

UN-REDD Viet Nam Phase II Programme

Terms of Reference

Two Monitoring and Evaluation Officers

Background

The UN-REDD Viet Nam Phase II Programme is a part of the United Nations Collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (UN-REDD). Phase II of the Programme was launched in July 2013 after Phase I ran from 2009 to 2012 (Decision 1724/QD-BNN-HTQT dated 29th July 2013). The Programme will assist Viet Nam to implement the National REDD+ Action Programme (NRAP), and benefits from the convening power and expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP). The Programme will be implemented till the end of 2015 with total ODA support (grant) of over USD \$30 million. Vietnam Administration of Forestry (VNFOREST) under the Ministry of Agriculture and Rural Development (MARD) is the Programme Owner.

The overall objective of Phase II is “to enhance Viet Nam’s ability to benefit from future results-based payments¹ for REDD+ and undertake transformational changes in the forestry sector”. This objective will be secured through the following six Outcomes:

- Outcome 1: Capacities for an operational National REDD+ Action Programme (NRAP) are in place
- Outcome 2: The six pilot provinces are enabled to plan and implement REDD+ actions
- Outcome 3: National Forest Monitoring System (NFMS) for Monitoring and Measurement, Reporting and Verification and National REDD+ Information System (NRIS) on Safeguards are operational
- Outcome 4: Stakeholders at different levels are able to receive positive incentives
- Outcome 5: Mechanisms to address the social and environmental safeguards under the Cancun Agreement are established
- Outcome 6: Regional cooperation enhances progress on REDD+ implementation in the Lower Mekong Sub-Region

To implement the Programme, a UN-REDD Programme Management Unit (PMU) is established (Decision 1867/QD-BNN-TCCB dated 13th August 2013), under the leadership of the National Programme Director (NPD), representing the Viet Nam Administration of Forestry (VNFOREST). The NPD will be assisted by a deputy NPD, and together with an overall National Programme Coordinator, will manage the daily operation of the Programme.

¹Note that the term “results-based payments” refers only to the basis for international transfer of funds to Viet Nam.

Objectives:

Two Monitoring and Evaluation (M&E) Officers will be recruited for the PMU to assist with monitoring, evaluation and reporting. The M&E Officers will be responsible for monitoring the Programme's progress related to the results framework, for evaluations and progress reporting.

Scope of work:

The M&E Officers will work together with all technical officers to provide progress updates according to the results framework. The Officers will also be main responsible for progress reports and administrating evaluations. The Officers will work closely with the National Programme Coordinator, the NPD and the International Technical Specialist.

Specific responsibilities are as follows:

- Be responsible for monitoring project activities according to the results framework in the Programme Document, and ensure information needed to monitor the Programme is available;
- Update the results framework as needed, and prepare decisions for revisions by JCG/PEB/EG;
- Incorporate sex-disaggregated data into the results framework as needed, and maintain and update the results framework in the Gender Action Plan;
- Establish an Evaluation Plan that ensures that PMU, PPMU, NIP, CIPs and Participating UN Organizations undertake annual reviews and a Final Evaluation;
- Administer the annual contracting of a third party independent organization to assess and evaluate of the Participating UN Organizations on their capacity to deliver on administrative and technical aspects of the Programme, whose report will be submitted to the PEB and to the EG. The evaluation will also address management and delivery capacity of the PMU and of CIPs as well as the main contractors.
- Assist the three Participating UN Organizations in their effort to jointly carry out an independent final evaluation at the end of the Programme. The Terms of References and recruitment process for the evaluation will be reviewed and cleared by participating UN Organizations. The Participating UN Organizations will also review and comment on the draft version of the reports before its finalization.
- Participate in drafting of annual and quarterly work plans, quarterly, semi-annual and annual reports to ensure the successful application of Results Based Management (RBM) in these documents;
- Provide quality assurance and consolidate quarterly, semi-annual and annual reports from the PPMUs to be presented to the JCG
- Synthesize, check, analyze and report all data related to M&E activities in line with project regulations on reports;
- Coordinate with other project officers to monitor and evaluate activities in accordance with the approved plan to ensure the proper and timely implementation;

Expected Results/Deliverables

- Updated results framework, including indicators, targets, baselines and means of verification;
- Quarterly, Semi-annual and Annual Progress Reports;
- Evaluation Plan;
- TORs as needed, for example for the independent evaluations;
- Other deliverables to be decided during implementation

Recruitment Qualifications:

Education:

- University degree in Development Studies, Business Administration or related fields;

Experience:

- At least five (05) years working experience from Project Management, and with Results Based Management;
- Demonstrated a good knowledge and skill to analyze data and information and to write clear and succinct project progress and performance reports;
- Experience working with international organizations;
- Competence in using word processing, spreadsheets and (preferably) databases;

Language Requirements:

- Excellent and demonstrable English language skills, especially written.

Duration

One year, with two (02) months probation. The contract will be renewable for duration of the Programme.

Duty Station

Hanoi

Expected Places of Travel (if applicable)

To 6 pilot provinces (Lao Cai, Bac Kan, Ha Tinh, Lam Dong, Binh Thuan and Ca Mau) and other Programme-supported provinces

Supervision

The Officers will be supervised by the Programme Coordinator.

Compensation:

The M&E Officers will be compensated according to Reference Category 2-3 in Project Personnel Pro-forma Cost in the EU-UN Cost Norms.²

²The pro-forma cost is all-inclusive. Compulsory social insurance and health insurance will be deducted from the employee's salary according to Social Insurance Law and the Health Insurance Law of Vietnam.