

TERMS OF REFERENCE

<u>Title:</u>	<i>National Project Manager</i>
<u>Duty Station:</u>	Hanoi (national business trips if required) MOC Project office 37 Le Dai Hanh, Hai Ba Trung, Ha Noi
<u>Duration of Assignment:</u>	12 working months (full-time) with possible of extension
<u>Expected starting date:</u>	May 2016
<u>Direct Supervisor:</u>	National Project Director (NPD)
<u>Project ID and titles:</u>	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam

1. Background

The Ministry of Construction (MOC) is implementing a UNDP - GEF funded project entitled “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” from 2016 to 2019. The objective of this proposed Project is to mitigate carbon emissions through improvement of the energy utilization performance of commercial and high-rise residential buildings. The project aims to make significant contributions to the enforcement of Energy Efficiency and Conservation (EE&C) Law in the construction sector, strengthen the capacity in enforcing EEBC and promoting energy efficient uses in construction projects.

The National Project Manager (NPM) will work for the Project Management Unit (PMU) at the MOC.

2. Objectives:

The incumbent will report to NPD and be responsible for the project implementation, including mobilizing project inputs, setting up and maintaining project’s internal control arrangements, supervising project staff, consultants and oversight of sub-contractors as well as further interpretation assistance to the PMU.

3. Expected outputs:

The NPM shall deliver the following but may not be limited to the following expected outputs:

1. Project annual and quarterly work-plan and progress reports as per Government, UNDP and GEF requirements
2. Finalized TORs for technical components
3. Finalized minutes of project management meetings, steering committee meetings and other relevant meetings.
4. Brief of project information and updates as appropriate

5. Amended the National Regulation on Energy Efficiency Building Code (EEBC) to improve the practical implementation of relevant parties.
6. Proposed ideas to support the market development of energy saving and efficient use.

4. Scope of work:

The incumbent will work at the Project Office at MOC in Hanoi and have the following specific responsibilities/duties:

1. The incumbent will be the leader of the Project Team (PT) and shall liaise with the government, UNDP, and all stakeholders involved in the Project;
2. Work closely with project stakeholders and ensure the project deliveries as per project document and work plan;
3. Ensure technical coordination of the project and the work related to regulatory, institutional, financial and implementation aspect;
4. Mobilize all project inputs in accordance with UNDP procedures and GEF principles;
5. Finalize the TOR for the consultants and subcontractors and coordinate with Business Solution Center for recruitment, procurement and contracting;
6. Supervise and coordinate the work of all project staff, consultants and sub-contractors;
7. Ensure proper management of funds consistent with the Government and UNDP requirements, and budget planning and control;
8. Prepare and ensure timely submission of all project reports, outputs and other deliverables that may include but not limited to monthly reports, quarterly consolidated financial reports, quarterly consolidated progress reports, annual, mid-term and terminal reports, and other reports as may be required by the Government and UNDP;
9. Submit the progress reports and key issue report to the Project Steering Committee;
10. Prepare quarterly and annual work plans and submits these to the NPD and UNDP for agreement and approval;
11. Arrange for audit of all project accounts for each fiscal year (1) undertake field visit to ensure quality of work;
12. Undertake any activities that may be assigned by the NPD, UNDP and Project Steering Committee;
13. Organize Project Steering Committee meetings, review meetings and evaluation missions, in coordination with UNDP;
14. Regularly report to and keep the NPD and UNDP up-to-date on project progress and implementation issues
15. Gender mainstream in project design, implementation and monitoring.

5. Qualifications and requirements:

- Have a minimum Bachelor degree in Engineering/Architecture or project management with other energy/environment or relevant academic disciplines
- At least five (5) years of relevant professional experience in project management, planning and implementation, familiarity with state budget/ODA/donor funded development projects is an asset.
- Have extensive experience and technical ability to manage a large project and a good technical knowledge in the fields related to private sector development, climate change, energy efficiency, the construction and building materials sector and institutional development and/or regulatory aspects;
- Have effective interpersonal and negotiation skills proven through successful interactions with all levels of project stakeholder groups, including senior government officials, financial sectors, private entrepreneurs, technical groups and communities;

- Have ability to effectively coordinate a complex, multi-stakeholder project and to lead, manage and motivate teams of international and local consultants to achieve results;
- Strategic and logical thinking, planning and management, as well as excellent communication skills both in English and Vietnamese are essential;
- Good knowledge of state budget/ODA project implementation procedures, including procurement, disbursements, and reporting and monitoring will be an advantage.