**TERMS OF REFERENCE**

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| ORGANIZATIONAL LOCATION: | Project Management Unit (PMU) for HREMRD Project |
| DUTY STATION: | Hanoi, Viet Nam |
| FUNCTIONAL TITLE: | Technical Specialist |
| 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 Special Technical Officer will work under the direct supervision of the PMU Director and Deputy Director to provide administrative, technical, and logistical support to the project’s execution, 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 technical works of the project e.g., developing the TORs/concept note(s) for project activities and events, providing technical supervisory and feedback/inputs to consultants and the project outputs (including technical and narrative reports, publications and other communication products), synthesising comments/inputs of the technical advisory group (TAG), and preparing the project M&E report in collaboration with UN-Habitat, etc.
2. Acting as the technical focal point of the PMU to consult UN-Habitat with technical matters to ensure the progress and the quality of the deliverables.
3. Working closely with consultant teams and service providers to ensure the technical aspects of the project activities are met. This includes but is not limited to providing technical support, facilitating weekly updates with them, and supporting them in working with local partners to facilitate data collection, monitoring, and coordinating the implementation of the project activities of consultants.
4. Ensuring the implementation of technical activities in compliance with the technical requirements, donor’s regulations and standards (e.g., environmental and social policy, gender policy, etc.).
5. Contributing to the development of the project's annual work plan and budget.
6. Co-organising and facilitating technical consultation workshops, dialogues, workshops in collaboration with UN-Habitat;
7. Assisting in mobilisation and evaluation of the selection of the project consultant teams and service providers.
8. Consulting the Project Chief Accountant in procurement and financial activities in terms of technical aspects to ensure effective and accurate expenditures and compliance with financial regulations;
9. Providing regular updates on technical progress and issues to the PMU and UN-Habitat;
10. Performing other tasks as requested by the PMU.

# Qualifications

1. Bachelors/ Master’s Degree in environmental management/science, climate change, or related fields
2. At least 5 years of work experience in environment or climate change response;
3. Competent in working with accounting software, with good knowledge of Microsoft Excel, and Microsoft Word.
4. Ability to analyze data and produce comprehensive reports.
5. Demonstrated experience in managing technical components of development projects, including planning, implementation, and monitoring.
6. Good written and oral communication, presentation, and negotiation skills
7. Fluency in 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).