

**TOR for Project Accountant cum Administrator and Coordinator Assistant  
(IMHEN component)**

<b>Title:</b>	Project Accountant cum Administrator and Coordinator Assistant
<b>Project title:</b>	Capacity Building for Implementation of National Climate Change Strategy Project.
<b>Duty station:</b>	Hà Nội, Việt Nam
<b>Duration:</b>	24 months (full time)
<b>Starting date:</b>	5/2016
<b>Supervisor:</b>	Project Deputy Director and IMHEN Component Coordinator

## **I. CONTEXT**

Climate change is rising as a pressing global issue. The 5th report of the IPCC published in September 2013 again confirms undeniable and continuable evidences of climate change. Climate change is causing impacts to countries all over the world, especially more serious impacts to developing countries including Vietnam. Climate change is not only an environmental issue but also the issues of politics, diplomacy, economics and it affects relationship among countries around the world. Climate change policies therefore play important role and given high priority in the national agenda of different countries in recent years.

Under global agenda, the topic of climate change has been becoming more eventful than ever with initial success achieved in the COP16 in Mexico in 2010 and COP17 in South Africa in 2011. Representatives of all countries gathered to discuss for a new globally legal framework which is expected to be completed in 2015 and comes into effect in 2020.

In the common context, the Government of Vietnam has been developing and implementing a number of strategies and action plans to respond to climate change. The country has participated more actively in international negotiations on climate change.

On June 3, 2013, Party General Secretary Nguyen Phu Trong signed Resolution No. 24-NQ/TW on 'Active responses to climate change, promotion of resources management and environmental protection' approved by the 11th Party Central Committee at its seventh Meeting. Resolution identifies key solutions to be taken to actively respond to climate change as follows: to promote, renew dissemination, education and awareness raising, form consciousness on actively responding to climate change; to boost research and application of science and technology in response to climate change; to boost the state management on responses to climate change; to renew and perfect financial mechanism and policy, to strengthen and diversify resources for responding to climate change; to attach importance to international cooperation and integration in response to climate change.

The National Strategy on Climate Change approved by the Prime Minister under Decision No. 2139/QĐ-TTg dated December 5, 2011 emphasizes that climate change will increase its impacts on all social aspects. For a country particularly vulnerable to the effects of climate change and sea level rise like Viet Nam, mainstreaming this issue into development plans ministries, agencies and localities is one of the first priorities in responding to climate change. At the same time, through the reduction of greenhouse gas emissions, Viet Nam shows its responsibility for contributing to the international community's efforts to protect the Earth climate system. This will help Viet Nam take

opportunities on international cooperation and participate in international financial mechanisms.

As an important implementing mechanism for the National Strategy the National Climate Change Committee (NCCC) was established in 2012 with the main task to advise the Prime Minister; to review and suggest strategic directions and solutions; and for mobilisation, coordination and monitoring of resources to implement strategies and programmes on climate change responses.

In the National Action Plan on Climate Change for the period 2011-2020 approved by the Prime Minister under Decision 1474/QD-TTg dated October 05, 2012 sets out specific objectives and key tasks to realize the Strategy.

In 2008 the National Target Program to Respond to Climate Change (NTPRCC) was adopted by the Prime Minister under Decision 158/2008/QD-TTg and approved under Decision 1183/QD-TTg dated August 30, 2012 is now in its second phase until 2015. A third phase (development) is anticipated after 2015.

The working group on climate change negotiation of Vietnam was established under Decision number 80/QD-TTg dated 12 January 2020 by Prime Minister. Chief of the working group was authorized by the Prime Minister to appoints its members based on proposals of different sectors/ministers (Decision No. 01/BCTDP dated 31 July 2013).

## **II. Duties and Responsibilities**

### ***A. As a Project Administrator cum Coordinator Assistant***

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1. Provide assistance in the operational management of the project according to the project document and the NEX procedures;
2. Draft correspondence pertaining to the Project Office responsibilities;
3. Undertake all preparation work for procurement of office equipment, stationeries and support facilities as required;
4. Undertake preparation for project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings, etc. This also includes preparation of background materials for use in discussions and briefing sessions on project matter;
5. Logistical arrangements. This includes visa, transportations, hotel bookings for projects staff, consultants and invited guests coming for project activities;
6. Assist in preparation of project work plan and reports;
7. Be responsible for project filing system. This includes setting up the filing, numbering and filing all incoming and outgoing correspondence;
8. Prepare meeting rooms and take minutes in project regular meetings;
9. Take care of project telephone, fax, and email system;
10. Assist with project communication activities, including publications;
11. Assist with preparation of TORs and contracts for consultants for project activities;
12. Publish the procurement announcement according to the HPPMG procedure and Bidding Law of Vietnam.
13. Keep bidding document and project results as archives.

### ***B. As a Project Accountant***

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1. Prepare advance requests to get advance funds from UNDP in the format applicable
2. Assist the Component Coordinator and Deputy Director in project budget monitoring and project budget revision
3. Set up accounting system, including reporting forms and filling system for the project, in accordance with the project document and the HPPMG procedures
4. Maintain petty cash transactions. This includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances
5. Prepare cheques and withdraw money from the bank.
6. Prepare project financial reports and submit to the Component Coordinator and Deputy Director for clearance and furnish to UNDP as required
7. Enter financial transactions into the computerised accounting system
8. Reconcile all balance sheet accounts and keep a file of all completed reconciliation
9. Check and ensure that all expenditures of projects are in accordance with HPPMG procedures. This includes ensuring receipts to be obtained for all payments;
10. Check budget lines to ensure that all transactions are booked to the correct budget lines;
11. Ensure documentation relating to payments are duly approved;
12. Bringing any actual or potential problems to the attention of the superiors;
13. Follow up bank transfers. This includes preparing the bank transfer requests, submitting them to the bank and keeping track of the transfers;
14. Ensure Petty Cash to be reviewed and updated ensuring that there is up-to-date records;
15. To continuously improve system & procedures to enhance internal controls to satisfy audit requirements.
16. Bank statements should be collected from the banks on the 2nd working day of each month;
17. Bank accounts should be reconciled and reported on or before 3rd of each month;
18. Prepare monthly bank reconciliation statement, including computation of interests gained to be included into reports.
19. VAT refund and declare monthly personal income tax of project staffs, submit to the tax agency.
20. Maintain the inventory file to support purchases of all equipment/assets.
21. Undertake other relevant matters assigned.

### **III. Qualification**

1. University degree in accounting;
2. Experience of budgeting, planning and reporting on foreign funded projects of about 1-5 years;

3. Good secretarial skills and good organizational capacity;
4. Knowledge in administrative and accounting procedures of the Government
5. Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.

IV. **Cost:** According to UN-EU Cost-norm 2015 for Category 3, Step 1.