazil-South Africa (IBSA) and IBSA Fund for poverty reduction, JICA-ASEAN regional cooperation Seminar (JARCOM), ASEAN Institute for health Development (AIHD), etc.

  o Identify international conferences that Vietnam can host in some MDGs areas to share experience and discuss policies, create relationships, etc.

3.1.2. Support a number of activities for deploying South-South Cooperation (SSC) strategy/action plans such as finding networks/fora, make connections, build south-south or triangular cooperation agreements, in-house workshops with related agencies, etc. (2013-2015).

Activity result 3.2:

Vietnam’s experience and successful lessons in implementing MDGs are drawn and widely shared with other developing countries in the region and the world. At the same time, Vietnam also learns successful models of other countries through established fora/networks to enable the achievement of MDGs in Vietnam and globally, as well as strengthen Vietnam's position in the world map (2013-2016).

Activities:

3.2.1. Support to summarize Vietnam’s successful lessons/models in implementing MDGs to share with other countries (identified) who want to learn Vietnam’s experience or share on international fora.

3.2.2. Support to develop effective advocacy documents for lessons/models: brief information, presentations, movies, and brochures, etc.

3.2.3. Study, aggregate, document, and discuss international experience of the

- Department of Labor, Culture and Social Affairs, MPI to play leading role
- MOFS and related ministries/agencies to cooperate

- National consultants: $40,000
- International consultants: $ 60,000
- Workshops: $100,000
- Travel: $ 50,000

Total: $ 250,000
good lessons/models and experiences in implementing MDGs in other countries in the focus areas, and the possibility to be applied in Vietnam.

3.2.4. Support to organize international conferences, and roundtable conferences, etc. in Vietnam

3.2.5. Support to identify needs and exchange of experts between the parties in South-South cooperation agreement (focusing on identifying and providing information/briefings, training some necessary skills, etc. for experience policy experts in Vietnam to share their experiences in implementing MDGs to other countries in need (in appropriate areas).

3.2.6. Support Vietnam to participate in relevant international conferences.

*Note: These activities will link closely with MAF framework development and MDG reports*

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<tr>
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<tbody>
<tr>
<td></td>
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<td>Total output target 3: $510,000</td>
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<tr>
<td>Project management</td>
<td>Human resources</td>
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<tr>
<td></td>
<td>01 Project manager =1.400/month</td>
<td>71,400</td>
</tr>
<tr>
<td></td>
<td>01 Secretary/Interpreter =1200/month</td>
<td>61,200</td>
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<tr>
<td></td>
<td>01 Project accountant=1.000/month</td>
<td>51,000</td>
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<td>Administrative costs</td>
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<td>Project meetings = 300*5</td>
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<td>Equipment</td>
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<td>Project operations</td>
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<td>Monitoring visits, travel</td>
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<td>Contingencies</td>
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<td>GMS (7%)</td>
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<td>GRAND TOTAL:</td>
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<td>2,000,000 (TRAC=400,000 and 1,600,000 to be mobilized)</td>
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Phụ lục 4- Bảng kê chi tiết vốn đối ứng

<table>
<thead>
<tr>
<th>Mục</th>
<th>Nội dung</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>Tổng số</th>
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<td>18.900.000</td>
<td>41.580.000</td>
<td>47.817.000</td>
<td>54.989.550</td>
<td>63.237.983</td>
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<td>41.580.000</td>
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<td>54.989.550</td>
<td>63.237.983</td>
<td>226.524.533</td>
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<td>6100</td>
<td>Phó Trưởng ban (1 người x 6.0 x 1050000VND/tháng x 50%)</td>
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<td>226.524.533</td>
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<td>14.000.000</td>
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<td><strong>Chi cho các chuyển công tác (hội thảo, tập huấn, giám sát)</strong></td>
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<td>2100</td>
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<td>2.440.000.000</td>
</tr>
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</table>

39
| vật | | | | | |
|---|---|---|---|---|
| Trụ sở, văn phòng làm việc, chỉ phí điện nước và trang thiết bị làm việc phục vụ hoạt động dự án bằng hiện vật, tương đương với giá trị bằng tiền | 250.000.000 | 547.500.000 | 547.500.000 | 547.500.000 | 2.440.000.000 |
| TỔNG CỘNG | 774.394.000 | 1.203.758.800 | 1.312.637.620 | 1.419.172.263 | 1.536.037.317 | 6.246.000.000 |
Annex 5. Job Descriptions

Job Description for Project Manager (PM)

Title: Project Manager (PM)
Starting Date: As starting date of the project (full-time)
Duty Station: Hanoi, Viet Nam
Reporting line: Report directly to the National Project Director and UNDP

Background

Under the direct supervision of the National Project Director, the PM is responsible for the operational management of the project, i.e. s/he assumes the day-to-day operational management of the project in line with the project document as well as policies/procedures for nationally executed projects. For this reason, s/he must be able to work full-time on the post. The PM may or may not be an officer of the national Implementing Partner or Implementing Agency and his/her qualifications should be suitable to the size and complexity of the project. Given the inter-agency nature of the project management, PM is expected to cooperate with the Department of Labor, Culture and Social Affairs to coordinate the works among different ministries/agencies, provinces and stakeholders.

Duties and Responsibilities

The PM:

1. Prepares and updates project work plans, in close consultation with different stakeholders in the project, and submits these to the NPD and UNDP CO for clearance.
2. Drafts TORs for key inputs (i.e. personnel, sub-contracts, training, procurement) under the responsibility of the Implementing Partner, submits these to the NPD and UNDP CO for clearance, and administers the mobilization of such inputs.
3. 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,
   (b) accounting records and supporting documents are kept,
   (c) required financial reports are prepared,
   (d) financial operations are transparent and financial procedures/regulations for NEX projects are properly applied; and
   (e) s/he is ready to stand up to audits at any time.
4. Assumes direct responsibility for managing the physical resources (e.g. office equipment, furniture, stationery...) provided to the project by UNDP.
5. Supervises the project staff and local or international experts/consultants working for the project.
6. 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.
7. Reports regularly to and keeps the NPD up-to-date on project progress and problems.
8. Carry out other relevant tasks as assigned by NPD

Qualifications
1. General knowledge of substantive matters that are addressed by the project
2. Knowledge and experience in project management
3. Good inter-personal and team building skills
4. Full time availability for project management duties
5. Working proficiency in English
6. Familiarity with technical assistance projects and the UNDP program in Viet Nam would be an asset.
Job Description for Project Secretary cum Interpreter

Title: Project Interpreter (PI)
Starting Date: As starting date of the project (full-time)
Duty Station: Hanoi, Viet Nam
Reporting line: Report directly to the Project Manager (PM)

Duties and Responsibilities

Under overall supervision of National Project Director, the PI will work under the direct supervision of and provide support to the PM in the discharge of his/her responsibilities in the overall management of the day-to-day activities of the project. The PI will work closely with the NPD, the PM, staff from the Project team and other international and national consultants. Specific tasks include:

1. Provide necessary assistance in the operational management of the project according to the project document and the NEX procedures.
2. Draft correspondence on administrative and program matters 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, transportation, hotel bookings for project 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 staff 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/experts for project activities;
12. Undertake necessary translation/interpretation tasks assigned by the PM
13. Carry out other relevant tasks as assigned by PM and NPD.

Qualifications

1. Good command of both written and spoken English and at least 3 years of working experience as a secretary/interpreter;
2. Strongly skilled in communication and diplomacy;
3. Good organizational capacity;
4. Good secretarial skills, knowledge in administrative procedures of the Government and other foreign organizations and at least 3 year experience related to project and administrative support activities;
5. Good practical computer skills in common office software programs (Windows, Microsoft Words, Microsoft Excel, power-point, email and internet);
6. Working knowledge of issues addressed by the project would be an asset;
7. Working experience with UN System agencies or other development agencies would be an asset.
Job Description for Project Accountant (PA)

Title: Project Accountant/Administrative Assistant (PA)
Starting Date: As starting date of the project (full-time)
Duty Station: Hanoi, Viet Nam
Reporting line: Report directly to the Project Manager (PM)

DUTIES AND RESPONSIBILITIES

Under overall supervision of National Project Director, the PA will work under the direct supervision of and provide support to the PM in the discharge of his/her responsibilities in the overall management of the day-to-day activities of the project. The PA will work closely with the NPD, the PM, staff from the Project team and other international and national consultants. The main duties of the PA are as follows:

Planning
1. Participate in preparation of project work-plans
2. Prepare quarterly advance requests to get advance funds from UNDP in the format applicable.
3. Ensure a sufficient advance for activities in the planned quarter.
4. Assist the PM and NPD in project budget monitoring and project budget revision.

Accounting/Reporting
5. Set up accounting system, including reporting forms and filling system for the project, in accordance with the project document and the HPPMG procedures.
6. Maintain petty cash transactions. This includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances.
7. Prepare cheques and withdraw money from the bank.
8. Prepare project financial reports and submit to PM and NPD for clearance and furnish to UNDP as required.
9. Enter financial transactions into the computerised accounting system.
10. Reconcile all balance sheet accounts and keep a file of all completed reconciliation.

Control
1. Check and ensure all expenditures of project are in accordance with HPPMG procedures. This includes ensuring receipts are obtained for all payments;
2. Check budget lines to ensure that all transactions are correctly booked to the correct budget lines;
3. Ensure documentation relating to payments are duly approved by NPD;
4. Conduct aid certification and report to the Ministry of Finance
5. Discuss any potential problems with PM, bringing any actual or potential problems to the attention of the NPD;
6. Follow up bank transfers. This includes preparing the bank transfer requests, submitting them to the bank and keeping track of the transfers;
7. Ensure Petty Cash is reviewed and updated and records are kept up-to-date;
8. To continuously improve system & procedures to enhance internal controls are satisfy audit requirements

**Bank reconciliation**

1. Bank statements should be collected from the banks on the 2nd working day of each month;
2. Bank accounts should be reconciled and reported on or before the 3rd of each month;
3. Prepare monthly bank reconciliation statements, including computation of interests gained to be included into reports.

**Inventory Register**

1. Maintain a proper inventory of project assets register, including numbering, recording, and reporting;
2. Maintain the inventory file to support purchases of all equipment/assets.

**Administration**

1. Maintain filing of financial documents;
2. Be responsible for planning and procurement of project stationary and office supplies;
3. Calculate and prepare staff time records;
4. Provide assistance to organization of project events, including workshops, seminars, and meetings.

**Undertake other relevant matters assigned by the PM and NPD.**

**QUALIFICATION**

1. University degree in accounting, finance or related fields;
2. Solid experience of budgeting, planning and reporting on foreign funded projects;
3. Good secretarial skills and good organizational capacity;
4. Knowledge in administrative and accounting procedures of the Government
5. Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), Vietnamese software ABC; and special accounting software.
6. Good knowledge of a computer-based accounting software is an advantage;
7. Appropriate English language skills, both spoken and written.