

## Terms of Reference

|                          |   |
|--------------------------|---|
| ORGANIZATIONAL LOCATION: | UN-Habitat, Regional Office for Asia and the Pacific (ROAP) |
| DUTY STATION:            | UN-Habitat Viet Nam, Hanoi Office                           |
| FUNCTIONAL TITLE:        | Climate Adaptation Project Associate                        |
| CONTRACT TYPE:           | UNOPS Local Individual Contractor Agreement (LICA)          |
| DURATION:                | From November to December 2020                              |
| PAYMENT:                 | Monthly payment   |

### **BACKGROUND**

The United Nations Human Settlements Programme, UN-Habitat, is the UN agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

The project “Enhancing the resilience inclusive and sustainable eco-human settlement development through small scale infrastructure interventions in the coastal regions of the Mekong Delta in Viet Nam” is financed by the Adaptation Fund – AF in the period of 2020-2023. To align with a government request to promote sustainable eco-human settlement in Viet Nam, this project aims to improve (as a pilot model) for the poor and vulnerable communes that climate change produce negative impacts. It is structured around the following components:

**Component 1:** Institutional and community capacity building toward eco-human settlement development for supporting enhance local climate response actions

**Component 2:** Action plan and strategy development for eco-human settlement, and integrating into planning and policy with participatory approach

**Component 3:** Sustainability built through small-scale protective infrastructure

**Component 4:** Awareness Raising and Knowledge Management

The project will be executed at three levels: 1) national level, 2) provincial level (with support from the districts) and 3) commune level. At the national level, the overall coordination of the project’s execution will be led by the Ministry of Natural Resources and Environment. UN-Habitat is the multilateral implementing entity of the project and will then provide project management support, oversight, management of fund flow and executing partners’ delivery, and secretariat of the Project Steering Committee. UN-Habitat will have Agreement of Cooperation (AoCs) with PMU under the MONRE.

### **OBJECTIVES**

The Project Associate will be responsible to provide support to the Chief Technical Advisor and Project Manager to plan and coordinate project activities, including scheduling, reporting and document control, day-to-day administrative and finance management for the AF Project in Vietnam. The PA will work full time for the project. The PA will work under the direct management of the Habitat Programme Manager (HPM) in Viet Nam and with the technical supervision and guidance of the CTA and the Project Manager.

## **RESPONSABILITIES AND EXPECTED OUTPUTS:**

The following specific responsibilities are included in this consultancy:

- Work closely with the HPM, CTA and Project Manager in all aspects of project implementation. This may include developing implementation strategy and annual workplan, ensuring the project stays within the budget, working with staff and other stakeholders to implement project activities, monitoring and reporting on progress, analyzing data, making suggested corrections if needed and writing final project reports.
- Collect, enter, and organize data and other information to support the projects; carry out basic analytic tasks; provide draft inputs to written products such as project documentation, progress reports, research reports, and briefings.
- Provide day-to-day administrative and finance management such as managing, filing and maintaining project-related documents to ensure complete documentation and easy retrieval of documents such ProDoc, LoU, City MoUs, project logframe, consultants' TORs, PFs, project workplan, other related papers like receipts, travel/mission reports, terminal reports/activity documentations; track project expenditures/spending through appropriate bookkeeping, capturing the financial procedures of the AF and UN-Habitat's finance and administrative guides;
- Take the lead in the administrative and logistical arrangements for meetings, site visits, and working groups consultations and workshops under Climate Adaptation project as well as joint-activity with MONRE, by preparing agendas, appointments and meetings both internal and external relations and write minutes from the meetings;
- Facilitate logistical and administrative support for local and international travels and missions of UN-Habitat Vietnam personnel under the Climate Adaptation project, including schedule planning, transport requests, security clearance, DSA processing and travel reimbursements;
- Prepare financial report/s, in coordination with the UN-Habitat Admin and Finance Team, in view of the requirements by Adaptation Fund Board;
- Manage resources with integrity and stewardship, in compliance with UN-Habitat's financial policies and procedures;
- Perform other tasks as may be necessary to ensure success of the project implementation.

## **REQUIRED SKILLS:**

- **Professionalism:** Knowledge of urban environmental issues. Ability to observe deadlines and achieve set goals. Ability to work and deliver outputs under pressure.
- **Communication:** Good written and oral presentation skills in English. Good presentation skills. Ability to communicate and discuss complex issues in a clear language and convincing narratives.
- **Teamwork:** Ability to work collaboratively with colleagues to achieve agreed goals.
- **Planning and Organizing:** Ability to prioritize activities and assignments and to easily switch between different projects.

## **QUALIFICATIONS**

### Education:

Minimum Bachelor's Degree in accounting, finance, management and other fields related to urban management and social policy in developing countries.

### Work Experience:

Minimum 4 year of experience in finance, accounting, or project development and management support work. Working experience with MONRE and/or UN agencies are preferable.

#### Language Skills

For this consultancy, fluency in oral and written English and Vietnamese is required.

#### **REMUNERATION**

Payments will be made monthly and based on deliverables over the consultancy period. There are set remuneration rates for consultancies. The rate is determined by functions performed and experience of the consultant. The fee will be paid as per agreement.

#### **DURATION**

The contract will be from November to December 2020 (full time), and renewable subject to the performance and budget availability.