

## TERMS OF REFERENCE

<u>Title:</u>	<b>Project Manager (PM)</b>
<u>Duty Station:</u>	Hanoi with national travel as required
<u>Duration of Assignment:</u>	6 month full time with potential extension
<u>Expected starting date:</u>	2 March 2020
<u>Direct Supervisor:</u>	National Project Director and Deputy National Project Director
<u>Project ID and titles:</u>	Mainstreaming Natural Resource Management and Biodiversity Conservation objectives into socio-economic development planning and management of Biosphere Reserve in Viet Nam

### **Background**

Nature and Biodiversity Conservation Agency (BCA), Vietnam Environmental Administration, the Ministry of Natural Resources and Environment (MONRE) in the cooperation with stakeholders has implemented the UNDP - GEF funded project entitled “Mainstreaming Natural Resource Management and Biodiversity Conservation objectives into socio-economic development planning and management of Biosphere Reserve in Viet Nam” over a period of 5 years, 2019-2024. The overall objective of the Project is to promote “Integrated Natural Resources Management and Biodiversity Conservation objectives are effectively mainstreamed and advanced into and through development planning and tourism sector development in targeted Biosphere Reserves in Viet Nam”. This will contribute to the broader Goal of “*Biodiversity is effectively conserved in Viet Nam*”. In order to achieve the project Objective, 3 components are designed and will be implemented throughout this project duration, including Component 1: Enhanced national legislation, policies and capacities for integrating biodiversity and sustainable natural resources management into management of Biosphere Reserves; Component 2: Sustainable resource use, protected areas management, and biodiversity-friendly development measures mainstreamed into the management of three targeted Biosphere Reserves and Component 3: Knowledge management, gender mainstreaming and monitoring and evaluation.

The PM will work for Project Management Unit at Nature and Biodiversity Conservation Agency (BCA), Vietnam Environment Administration (VEA), MONRE. The incumbent will work at the Project Office in Ha Noi and have the following specific responsibilities/duties:

## **Objectives**

To provide technical and managerial assistance to the PMU to the overall implementation of the project.

## **Expected outputs**

- Detailed (annual, quarter) work plans indicating dates for deliverables and budget;
- Documents required by the control management system of UNDP;
- TORs and action plan of the staff and monitoring reports;
- Quarterly reports and financial reports on the consultant's activities, all stakeholders' work, and progress of the project to be presented to UNDP (in the format specified by UNDP);
- A final report that summarizes the work carried out by consultants and stakeholders during the period of the project, as well as the status of the project outputs at the end of the project;
- Minutes of meetings and/or consultation processes;
- Yearly PIRs/APRs;
- Adaptive management of project.

## **Scope of works**

The primary task of the Project Manager is to plan, organize and implement the project entitled "Mainstreaming Natural Resource Management and Biodiversity Conservation objectives into socio-economic development planning and management of Biosphere Reserve in Viet Nam" under the direction of the National Project Director and Deputy National Project Director. S/he will be responsible for in management of input mobilization and day-to-day project operations including timely resolution of issues, problems or bottlenecks. He/she will manage the technical and administrative staff of the Vietnam Project team established by the VEA.

To assume this overall responsibility, the specific tasks of the Project Manager are as follows:

1. Prepare in consultation with project coordinator project work plans (Annual Workplans - AWP, and Quarterly Workplans - QWP), and submits these to the National Project Director and Deputy National Project Director and UNDP for approval.
2. Ensure in consultation with project coordinator that all agreements with co-implementing agencies are prepared, negotiated and agreed upon.
3. Prepare procurement plans, in collaboration with project partners, as required under ODA management regulations to submit to MONRE for approval.

4. Prepare TORs in the discussion with project coordinator for key inputs (i.e. personnel, sub-contracts, training, and procurement) and submits these to the National Project Director and Deputy National Project Director and UNDP for clearance and administer the mobilization of such inputs.
5. With respect to external project implementing agencies/sub-contractors:
  - a. ensure that these agencies mobilize and deliver the inputs in accordance with their letters of agreement or contracts or work plans, and
  - b. provide overall supervision and/or coordination of their work to ensure the production of the expected quality outputs.
6. Assume 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. required financial reports are prepared,
  - d. financial operations are transparent and financial procedures/regulations for NIM projects are properly applied
7. Assume direct responsibility for managing the physical resources (e.g. office equipment, and furniture) provided to the project by UNDP.
8. Supervise the project staff and local or international short-term experts/consultants working for the project.
9. Prepare project progress reports and the Final Project Report as scheduled, follow ODA requirements and organize review meetings and evaluation missions in coordination with UNDP.
10. Report regularly to and keeps the National Project Director and Deputy National Project Director and UNDP PO up-to-date on project progress and problems.

### **Qualifications:**

#### Education:

- University degree (preferably Master Degree) in environment management, natural resources management or related fields;

#### **Experience:**

- Knowledge of Result-based management and at least 5 years of working experience in project coordinator/management in the field of biodiversity conservation; demonstrating experiences and capacity in planning, budgeting, implementation, monitoring, reporting and evaluation;
- Excellent English proficiency, both in written and spoken,

- Ability to work both as in team or independently;
- Competence in computer and office software;
- Proactive, creative and capable to work under high pressure.
- Familiar with technical assistance projects. Having experience with GEF UNDP projects in Viet Nam will be an advantage.

## Payment Terms

The contract and payments will be performance-based and regularly assessed by the PMU and UNDP Country Office.

Any travel required will be arranged by PMU following UN-EU cost-norm.

Payments will be made monthly based on the salary agreed on the contract signed by both sides. The payment includes PIT (personal Income tax) and personal health insurance.

## Selection Criteria

	Criteria	SCORE
1.	University degree (preferably Master Degree) in environment management, natural resources management or related fields	150
2.	Knowledge of Result-based management and at least 5 years of working experience in project coordinator/management in the field of biodiversity conservation	250
3.	Excellent English proficiency, both in written and spoken	150
4.	Having experience with GEF UNDP projects in Viet Nam will be an advantage	250
5.	Ability to work both as in team or independently	100
6.	Competence in computer and office software	100
	<b>Total</b>	<b>1000</b>

## Required documents:

- CV
- Degrees, certificates and other related documents

Documents need to submit to: BR project, Cục Bảo tồn thiên nhiên và đa dạng sinh học, Phòng B213, Tổng cục Môi trường, Trụ sở Bộ Tài nguyên và Môi trường, số 10 Tôn Thất Thuyết, Hà Nội.