

UN-REDD Viet Nam Phase II Programme

Terms of Reference

Secretary

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.

One Programme Secretary will be recruited to have the main responsibility for the administrative and secretary activities.

Objective:

The Programme Secretary will be responsible for maintaining the administrative and secretary activities.

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

Specific responsibilities are as follows:

Secretariat:

- Provide necessary assistance in the operational management of the Programme according to the Programme document and the procedures described in the Programme Implementation Manual (PIM).
- Draft correspondence on administrative and Programme matters pertaining to the PMU responsibilities;
- Work with related PMU staff to undertake preparation work for procurement of office equipment, stationeries and support facilities as required;
- Support for preparation for Programme events, including workshops, meetings (monthly, quarterly and annual), study tours, training, etc;
- Logistical arrangements, including visa, transportation, hotel bookings for Programme staff, consultants and invited guests coming for Programme activities;
- Assist in preparation of Programme work plans and reports;
- Be responsible for Programme filing system. This includes setting up the filing, numbering and filing all incoming and outgoing correspondences.
- Support Programme Coordinator in preparing Programme regular work schedule serving management, documenting, and information sharing needs;
- Do administrative work relating Programme telephone, fax, and email systems;
- Assist with Programme communication activities, including publications; and
- Carry out other relevant tasks as assigned by Programme Coordinator and NPD.

Inventory Register:

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

Administration:

- Assist in calculating and prepare staff time records; and
- Provide assistance to Event Coordinator in organization of Programme events, including workshops, seminars, and meetings.

Expected Results/Deliverables

- **Inventory file system operational**
- **Email, fax and telephone systems operational**
- **Staff time records**

Recruitment Qualifications:

Education:

- Colleague or University degree in one of the following areas: public administration or any relevant field

Experience:

- Good secretarial skills, knowledge of administrative procedures of the Government and other foreign organizations and experience related to Programme and administrative support activities;
- Good organizational capacity;
- Good practical computer skills in common office software programs (Windows, Microsoft Words, Microsoft Excel, Power-point, email and internet);
- Working knowledge of issues addressed by the UN-REDD Programme would be an asset;
- Working experience with UN System agencies or other development agencies would be an asset;
- Appropriate English language skills, both spoken and written.

Duration

One year, with one (01) month 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, BacKan, Ha Tinh, Lam Dong, BinhThuan and Ca Mau) and other Programme-supported provinces.

Supervision

The Secretary will be supervised by the Programme Coordinator.

Compensation:

The Secretary will be compensated according to Reference Category 3 in Programme 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.