

# UN-REDD Viet Nam Phase II Programme

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## Terms of Reference

### Senior National Programme Coordinator

#### **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 29<sup>th</sup> 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 payments<sup>1</sup> 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 13<sup>th</sup> 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.

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

**Objective:**

The overall objective of the National Programme Coordinator is to ensure efficient and effective day-to-day implementation of the Programme. The Programme Coordinator will work directly with the NPD, the dNPD, the PPMUs and the focal points of FAO, UNDP and UNEP, and supervise the PMU to implement the work plans.

**Scope of work:**

The National Programme Coordinator will liaise closely with all members of the PMU, as well as UN focal points. The main task of the Coordinator is to ensure that processes flow effectively and that the PMU effectively responds to the demands set out in the work plans. The Coordinator is responsible to make sure the PMU staff has the available resources needed to perform their tasks, and identify gaps if any. The Coordinator will also liaise directly with the Provincial Coordinators. The Coordinator's duties will be purely operational and not interfere with technical inputs under the responsibility of the Outcome officers.

**Specific responsibilities are as follows:**

- Coordinate the development of annual and quarterly work plans and operational budgets and ensure timely submission of these documents to the Joint Coordination Group;
- Oversee and supervise all members of PMU and coordinate inputs of the PMU staff and consultants for the implementation of all Programme Outcomes, Outputs and Activities in line with the corresponding work plans and budgets; and provide quality assurance on operational issues;
- Lead the development of the PMU's administrative and financial procedures, as per the Programme Implementation Manual, and propose changes to the PIM to the JCG;
- Manage the day-to-day operations of the PMU including the supervision of PMU personnel and ensure supervision responsibility of contracted consultants/experts/subcontractors is identified among the PMU staff;
- Ensure the timely submission of work plans, reports, outputs and other deliverables to NPD, JCG and PEB for review and evaluation, as appropriate;
- Ensure that all agreements with implementing Organizations are prepared, negotiated and agreed upon;
- Mobilize drafting of TORs for key inputs (i.e. personnel, sub-contracts, training, procurement) and submit these to the NPD and UN Organizations for clearance;

- Assist the UN-REDD Secretariat in Geneva with secretarial services for the Executive Group meetings;
- Act as Secretariat for the PEB on behalf of the PMU; and
- Hold supervisee dialogue with each of the PMU staff members every six months;

### **Expected Results/Deliverables**

- Annual and Quarterly Work Plans;

### **Recruitment Qualifications:**

Education:

- University degree in one of the following areas: Environmental Science, Natural Resource Management, Environmental Economics, Political Science, Business Administration or any other relevant field

Experience:

- At least 10 years working experience with Programme management, including work planning and multi-million USD budget responsibility for internationally funded investment or development Programme in Viet Nam;
- Strong inter-personal skills, oral and written communication skills, Programme planning and man-management skills;
- Substantial experience in leading teams of national and international experts;

Language Requirements:

- English fluency in both writing and speaking

### **Duration**

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

### **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 but limited (in-country only)

**Supervision**

The National Programme Coordinator will be supervised by the National Programme Director.

**Compensation:**

The National Programme Coordinator will be compensated according to Reference Category 1 in Programme Personnel Pro-forma Cost in the EU-UN Cost Norms.<sup>2</sup>

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<sup>2</sup>The 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.