#### TERMS OF REFERENCE

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| Title | : | **Administration and Finance Officer** |
| Duty Station | : | Ha Noi with travel as required |
| Duration of Assignment | : | 1*2* months full-time with possible extension |
| Expected starting date | : | Q3/2025 |
| Direct Supervisor | : | National Project Director |
| Project Titles | : | Mainstreaming Marine and Coastal Natural Capital Assessment and Accounting into Viet Nam’s Development Planning for Blue Economic Growth of Key Sectors |

**I. Background**

Institute of Strategy and Policy on Agriculture and Environment (ISPAE), Ministry of Agriculture and Environment (MAE) is implementing a United Nations Environment Programme (UNEP) – Global Environment Facility (GEF) funded project entitled “*Mainstreaming Marine and Coastal Natural Capital Assessment and Accounting into Viet Nam’s Development Planning for Blue Economic Growth of Key Sectors*” (NCA) over a period from 2024 to 2026. The overall project objective is *to “integrate natural capital values and protection of coastal and marine ecosystems in development planning and improved landscape management as part of the national blue economic growth policy in Viet Nam”*. Three outcomes and eleven outputs are identified in the project:

Component 1: Setting up the national institutional system, data, and monitoring for applying natural capital accounting (NCA) for a sustainable blue economy in Viet Nam.

Component 2: Integration of marine and coastal natural capital accounting into provincial and local development planning and operations in Quang Ninh Province.

Component 3: Outreach and knowledge management for national uptake.

**II. Objectives**

The **Administration and Finance Officer** will work full-time for the Project Management Unit (PMU) at the Institute of Strategy and Policy on Agriculture and Environment (ISPAE), MAE. He/she will support the financial management of the project as well as the technical consultants. The officer will provide input for regular monitoring and evaluation (M&E) reporting and the preparation of annual work plans and budgets, and will be responsible for drafting financial reports and assisting in regular audit processes.

**III. Scope of works:**

Under the guidance and supervision of the Project Manager, the Administration and Finance Officer will have the following specific responsibilities:

* Keep records of project funds and expenditures, and ensure all project-related financial documentation is well maintained and readily available when required by the Project Manager (PM);
* Review project expenditures and ensure that project funds are used in compliance with the Project Document and the Government of Viet Nam's financial rules and procedures;
* Validate and certify forms before submission to UNEP;
* Provide necessary financial information as and when required for project management decisions;
* Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues;
* Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;
* Liaise and follow up with the responsible parties for the implementation of project activities in matters related to project funds and financial progress reports.
* Assist the PM in day-to-day management and oversight of project activities;
* Assist the PM and Project Coordinator in matters related to M&E and knowledge resources management;
* Ensure all project documentation (progress reports, consulting, and other technical reports, minutes of meetings, etc.) is maintained adequately in hard and electronic copies and is readily available when required by PSC, UNEP, project consultants, and other PMU staff;
* Provide PMU-related administrative and logistical assistance.

**IV. Expected outputs:**

* Project reports and meeting minutes (i.e., workshops, meetings, etc.) in English and Vietnamese;
* The itemized project workplans (Annual Workplans, Quarterly Workplans) and supporting documents;
* Project financial reports (quarterly, annually, and terminal report; cash transactions) submitted to PMU, MAE, and UNEP;
* Financial documents (bank transfer, balance sheet accounts, etc.) are maintained and recorded.

**V. Qualifications**

1. A bachelor's degree or an advanced diploma in Accounting, Finance, Administration, or related fields;
2. At least five years of relevant work experience, preferably in a project management setting involving a multi-lateral/ international funding agency. Previous experience with UN projects will be a definite asset;
3. Advanced computer skills (Word; Excel; Outlook Express; PowerPoint; etc.);
4. Strong organizational skills and understanding of administrative and financial procedures;
5. Good language skills in English (writing, speaking, and reading).