TERMS OF REFERENCE

**Job title**: National Communication Expert

**Project Title**: Strengthen Viet Nam’s capacities to manage data flows and report information adequately to fulfil the enhanced transparency framework of the Paris Agreement requirements (CBIT)

**Duration of Appointment**: 160 days over 04 years

**Type of Contract**: Time-based

**Duty Station**: Home-based with national travel if required.

**Report to**: National Project Manager (NPM) and National Senior Technical Adviser (NSTA)

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1) GENERAL BACKGROUND

The Paris Agreement (PA) adopted at the 21st Conference of Parties (COP21) established the Enhanced Transparency Framework (ETF) for action and support (Article 13 of PA). Accordingly, Parties will report on progress made towards achieving their contributions made under the PA within their biennial submission to the United Nations Framework Convention on Climate Change (UNFCCC). The Modalities, Procedures and Guidelines (MPGs) will supersede reporting of biennial reports (BRs) and biennial update reports (BURs) and the international assessment and review (IAR) and international consultation and analysis (ICA) processes for PA Parties (see decision 1/CP.24, para. 39). Obligations under the ETF are common to all Parties and entail the submission of the first biennial transparency report (BTR) to UNFCCC by 31 December 2024 at the latest in accordance with the MPGs, including information on anthropogenic emissions by sources and removals by sinks of greenhouse gases (GHG), progress in implementing and achieving Nationally Determined Contributions (NDC) under Article 4 of PA, and updates on adaptation efforts. Furthermore, developing countries should also provide information on financial, technology transfer and capacity-building support needed and received. MPGs also harmonize verification process through technical expert reviews (TER). These obligations involve the implementation of:

- Institutional arrangements to organize the work and data flows among stakeholders involved at national and sub-national levels;
- Monitoring, Reporting and Verification (MRV) systems to comply with the needs of the national GHG Inventory and NDC reporting requirements;
- Relevant and efficient tools to assure the sustainability of the system.

Viet Nam ratified the Paris Agreement in November 2016 leading to the implementation of the ETF as formulated in the Article 13 of the PA. Accordingly to the PA, Viet Nam submitted its first (i)/NDC to the UNFCCC in 2015, with an unconditional contribution of 8% emissions reduction below BAU in 2030 and 25% reduction if international support is received. The updated first and second NDCs were released and approved by the Prime Minister (PM) in July 2020 and in November 2022. To realize these commitments, Viet Nam shall improve comprehensively existing relevant systems so as to strengthen related national capacities and meet international reporting systems.
In this context, Ministry of Natural Resources and Environment (MONRE) is implementing the Project “Strengthen Viet Nam’s capacities to manage data flows and report information adequately to fulfil the enhanced transparency framework of the Paris Agreement requirements (CBIT)” funded by GEF/UNDP and co-financed by JICA, UNDP and MONRE. Implemented between April 2022 and March 2026, the project goal is to strengthen the national Monitoring Reporting and Verification (MRV) system in order to enable Viet Nam to meet the international ETF requirements as defined in Article 13 of the PA: building capacities and tools at national level will be provided to monitor, report and track GHG emissions, mitigation actions and funding. This objective will be achieved through the implementation of three components:

i. Strengthening policies and technical capacities on national MRV for GHG emissions inventory and mitigation actions;

ii. Strengthening the national system for coding and tracking international resources, and

iii. Project learning, M&E, and dissemination of good practice at the national and international levels.

Component 1 will operationalize the system and strengthen technical capacities on national MRV for GHG emissions inventory and mitigation actions. Component 2 will strengthen the national system for tracking national and international resources. Component 3 will ensure the visibility of the project and of the lessons learnt at the national and international levels. Together with activities already carried out and supported by other partners, this project will strongly reinforce the national system in focusing on capacity building and development of procedures, guidelines and tracking tools to meet the provisions from Article 13 of the Paris Agreement. Components will contribute to the design and establishment of a national MRV system for GHG emission inventories, climate change mitigation measures and support.

In order to support the project management unit (PMU) to achieve the project communication objective, the PMU is seeking a qualified National Communication Expert who will assist the PMU/NPM to develop and effectively implement the project communication program.

2) OBJECTIVE OF ASSIGNMENT

The incumbent shall support the PMU/NPM to develop and effectively implement the project communication program to achieve expected communication targets of the project through key below interventions:

i. Develop the project communication plan, ensuring that related activities are in line with outcomes, approach and activities agreed in the project document;

ii. Lead the implementation of the communication program, quality assure and manage the progress of related communication service providers; effectively and efficiently contributing to communication activities of Component 1, 2 and 3.

The incumbent shall report to NPM and work primarily Project National Senior Technical Advisor, UNDP communication officer, government implementing partners and agencies, relevant stakeholders and project service providers.

3) SCOPE OF WORK

The expert shall implement but not limited to following tasks:
i. **Develop the project communication plan**, ensuring that related activities are in line with outcomes, approach and activities agreed in the project document.

- Review the project document, inception report, UNDP/GEF’s communication templates/requirements, MONRE’s communication plans and related communication agencies within MONRE, communication activities of related projects, especially UNDP-supported projects and other related international and national communication documents if relevant;
- Consult with PMU, DCC, UNDP and relevant media/communication centers of MONRE (newspapers, magazines, etc.) to help ensuring that the program will be practical, complementary to other related initiatives and best utilise their communication results and future cooperation;
- Consult the drafts with PMU, DCC and project implementers, including UNDP’s Communication Officer and MONRE’s communication center (if required), in order to ensure that the program will best match their expectations and plans;
- Carry out field trips if appropriate and approved by PMU;
- Finalize the communication programme for the whole project duration as guided in the Main Deliverables Section. The communication program shall take into account gender mainstreaming and other considerations (if required) in relevant activities.

ii. **Lead the implementation of the communication program** in an effective and efficient manner, quality assure and manage the progress of related communication service providers.

Take the leading role in the implementation of the communication program (project knowledge products, briefing and news for sharing of information, knowledge and to ensure the project outreach and visibility) through:

- Contribute to the interim workplans of the PMU (quarterly, annually, etc.) to ensure the consistency of the communication plan and the workplans with clear outputs mentioned in those plans;
- Develop Terms of Reference for procurement of communication services including webtool development and related procurement activities ensuring time and cost effectiveness and consult with PMU, UNDP and relevant stakeholders for finalization;
- Manage the progress and quality assure the products of communication contractors. This includes inputs and advice to all project communication contractors (for example, MRV webplatform developer, designers of training curriculums or manuals, etc.);
- Ensure the relevant information updated on a frequent basis on different communication channels (for example, media, websites, etc.)
- Develop communication documents and information of the project as requested by PMU (for example, press release, key notes for important events, contents of leaflets, standees, etc.);
- Support PMU to organize knowledge-sharing workshops throughout the project on the implementation of ETF of PA: GHG inventory, mitigation P&M tracking, climate finance tracking, gender-mainstreaming (Activity 3.1.2);
- Advise NPM and NSTA on the implementation of communication activities including dissemination of project technical products and communication products;
- Participate in communication and key project meetings such as Project Steering Committee (PSC) and PMU meetings, dissemination workshops, training events, etc. to contribute/present communication contents if required.
- Facilitate communication consultation meetings with UNDP and MONRE’s communication units.
- Ensure frequent cooperation with UNDP Communication Team to review/finalise project communication results (from design to final publication, etc.)
- Ensure the visibility/logo of GEF, UNDP and MONRE in project deliverables, publications where appropriate and no objection of MONRE and UNDP to all publications.
- Develop and publish at least 02 articles during the project duration to present key project activities and results for uploading to the UN website and 02 articles every project year on DCC’s websites.
- Provide inputs to the Project Implementation Reports (PIRs), regular or ad-hoc reports as required by NPM and project review missions of PSC/PMU and/or UNDP/GEF.
- Work closely with other consultants and staff of the project during contract performance to gather relevant and timely inputs for communication products;

iii. In regards to the Strengthening national policies and technical capacity for GHG inventory and mitigation under component 1, include:

- Coordinate developing the communication materials for training for stakeholders on data collection and analysis for the national GHG inventory.
- Provide input to the MRV web platform in terms of design and updating information to ensure the platform is up-to-date and dynamic as well as continuous and sustainable (Component 1);
- Develop and publish at least 01 article per year to present the main activities and results of the project to post on the UN website and 01 article on the MONRE website;

iv. In regards to the Contents of monitoring, evaluation and dissemination of good practices at national and international levels under component 3, include:

- Coordinate developing the communication products of the monitoring and evaluation system (GS&E) combined with gender mainstreaming.
- Coordinate documenting the consulting products, lessons learned from the project and share with stakeholders.
- Develop and publish at least 01 article per year to present the main activities and results of the project to post on the UN website and 01 article on the MONRE website.

Expected key results include:

- An effective project communication plan and updated versions cleared by PMU and UNDP;
- Communication TORs and work specifications of all technical components;
- Complete contents of all project communication products and inputs to other relevant project reports;
- At least two web tools established for compilation of the national GHG inventory (Activity 1.1.3) and for reporting of large emissions sectors (Activity 1.2.1);
- Knowledge-sharing workshops (Activity 3.1.2)
- At least 2 video clips and 03 leaflets produced;

Notes:
- The expert shall develop quarterly reports on quarterly communication progress and results and proposed activities and results of the succeeding quarter.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: 160 days from September 2023 to March 2026 (approximately 5-6 days/ month)

Duty Station: Hanoi, office-based at the CBIT PMU.

Travel to provinces: if required. The cost will be covered by the project following the Vietnam – United Nations Harmonized Programme and Project Management Guidelines (HPPMG).

5) DELIVERABLES

All products shall be submitted to PMU in English and Vietnamese at the same time. Intermediate products can be either Vietnamese or English upon the request of PMU. Deliverables include:

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<tr>
<th>ID.</th>
<th>Deliverable</th>
<th>Work-Day</th>
<th>Expected Submission Time</th>
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<tbody>
<tr>
<td>1</td>
<td>An inception report and Outline of the project communication plan</td>
<td>5</td>
<td>Oct 2023</td>
</tr>
<tr>
<td>2</td>
<td>The CBIT Project Communication Program and at least two communication TORs.</td>
<td>20</td>
<td>Dec 2023</td>
</tr>
<tr>
<td>3</td>
<td>Quarterly reports Year 2023, one article on DCC’s website and two communication TORs.</td>
<td>10</td>
<td>Oct – Dec 2023</td>
</tr>
<tr>
<td>4</td>
<td>Quarterly reports Year 2024, one article on UNDP Website and two on DCC’s website and 01 dissemination workshop organized.</td>
<td>50</td>
<td>Jan – Dec 2024</td>
</tr>
<tr>
<td>5</td>
<td>Quarterly reports Year 2025, one article on UNDP Website and two on DCC’s website, and at least 01 dissemination workshop organized.</td>
<td>50</td>
<td>Jan – Dec 2025</td>
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<tr>
<td>6</td>
<td>A final summary report, at least 01 web platform and 03 leaflets.</td>
<td>25</td>
<td>Feb 2026</td>
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Total 160

Description of Deliverables:

An inception report describes (i) the methodology to define communication objectives, target audiences, communication messages; (ii) baseline indicators; (iii) a tentative workplan to produce the communication program (persons to be consulted, discussion contents, etc.) and (iv) responsibilities of related stakeholders. A template will be provided at contract signing.

The CBIT Project Communication Outline: is a brief description of the information as guided for the CPIT Project Communication Program below.

The CPIT Project Communication Program: based on “what, why, when, how, who”
approach and collected information during the inception phase, the program shall cover two phases: project implementation and after-project. It should comprise (but not limited to) following contents: (i) communication objective, principle and key messages; (ii) target audiences; (iii) proposed activities and expected outputs/targets with associated TORs and cost estimates which shall be in compliance with UNDP and Vietnamese GoV’s regulations and others specialized for each type of product (for examples, copyrights, formatting, etc.); (iv) outlines for expected communication products and (v) tentative 3 month-interval workplans to implement the program with a detailed workplan of the first year which will describe expected results, key business trips, meetings, etc.

As part of this program, a monitoring and evaluation plan shall guide how to ensure that expected outputs/indicators have been well achieved. This plan should include: Objectives, baseline and target indicators, means of verification and risks/assumptions.

The program shall also suggest how to ensure gender mainstreaming and encourage the engagement of women and vulnerable groups in project activities (where appropriate).

Annexes (minimum but not limited to):
- Fieldtrips/meetings;
- References;
- TORs;

Quarterly reports describe 1) complete tasks during reporting period with verified results and 2) a workplan for succeeding period with indicators and expected results for all planned communication activities. A project template for this report shall be consulted with PMU before development. In case significant changes happen during implementation, the project communication program should then be updated and attached to the quarterly report as an appendix of this report.

A final report shall describe completed tasks based on the TOR and the defined communication program. This shall report quantitatively and qualitatively results based on the approved M&E plan and recommend next steps to ensure the sustainability of project outputs.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The communication expert shall report to National Project Manager. The expert shall work in close collaboration with PMU, UNDP and national counterparts in order to ensure best knowledge sharing and highest quality of the product.

A monitoring and progress control will be agreed with the expert and included in the inception report and progress reports with clear deadlines and verification activities.

The communication expert shall submit a mission plan to National Project Director/Project Manager at least 7 work-days before the mission for PMU’s approval and support (if required). A mission report shall be submitted to PMU within 05 work-days after the mission ends. The template of the plan and report can be found in the HPPMG document.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Appropriate university degree in communication, energy, environment, climate change or other relevant fields. The applicant who does not hold a communication degree shall have a certificate of training on communication.
- At least 05 years of working experience in the field(s): journalism/energy/climate change/environment sciences. Communication experience as a specialist on awareness raising on mitigation of climate change is preferred.
- At least two years of demonstrated experiences as a communication expert in energy/climate change/environment sciences during last 05 years. Experience in development and management of communication strategies/programs for similar projects is a must.
- Demonstrated skills in drafting communication reports and/ articles;
- Team working and presentation/communication skills;
- Ability to work effectively with stakeholders, including leaders, staff of state management agencies, local authorities;
- Experience working with private sector and innovation is desired.
- Knowledge and/or experience of working with MONRE, UNDP and international partners is an added advantage.
- Full command of English (writing, speaking, and presentation skills).

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Reference documents: The project document, inception report, HPPMG and relevant report templates will be made accessible to the expert (soft file) after the contract is signed.

Admin support: PMU will support the expert in logistic arrangements for meetings with relevant individuals/state agencies and hotel and meeting room reservation. The transportation cost will be covered by PMU based on UN – EU Guidelines for Financing of Local Costs in Development Co-operation with Viet Nam (UNDP Cost Norms). The cost of printing will be covered by PMU based on the specific request of the expert approved by Project Manager.

Any cost other than the above cost shall be submitted to the PMU for approval. The expert does not have interpretation support during contract performance.

9) APPLICATION DOCUMENTS

The application documents shall be in both English and Vietnamese and include:
- A cover letter and a financial proposal for the service;
- A curriculum vitae with 05 pages as maximum: describes contact information; related qualifications/degrees; duration of assignments (mm/yyyy – mm/yyyy), organization, position and related experiences/skills. English skills must be described as “poor, average, fairly good, good, excellent). Contact information of 03 most relevant referees;
- Related qualifications/degrees (copies);
- References including reports/plans and articles if available (maximum 02 for each category).

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION

☐ NONE  ☐ PARTIAL  ☒ INTERMITTENT  ☐ FULL-TIME
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