# ANNEX 4: TERM OF REFERENCES FOR KEY POSITIONS

1. **Deputy National Programme Director**

**Project title:** Viet Nam UN-REDD Programme

**Duration:**  20 months: April 2009 – March 2010

**Remuneration:** To be determined

**Background**

The Viet Nam UN-REDD Programme will address complexities of developing REDD-readiness in Viet Nam through capacity building at two levels. Firstly (Outcome 1), it will build capacity at the national level to permit the Government of Viet Nam, and especially the REDD focal point, the DoF in MARD, to coordinate and manage the process of establishing tools to implement a REDD programme that provides an effective, transparent and equitable system of demonstrating real and measurable reductions in emissions from deforestation and forest degradation, and transferring international payments for carbon conservation to local stakeholders in relation to performance standards. Secondly (Outcome 2), it will build capacity at the local level through pilots in two districts in Lam Dong province that demonstrate effective approaches to planning and implementing measures to reduce emissions, including participatory monitoring of C-stocks, and ensure fair and equitable distribution of benefits. The third Outcome of the UN-REDD programme will generate information to help identify what role REDD might play in reducing regional leakage of emissions from forests.

**Objectives**:

The overall objective of the assignment is to ensure efficient and effective implementation of the Viet Nam UN-REDD Programme.

**Specific responsibilities of the Deputy National Programme Director are as follows**:

* To ensure that all partners contributing to UN-REDD complete their assigned tasks and deliver their required outputs on time
* To liaise with the international development partners in Viet Nam to ensure coordination with their programmes
* To discuss progress on a weekly basis with the Deputy Director General of the DoF in order to ensure that activities contribute to overall progress on REDD-readiness
* To identify consultants and companies qualified to provide specific inputs to the programme
* To cooperate with the UNDP/GEF SGP Coordinator regarding implementation of the small-grants programme
* To prepare presentations or other products describing progress and results of the programme for national and international workshops and other events
* To develop recommendations for improved programme interventions designed to address identified gaps and weaknesses

**3.** **SUPERVISION, TEAMWORK AND ADMINISTRATIVE SUPPORT**

The Deputy National Programme Director will be supervised by DoF and UNDP. Administrative support will be supplied by DoF, and where needed by UNDP officers (e.g. regarding contractual issues). The consultant will also work closely with stakeholders from other relevant ministries/agencies, provincial and district DPIs, and bilateral and multilateral development partners.

**4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES**

* Post graduate degree in Environmental Science, Natural Resource Management, Environmental Economics, or similar.
* At least 5 years of working experience on conservation and resource management in Vietnam.
* Strong inter-personal skills, especially oral communication skills.
* Proficiency in both spoken and written English.
* Good computer literacy, and hands-on experience with data management and data analysis desired.

1. **Programme Manager**

**Project title:** Viet Nam UN-REDD Programme

**Duration:**  20 months: April 2009 – March 2010

**Remuneration:** To be determined

**Background**

The Viet Nam UN-REDD Programme will address complexities of developing REDD-readiness in Viet Nam through capacity building at two levels. Firstly (Outcome 1), it will build capacity at the national level to permit the Government of Viet Nam, and especially the REDD focal point, the DoF in MARD, to coordinate and manage the process of establishing tools to implement a REDD programme that provides an effective, transparent and equitable system of demonstrating real and measurable reductions in emissions from deforestation and forest degradation, and transferring international payments for carbon conservation to local stakeholders in relation to performance standards. Secondly (Outcome 2), it will build capacity at the local level through pilots in two districts in Lam Dong province that demonstrate effective approaches to planning and implementing measures to reduce emissions, including participatory monitoring of C-stocks, and ensure fair and equitable distribution of benefits. The third Outcome of the UN-REDD programme will generate information to help identify what role REDD might play in reducing regional leakage of emissions from forests.

**Objectives**:

The overall objective of the assignment is to ensure efficient and effective implementation of the Viet Nam UN-REDD Programme.

**Specific responsibilities of the Programme Manager are as follows**:

* Prepares and updates project work plans, and submits these to the NPD and UN agencies for clearance.
* Prepare and participate in quarterly work planning and progress reporting meetings with the NPD, PMU, and UN agencies;
* Ensures that all agreements with implementing agencies are prepared, negotiated and agreed upon.
* Drafts TORs for key inputs (i.e. personnel, sub-contracts, training, procurement) and submits these to the NPD and UN agencies for clearance, and administers the mobilization of such inputs.
* With respect to external project implementing agencies/ sub-contractors:

(a) Ensures that these agencies mobilize and deliver the inputs in accordance with their letters of agreement or contracts, and

(b) Provides overall supervision and/or coordination of their work to ensure the production of the expected outputs.

* 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,

(c) Accounting records and supporting documents are properly kept,

(d) Required financial reports are prepared,

(e) Financial operations are transparent and financial procedures/regulations for NEX projects are properly applied; and

(f) S/he is ready to stand up to audits at any time.

* Assumes direct responsibility for managing the physical resources (e.g. vehicles, office equipment, furniture...) provided to the project by UN agencies.
* Supervises the project staff and local or international short-term experts/consultants working for the project.
* Drafts project progress reports of various types and the Final Project Report as scheduled, and organizes review meetings and evaluation missions in coordination with UN agencies.
* Reports regularly to and keeps the NPD and UN agencies’ PO’s up-to-date on project progress and problems.

**3.** **SUPERVISION, TEAMWORK AND ADMINISTRATIVE SUPPORT**

The Programme Technical Advisor will be supervised by the Deputy National Programme Director. Administrative support will be supplied by DoF, and where needed by UNDP officers (e.g. regarding contractual issues). The consultant will also work closely with stakeholders from other relevant ministries/agencies, provincial and district DPIs, and bilateral and multilateral development partners.

**4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES**

* Post graduate degree in Environmental Science, Natural Resource Management, Environmental Economics, or similar.
* At least 5 years of working experience on conservation and resource management in Vietnam.
* Strong inter-personal skills, especially oral communication skills.
* Proficiency in both spoken and written English.
* Good computer literacy, and hands-on experience with data management and data analysis desired.

1. **Programme Technical Advisor**

**Project title:** Viet Nam UN-REDD Programme

**Duration:**  20 months: April 2009 – March 2010

**Remuneration:** To be determined

**Background**

The Viet Nam UN-REDD Programme will address complexities of developing REDD-readiness in Viet Nam through capacity building at two levels. Firstly (Outcome 1), it will build capacity at the national level to permit the Government of Viet Nam, and especially the REDD focal point, the DoF in MARD, to coordinate and manage the process of establishing tools to implement a REDD programme that provides an effective, transparent and equitable system of demonstrating real and measurable reductions in emissions from deforestation and forest degradation, and transferring international payments for carbon conservation to local stakeholders in relation to performance standards. Secondly (Outcome 2), it will build capacity at the local level through pilots in two districts in Lam Dong province that demonstrate effective approaches to planning and implementing measures to reduce emissions, including participatory monitoring of C-stocks, and ensure fair and equitable distribution of benefits. The third Outcome of the UN-REDD programme will generate information to help identify what role REDD might play in reducing regional leakage of emissions from forests.

**Objectives**:

The overall objective of the assignment is to ensure efficient and effective implementation of the Viet Nam UN-REDD Programme.

**Specific responsibilities of the Programme Technical Advisor are as follows**:

1. **Provide advice to Government counterparts and facilitation of knowledge building focusing on achievement of the following results**:

* Provide policy options and strategy for the design and implementation of Viet Nam's national REDD Programme to the GoV and other development actors;
* Share knowledge on REDD by (i) documenting lessons learnt and best practices from the UN-REDD programme and contributing to the development of knowledge based tools (including policies, strategies, guidelines, etc);
* Provide timely quality information and technical advice to the GoV, UN Country Team, implementing partners, line ministries and other partners to ensure effective development and delivery of the UN-REDD national joint programme;
* Coordinate an institutional capacity assessment of relevant national, provincial and local entities along the REDD supply chain; and
* Assist in the identification of technical expertise and support including assisting with the preparation of TORs, identification and evaluation of experts and reviewing reports.

**b) Support day-to-day management of UN-REDD programme support to OCC focusing on achievement of the following results**:

* Assist the Deputy National Programme Director to coordinate technical assistance inputs and donor support;
* Provide close and regular backstopping to the Deputy National Programme Director and other implementing entities for the implementation of various components of the UN-REDD programme;
* Lead the review of relevant policies and development of policy framework;
* Organisation of, and substantive contributions to a high level policy dialogue on development of a national REDD Programme;
* Assist the Deputy National Programme Director in coordinating and supervising activities of national and international experts /consultants to secure timely production of planned outputs;
* Assist the Deputy National Programme Director to coordinate and liaise with stakeholders – in particular line ministries and development partners;
* Liaise with other REDD initiatives, in particular the Forest Carbon Partnership Facility;
* Assist the Deputy National Programme Director with inception, contracting and start up of a national REDD programme including establishment of indicators, benchmarks and work plans.

**3.** **SUPERVISION, TEAMWORK AND ADMINISTRATIVE SUPPORT**

The Programme Technical Advisor will be supervised by the Deputy National Programme Director. Administrative support will be supplied by DoF, and where needed by UNDP officers (e.g. regarding contractual issues). The consultant will also work closely with stakeholders from other relevant ministries/agencies, provincial and district DPIs, and bilateral and multilateral development partners.

**4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES**

1. Post graduate degree in Environmental Science, Natural Resource Management, Environmental Economics, or similar.
2. At least 5 years of working experience on conservation and resource management in Vietnam.
3. Strong inter-personal skills, especially oral communication skills.
4. Proficiency in both spoken and written English; some competency in spoken Vietnamese is preferable.
5. **Secretary/Interpreter**

**Project title:** Viet Nam UN-REDD Programme

**Duration:**  20 months: April 2009 – March 2010

**Remuneration:** To be determined

**Background**

The Viet Nam UN-REDD Programme will address complexities of developing REDD-readiness in Viet Nam through capacity building at two levels. Firstly (Outcome 1), it will build capacity at the national level to permit the Government of Viet Nam, and especially the REDD focal point, the DoF in MARD, to coordinate and manage the process of establishing tools to implement a REDD programme that provides an effective, transparent and equitable system of demonstrating real and measurable reductions in emissions from deforestation and forest degradation, and transferring international payments for carbon conservation to local stakeholders in relation to performance standards. Secondly (Outcome 2), it will build capacity at the local level through pilots in two districts in Lam Dong province that demonstrate effective approaches to planning and implementing measures to reduce emissions, including participatory monitoring of C-stocks, and ensure fair and equitable distribution of benefits. The third Outcome of the UN-REDD programme will generate information to help identify what role REDD might play in reducing regional leakage of emissions from forests.

**Objectives**:

The overall objective of the assignment is to ensure efficient and effective implementation of the Viet Nam UN-REDD Programme.

**Specific responsibilities of the Secretary/Interpreter are as follows**:

* Provide necessary assistance in the operational management of the project according to the project document and UN procedures.
* Draft correspondence on administrative and program matters pertaining to the Project Management Unit responsibilities;
* Undertake all preparation work for procurement of office equipment, stationery and support facilities as required;
* Undertake preparation for project events, including workshops, meetings (monthly, quarterly and annul), study tours, trainings, etc. This also includes preparation of background materials for use in discussions and briefing sessions on project matter;
* Logistical arrangements. This includes visa, transportation, hotel bookings for project staff, consultants and invited guests coming for project activities;
* Interpretation for foreign project staff and consultants, when required;
* Assist in preparation of project work plan and reports;
* Be responsible for project filing system. This includes setting up the filing, numbering and filing all incoming and outgoing correspondence.
* Prepare regular list of events for sharing of information within project staff and outside;
* Take care of project telephone, fax, and email system;
* Assist with project communication activities, including publications, and in particular taking responsibility for translation of documents from English into Vietnamese and *vice versa*;
* Assist with preparation of TORs and contracts for consultants/experts for project activities;
* Calculate and prepare staff time records

**3.** **SUPERVISION, TEAMWORK AND ADMINISTRATIVE SUPPORT**

The Secretary/Interpreter will be supervised by the Deputy National Programme Director. The Secretary/Interpreter will also work closely with stakeholders from other relevant ministries/agencies, provincial and district DPIs, and bilateral and multilateral development partners.

**4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES**

* University degree in English language, administration or related fields;
* Good command of both written and spoken English and at least 3 years of working experience in the positions of secretary or interpreter/ translator for foreign funded environmental projects
* Good secretarial skills and good organizational capacity;
* Knowledge in administrative procedures of the Government
* Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), Vietnamese software ABC;
* Knowledge of negotiation and experience in working with UN agencies and international organizations is an advantage**Accountant**

**Project title:** Viet Nam UN-REDD Programme

**Duration:**  20 months: April 2009 – March 2010

**Remuneration:** To be determined

**Background**

The Viet Nam UN-REDD Programme will address complexities of developing REDD-readiness in Viet Nam through capacity building at two levels. Firstly (Outcome 1), it will build capacity at the national level to permit the Government of Viet Nam, and especially the REDD focal point, the DoF in MARD, to coordinate and manage the process of establishing tools to implement a REDD programme that provides an effective, transparent and equitable system of demonstrating real and measurable reductions in emissions from deforestation and forest degradation, and transferring international payments for carbon conservation to local stakeholders in relation to performance standards. Secondly (Outcome 2), it will build capacity at the local level through pilots in two districts in Lam Dong province that demonstrate effective approaches to planning and implementing measures to reduce emissions, including participatory monitoring of C-stocks, and ensure fair and equitable distribution of benefits. The third Outcome of the UN-REDD programme will generate information to help identify what role REDD might play in reducing regional leakage of emissions from forests.

**Objectives**:

The overall objective of the assignment is to ensure efficient and effective implementation of the Viet Nam UN-REDD Programme.

**Specific responsibilities of the Accountant are as follows**:

**Planning**

* Participate in preparation of project work plans
* Prepare documentation to ensure flow of funds for project implementation on a timely basis.
* Participate in quarterly work planning and progress reporting meetings with the Deputy National Programme Director and PMC

**Accounting/ Reporting**

* Set up accounting system, including reporting forms and filing system for the project, in accordance with the joint programme document and UN procedures.
* Maintain petty cash transactions. This includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances.
* Prepare project financial reports and submit to the Deputy National Programme Director and PMC for clearance.
* Enter financial transactions into the computerised accounting system.
* Reconcile all balance sheet accounts and keep a file of all completed reconciliation.

**Control**

* Check and ensure all expenditures of project are in accordance with UN procedures. This includes ensuring that receipts are obtained for all payments;
* Check budget lines to ensure that all transactions are correctly booked to the correct budget lines;
* Ensure documentation relating to payments are duly approved by the Deputy National Programme Director;
* Ensure Petty Cash is reviewed and updated and records are kept up-to-date;
* To continuously improve system & procedures to enhance internal controls are satisfy audit requirements.

**Bank reconciliation**

* Bank accounts should be reconciled and reported on or before the 8th of each month;
* Prepare monthly bank reconciliation statements, including computation of interests gained to be included into reports.

**Inventory Register**

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

**Administration**

* Calculate and prepare staff time records;
* Provide assistance to organization of project events, including workshops, seminars, and meetings.

**3.** **SUPERVISION, TEAMWORK AND ADMINISTRATIVE SUPPORT**

The Accountant will be supervised by the Deputy National Programme Director. The Accountant will also work closely with stakeholders from other relevant ministries/agencies, provincial and district DPIs, and bilateral and multilateral development partners.

**4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES**

* University degree in accounting, finance or related fields;
* Solid experience of budgeting, planning and reporting on foreign funded projects;
* Good secretarial skills and good organizational capacity;
* Knowledge in administrative and accounting procedures of the Government
* Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.

Appropriate English language skills, both spoken and written