#### TERMS OF REFERENCE (TOR)

|  |  |  |
| --- | --- | --- |
| Title | : | **Project Manager (PM)** |
| Duty Station | : | Ha Noi with travel as required |
| Duration of Assignment | : | 12 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 UNEP-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 **Project Manager (PM)** will work full-time for the Project Management Unit (PMU) at the Institute of Strategy and Policy on Agriculture and Environment (ISPAE) of MAE. The PM has the authority to administer the project on a day-to-day basis on behalf of MAE and UNEP and report to the National Project Director. The PM’s prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified time and cost constraints.

**III. Scope of works**

The Project Manager (PM) will be in charge of daily implementation, management, administration, technical lead, and supervision of the project as assigned by NDP of Components 1, 2, and 3. He/she will be responsible, among others, for:

* Overall technical lead for the implementation of all project outputs and activities, and ensure technical soundness of project implementation;
* Leading the PMU, guided by the NPD, to ensure timely and efficient delivery of project outputs;
* Supervising the preparation of various technical outputs, e.g., knowledge products, reports, and case studies, inputs to publications, including at the regional level;
* Managing and coordinating the implementation of the project activities in accordance with the approved Project Document, annual work plans, and budgets;
* Examining and verifying annual work plans (AWP) and budgets for onward submission to the PSC for perusal and approval;
* Tracking the project’s progress and ensuring timely delivery of inputs and outputs;
* Finalizing ToRs for and providing technical support and assessing the outputs of the project, national consultants hired with GEF funds, as well as the products generated in the implementation of the project;
* Coordinating with other relevant agencies and projects, and establishing linkages for learning, sharing experiences, and developing synergies;
* Ensuring compliance with all sub-agreements to project partners' provisions during the implementation, including timely reporting and financial management;
* Monitoring financial resources and accounting to ensure the accuracy and reliability of financial reports;
* Ensuring timely preparation and submission of requests for funds, financial and progress reports to UNEP and GEF as per reporting requirements;
* Supporting the organization of the mid-term and terminal evaluations in close coordination with the UNEP as the GEF Agency;
* Informing the Project Steering Committee (PSC) and UNEP of any delays and difficulties arising during the implementation to ensure timely corrective measures and support.
* Visiting project sites as and when necessary to appraise project implementation and related issues in interaction with local project stakeholders.

**IV. Deliverables**

* The project workplans (Annual Workplans, Quarterly Workplans) and supporting documents;
* Project progress reports, including quarterly and annual reports, financial reports, terminal report, and other study reports, are developed and submitted to PMU, MAE, and UNEP.

**V. Qualifications**

1. Master’s degree in environmental science, sustainable management, and Natural Capital Assessment and Accounting of marine and coastal ecosystems, or related fields.
2. Knowledge of Result-based management and at least 5 years of working experience in project coordination/management in the field of natural resources management and or ecosystem assessment sector; demonstrating experience and capacity in planning, budgeting, implementation, monitoring, reporting, and evaluation.
3. Demonstrated ability to communicate, including advocating to government agencies.
4. Familiar with technical assistance projects. Having experience with UNEP projects in Viet Nam will be an advantage
5. Excellent English proficiency, both in written and spoken.