**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| ORGANIZATIONAL LOCATION: | Project Management Unit (PMU) for HREMRD Project |
| DUTY STATION: | Hanoi, Viet Nam |
| FUNCTIONAL TITLE: | Project assistant (cum Communication Assistant) |
| DURATION: |  |
| PAYMENT | Monthly payment |

# Project Background

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 from 2021 to 2024. Aligning with the government’s focus on promoting sustainable eco-human settlement in Viet Nam, this project aims to improve the poor and vulnerable communes that climate change impacts have affected the most. It is structured around the following components:

1. Component 1: Institutional and community capacity building toward eco-human settlement development for supporting enhance local climate response actions
2. Component 2: Action plan and strategy development for eco-human settlement, and integrating into planning and policy with participatory approach
3. Component 3: Sustainability built through small-scale protective infrastructure
4. Component 4: Awareness Raising and Knowledge Management

The project will be executed at three levels: national, provincial (with support from the districts), and commune. At the national level, the overall coordination of the project’s execution will be led by the Ministry of Natural Resources and Environment (MONRE), supported by a Project Management Unit (PMU). The PMU will be the signatory of an Agreement of Cooperation with UN-Habitat to implement all project activities. MONRE will also ensure that the project is timely executed, chair the Project Steering Committee, and coordinate inter-ministerial activities.

# Objectives

The Project assistant (cum Communication Assistant) will work under the direct supervision of the PMU Director and Deputy Director to provide day-to-day support to the project’s execution, including 50% of his/her time in the role supporting the project’s communication and public relations matters in close connection with the Project Chief Accountant and UN-Habitat team.

# Responsibilities

The following specific responsibilities are included in this consultancy:

1. Be responsible for all media and communication activities of the project e.g., developing related ToRs for communication consultants; preparing for publication and communication documents; knowledge management and dissemination; coordinating news releases through media channels including print, broadcast and social platforms, etc.;
2. Assisting the PMU staff and UN-Habitat in coordinating activities, preparing reports; coordinating the project procurement and recruitment activities in terms of media and communication;
3. Supporting the PMU in developing project work plan, timeline, monitoring, reporting and organizing events e.g., workshops, dialogues, meetings and writing minutes, etc.;
4. Arranging travel and logistics for the PMU;
5. Maintaining the progress tracking of the project activities for reporting to the PMU leader and UN-Habitat;
6. Providing translation and interpretation if required;
7. Performing other tasks as requested by the PMU.

# Qualifications

1. Bachelors/ Master’s Degree in international relations public administration, social sciences, business administration, communication, public relations or other relevant fields;
2. Minimum 2 years of experience in related fields;
3. Strong skills in Microsoft Office Suite (Word, Excel, PowerPoint) and other office management software.
4. Experience in supporting project implementation, technical and communication activities. Prior experience working on ODA projects or with international development organizations is advantageous but not always required.
5. Proficiency in using communication tools (e.g., email, video conferencing platforms like Zoom or Teams).
6. Excellent communications and interpersonal skills;
7. Excellent written and spoken Vietnamese and English.
8. Flexibility, adaptability, and willingness to take on a wide range of tasks.

# Remuneration

1. Payments will be made monthly over the contractual period.
2. The rate is determined by functions performed and according to the qualifications, skills and relevant experience of the selected candidate based on the most updated UN-EU Guidelines for Financing of Local Costs in Development Co-operation with Viet Nam (UN-EU Cost-norms).