UNITED NATIONS DEVELOPMENT PROGRAMME

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PROJECT DOCUMENT

Vietnam Country Office

Project Title: Korea-Vietnam Mine Action Project

Project Number: 00098770

Implementing Partner: United Nations Development Programme

Start Date: 1 January 2018 **End Date:** 31 December 2020 **PAC Meeting date:** 9 November 2017

Brief Description
The Project is aligned with the Socio-Economic Development Plan (SEDP) 2016-2020, the Sustainable Development Goals (SDGs) with particular relevance to SDG 11 and SDG 16, the 2017-2021 One Strategic Plan between the Government of the Socialist Republic of Vietnam and the United Nations in Vietnam. This intervention aims to strengthen the governance and management of the national mine action programme in Vietnam. Specifically, the Project aims to support the Government of Vietnam in the implementation of the National Mine Action Program for 2010 – 2025, known as the Program 504, through programmatic and technical support necessary to pursue the targets set out in this ambitious Program. Hence, the Vietnam National Mine Action Centre (VNMAC), the Ministry of Labour - Invalids and Social Affairs (MOLISA), the Ministry of Defence, Binh Dinh and Quang Binh Provincial People's Committees will act as responsible partners. The Ministry of Planning and Investment (MPI) will also be involved as focal point for the Mine Action Partnership Group (MAPG). **Project Scope:** Hanoi city, for the Project Management; Da Nang city (tbc), for the establishment of the regional branch of the Information Management system; and in Quang Binh and Binh Dinh provinces, for UXO interventions, incl. survey and clearance; victims assistance; and risk education. **Key objectives of the Project:** • Enhance the capacity of public administration of Mine Action through capacity building of the VNMAC and MOLISA for sector-wide planning and prioritization, monitoring and evaluation; • Conduct technical surveys, safe and effective clearance of an estimated 8,000 hectares (based on survey results) in priority areas in Quang Binh and Binh Dinh provinces; • Develop and deliver appropriate and effective support to UXO victims, targeted in Quang Binh and Binh Dinh provinces, and support further development of relevant aspects of national systems for persons with disabilities; support mine risk awareness raising and education for people in the project's provinces. • Improve bomb/mine risk management nationwide, including improving the capacity to manage mine action information across the country; enhancing the management capacity, quality, content and effective operation of the website of the Program 504. **Indicative Outputs:** • **Output 1:** Institutional capacities of VNMAC and MOLISA are strengthened to further improve the contribution of the mine action activities for human development in contaminated areas • **Output 2:** Contaminated communities in Quang Binh and Binh Dinh are cleaner through UXO interventions for support of human development, dignity and livelihoods **Gender Marker:** 2 **Project Management Modality**: Direct Implementation Modality (DIM)

Contributing Outcomes/Outputs:
SEDP 2016-2020 Priority 8: Enhance the effectiveness and efficiency of state management activities and ensure the right to democracy of people in social development activities
2017 – 2020 One UN Strategic Plan Outcome 4.1: By 2021, participatory and transparent decision-making processes and accountable institutions are strengthened, with policies and implementation mechanisms that are responsive to all people, particularly vulnerable groups, women, youth and children.
2018 – 2021 UNDP Strategic Plan Output 1.2.1: Capacities at national and sub-national levels strengthened to promote inclusive local economic development and deliver basic services.

Project Implementation Principle:
During implementation of the Project, all parties undertake to comply with the provisions of Vietnamese law and international treaties to which Vietnam is a member party or a related party.

Total resources required (USD):		29,502,000 *(see budget for more details)*
Total resources allocated (USD):		29,502,000
	Republic of Korea	19,827,000[1]
	Government (*in-kind*)	9,675,000

Agreed by:

Ministry of Defence (MOD) Sr.Lieu.Gen.Nguyen Chi Vinh Vice Minister	United Nations Development Programme (UNDP) Kamal Malhotra Resident Representative	Vietnam National Mine Action Centre (VNMAC) Maj.Gen. Phùng Ngọc Sơn General Director
Date: 01 February 2018	Date: 31 January 2018	Date: 01 February 2018

[1] The total KOICA contribution is USD 20,000,000 of which USD 123,000 has already been used for the first batch of vehicle purchase for the project and USD 50,000 will be managed by KOICA for M&E activities. Details in the VII. Multi-Year Work plan.

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List of Acronyms

AWP	Annual Work Plan
BOMICEN	Bomb and Mine Technology Centre
CCM	Convention on Cluster Munitions
CRPD	Convention on the Rights of Persons with Disabilities
CHA	Confirmed Hazardous Area
ERW	Explosive Remnants of War
HPPMG	Harmonised Programme & Project Management Guidelines
IMSMA	Information Management System for Mine Action
JPCC	Joint Project Coordinating Committee
JPMU	Joint Project Management Unit
KOICA	Korea International Cooperation Agency
MAPG	Mine Action Partnership Group
Mine Ban Treaty	Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction
MRE	Mine Risk Education
MOD	Ministry of Defence
MOLISA	Ministry of Labour - Invalids and Social Affairs
MPI	Ministry of Planning and Investment
DIM	Direct Implementation Modality
SDGs	Sustainable Development Goals
SEDP	Socio-Economic Development Plan, 2016-2020
UXO	Unexploded Ordnance
VNMAC	Vietnam National Mine Action Centre

I. DEVELOPMENT CHALLENGE

As a result of many years of war, the land and people of Vietnam are severely affected by landmines and unexploded ordnance (hereinafter called Explosive Remnants of War or ERW). According to the results of the project named "Vietnam National Explosive Remnants of War Contamination Surveying and Mapping" from 2010-2014, all 63/63 provinces/cities across the country are contaminated with landmines, unexploded ordnance left after the war, with a total of 9,116 out of 11,134 communes (wards or townships) contaminated. According to the Government of Vietnam, the total area of contamination is 6.13 million ha, accounting for 18.82% of the country's area. More than 100,000 people have either been killed or injured by ERW since the end of the war.[2]

In recent years, the Vietnamese Government has paid special attention to perfecting management and coordination system, funding and providing guidelines for the effective implementation of mine action operations. Substantial amounts of funds are spent each year on ERW clearance in order to release and recover land for cultivation, ensure safe livelihood activities, as well as provision of emergency treatment to ERW victims and support to their reintegration into communities and educating these communities about the risk to further reduce accidents and prevent casualties.

In this regard, Quang Binh and Binh Dinh provinces are considered a priority given the anticipated high-level of contamination, number of victims and limited amount of similar interventions in the past. Large amounts of bombs and other types of munitions were dropped on Binh Dinh and Quang Binh provinces during the war. The two provinces also witnessed fierce engagement of the ground forces of the two sides and massive bombing by the US Air force. According to the Government of Vietnam, from 7th Feb 1965 to 30th April 1968, Quang Binh Province suffered from 37,258 bombing missions with about 29 types of general purpose bombs, 13 types of cluster bombs in addition to tens of types of small arms, artillery shells, rockets. Some small communes, such as Quang Thuan of Quang Trach District, with an area of about only 2 square kilometres, suffered from about 1,500 bombing missions with over 5,000 bombs of different types. According to statistics of the National ERW Survey, the area of ERW contamination is 224,934 ha in Quang Binh (accounting for 27,93% land of the province) and 246,843 ha in Binh Dinh (accounting for 40% land of the province). On average, dozens of ERW related accidents happen each year across the two provinces. The majority of victims are the main laborers and children. The statistics shows that Quang Binh has had nearly 6,000 people killed and injured by ERW. As for Binh Dinh Province, about 3,000 people have been killed and injured by ERW.

ERW presence has a negative impact on all aspects of social life. It slows down progress and increases the cost of construction of technical infrastructure; hinders people from cultivating on the land due to the fear for being harmed by ERW. As a result, in some areas, the land has become almost unusable while containing potential risks to the safety of the people. It remains a burden on the people's psychology, economy and society in the contaminated areas.

The removal of ERW remains the most effective solution as it detects, remove and destroy the roots of the impacts caused by ERW in the local provinces.

II. STRATEGY

Despite the challenges described above, many steps have already been taken, primarily by the Government, to address the challenge of ERW and the negative legacy of war. Whereas clearance has been ongoing since the end of the war, more recently, in April 2010, the Prime Minister approved a National Mine Action Program for overcoming the consequences of Explosive Remnants of War, 2010 – 2025, also known as Program 504. Under this program, Vietnam established a National Steering Committee on Mine Action consisting of 15 members, chaired by the Prime Minister, to oversee mine action and decide on policies and budgets. The National Steering Committee on Mine Action is supported by a 21-member Standing Board headed by Vice Minister of Defence and Vice Minister of Labour, Invalids and Social Affairs. In 24 May 2017, under the Decision 701/QĐ-TTg, this Committee was merged with the national steering committee for

[2] *Project Document* prepared by VNMAC, Ministry of National Defence (2016).

Overcoming the consequences of chemical remnants of War into: National Steering Committee for Overcoming the consequences of Chemical and Explosive Remnants of War.[3]

In 2014, Vietnam established a national coordination Centre in mine action (VNMAC), with a mandate to lead in formulation of mine action policies and plans; manage, monitor, quality control, evaluate results and report to the Prime Minister on the implementation of Program 504; act as the focal point for international cooperation and resources mobilization; lead information management and capacity strengthening for involved stakeholders; coordinate the implementation of all aspects of Program 504.

To support these efforts, the Ministry of Foreign Affairs of Korea and the Steering Committee of the Programme 504 signed a Memorandum of Understanding on cooperation in mine action in Vietnam in October 2014. Based on this Memorandum, the Korean International Cooperation Agency has been assigned to manage a grant of Korean Official Development Assistance (ODA) and technical assistance/equipment for mine action in Vietnam. On 14 June 2016, KOICA Vietnam Country Director Chang Jae Yun and Vice Minister of Defense Nguyen Chi Vinh signed the Record of Discussions between KOICA and the Ministry for the Korea-Vietnam Mine Action Project. In 2016, the Prime Minister approved that the Ministry of National Defence supervise and oversee this mine action project and VNMAC was assigned as the Project Owner.

Given UNDP's global and local technical expertise in mine action in various countries around the world, including in the region (for example Lao, Cambodia and Turkey); long standing experience in managing large projects of this size in Vietnam; strong governance/administration expertise; and support towards sustainable development, UNDP was approached to provide project management and technical support to this important project. This Project Document is based on plans to further utilize the assessments and documents developed in preparation of the Vietnam Mine Action Project supported by the Republic of Korea[4] and its own knowledge and experience on mine action work and on development in general in Viet Nam.

The Theory of Change, presented below and prepared by UNDP specifically for this Project Document, is also based on similar UNDP projects in neighbouring countries and it seeks to present an overview of the logical approach to supporting an UXO/mine action program in Vietnam. In addition, the suggested intervention builds upon UNDP's strategy to ensure that mine action activities support national governments in achieving the Sustainable Development Goals (SDGs).[5] Finally, UNDP's approach is informed by the findings and recommendations of the global evaluation of UNDP's support to mine action.[6]

Quang Binh and Binh Dinh provinces have been prioritized for this intervention. Through the various activities detailed in this strategy, their capacity to manage and oversee mine action activities, ranging from survey, clearance, risk education and victim assistance, should be strengthened. They should also be better able to work in coordination with VNMAC at the central level. The ultimate target group for the activities are the populations residing in these provinces, especially in contaminated villages where UXO/mine action activities take place.

The project is structured around 4 main components, namely survey and clearance, information management, mine risk education and victim assistance.

Survey and Clearance

The main activities under this component include: selection and prioritization, as well task assignment, of the areas for survey by the specialized units of the army; through survey identify the Confirmed Hazardous Areas (CHAs); record these findings in the Information Management System for Mine Action (IMSMA); as

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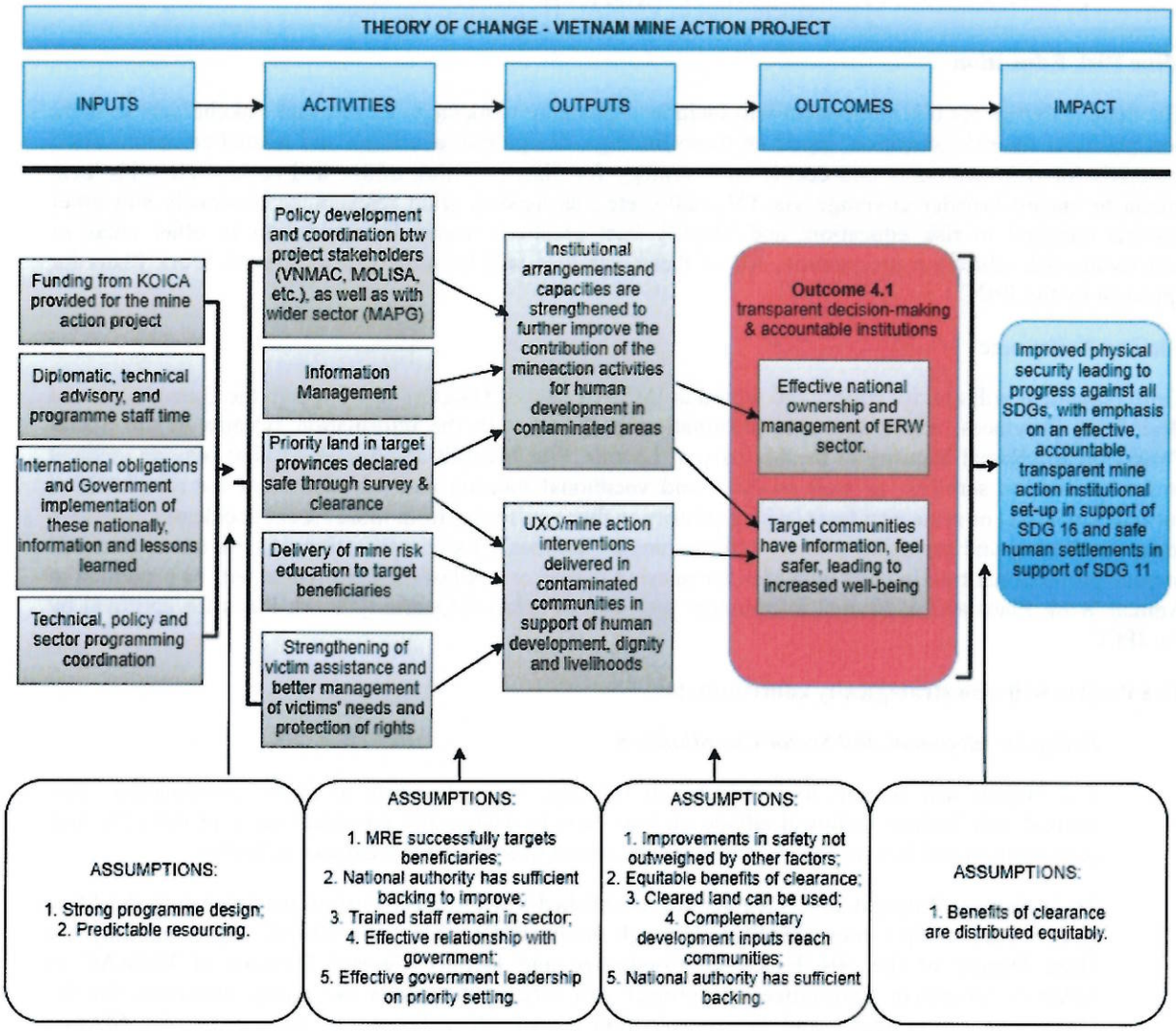
[3] Prime Minister Decision 701/QĐ-TTg on Establishment of the National Steering Committee on Solving Post-War Bomb/Mines/Chemical Toxics in Vietnam.

[4] Record of Discussions between the Korean International Cooperation Agency of the Republic of Korea and the Ministry of National Defence of the Socialist Republic of Vietnam for Korea-Vietnam Mine Action Project (June 2016); Project Document prepared by VNMAC, Ministry of National Defence (2016); Report of the 2nd Feasibility Study, KOICA Project for Demining and UXO Clearance in Vietnam (June 2016); and Project Implementation Plan (PIP), Korea-Vietnam Mine Action Project – KV-MAP, drafted by KOICA (28th of June 2016).

[5] Leaving No-One Behind: Mine Action and the Sustainable Development Goals; a joint GICHD-UNDP study.

[6] Available on the website of UNDP's Independent Evaluation Office: https://erc.undp.org/evaluation/evaluations/detail/7084

needed, training on new techniques and technology might also be included in this component. It is estimated that 16 teams of 15 people per team will be engaged in the survey activity during the project duration.



Following survey, specialized teams will be tasked with undertaking the clearance of the CHAs; findings will be recorded in IMSMA; again, refresher trainings on standards and procedures for clearance might be undertaken as deemed necessary. It is expected that 36 teams with 18 persons in each team will be engaged in clearance, whereas two (2) teams of 15 people each team will be engaged in disposal of ERW found. The subsequent release of land should give a very high level of confidence that no hazardous objects are left in the ground when it is handed over. All of these activities will be presented in Annual Work Plans for approval by the Joint Project Coordinating Committee (JPCC)[7].

Information Management

Information management is an integral element of any successful mine action intervention.[8] Improvement of the available information for the UXO/mine action sector will support informed policy making and task prioritization for Program 504. Hence, this project will aim to strengthen the system for Information

[7] For the Project Management structure and the JPCC, see below

[8] For a definition of Information Management in Mine Action, please see Geneva International Centre for Humanitarian Demining (GICHD) https://www.gichd.org/

Management in Vietnam through the establishment of a Coordination Office and Database Center for Mine Action under VNMAC in Da Nang (tbc) to serve provinces in the central part of Vietnam; train staff and provide technical hardware and assistance to this centre in information management of mine action; ensure the regional information system (IMSMA) is connected and regularly shares data with the national IMSMA overseen by the Information Management Unit in VNMAC Headquarters in Hanoi.

Mine Risk Education

The main activities for this component will include: organizing workshops for relevant stakeholders to share best practices for risk education; based on these findings, design risk education and related communication materials for risk awareness and decide on a strategy for dissemination; utilize and collaborate with local media to ensure broader coverage via TV, radio, etc.; as needed, train relevant professionals and other persons engaged in risk education; and identify best practices useful for expansion in other areas or nationwide risk education programme. All of these activities will be presented in Annual Work Plans for approval by the JPCC.

Victims Assistance

This component will aim to: collect and record in IMSMA data of UXO/mine victims in the Quang Binh and Binh Dinh provinces, and ensure that information is shared with the information systems of the Social Protection and Social Security of the Ministry of Labour, War Invalids and Social Affairs; provide medical and rehabilitation services, as well as skills and vocational training and job placement for all identified survivors of UXO or mine accidents (with a priority to those suffering from more recent accidents); establish local monitoring and reporting systems (for example 'hotlines') for identification of new cases; this will include professional training and upgrades for relevant caretakers. All of these activities will be presented in Annual Work Plans and additional information provided in detailed Quarterly Work Plans for approval by the JPCC.

The Project will also strategically contribute to:

Policy Development and Sector Coordination

The Project will support the VNMAC in fulfilling its central role of sector coordination. This support will include technical advice on how best to design and communicate a process for task prioritisation and how to ensure quality management of survey and clearance activities.

To implement Program 504, Vietnam has established a strong coordination mechanism in the Mine Action Partnership Group (MAPG). Through the central position of VNMAC, represented by the Head Deputy of the 504 Executive Committee and Deputy General Director of VNMAC in MAPG's Executive Committee, the project will further strengthen the policy directions for the UXO/mine action sector and the coordination among all stakeholders. As required by MAPG, UNDP will also be able to share experiences from similar coordination mechanisms in the region (for example the UXO Sector Working Group, which UNDP co-chairs in Lao PDR).

Capacity Building of Local Staff

The overall aim of this three-year cooperation between the Government of Vietnam and KOICA/UNDP is to further strengthen and support the institutional capacity of VNMAC to fulfil its role as coordination entity for the UXO/mine action sector in Vietnam, as well as the Ministry of Labour, Invalids and Social Affairs (MOLISA) as the main institution responsible for victim assistance. By further strengthening the capacity of these key institutions, the project will significantly improve national capacity to address the long-term humanitarian and development challenges caused by the threat of UXO and mines. This will be done through provision of technical advice to guide and support relevant staff in all aspects of planning, implementation, quality assurance and financial management needed for the project. To ensure targeted and agreed interventions, UNDP will engage an external institutional capacity development expert from the outset of the project to conduct a capacity development self-assessment jointly with these institutions to map out current capacity baselines and formulate capacity development action plans for the three years of this project.

Support progress towards implementation and ratification of key relevant global conventions, including inputs for periodic reports under the Convention on the Rights of Persons with Disabilities

(CRPD) as well as efforts towards ratification of the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction (the Mine Ban Treaty) and the Convention on Cluster Munitions (CCM).

III. RESULTS AND PARTNERSHIPS

Expected Results

- ***Output 1:*** *Institutional capacities of VNMAC and MOLISA are strengthened to further improve the contribution of the mine action activities for human development in contaminated areas*
  - o Support the establishment of a regional branch (located in Da Nang city) of Database Center of Mine Action/VNMAC; Support collecting information on UXO and relevant information as a basis for policy making in mine action.
  - o Conduct pilot components, UXO/mine action in the two provinces of Quang Binh and Binh Dinh to assess the effectiveness of the improved management and operation systems and strengthen cooperation between the central and local authorities.
  - o Improve capacity for policy development and coordination for support services for UXO/mine survivors.
  - o Support the application of related laws and regulations of Vietnam to strengthen the effectiveness of mine action management.

- ***Output 2:*** *Contaminated communities in Quang Binh and Binh Dinh are cleaner through UXO interventions to support of human development, dignity and livelihoods*
  - o Perform Survey of approximately 20,000 ha in priority locations in the provinces of Quang Binh and Binh Dinh (10,000 ha in Quang Binh, 10,000 ha in Binh Dinh) to determine the actual UXO contamination requiring clearance and thereby reduce the Suspected Hazardous Area by releasing land with no evidence of contamination.
  - o UXO clearance on a contaminated area of approximately 8,000 hectares[9] (4,000 ha in Quang Binh, 4,000 ha in Binh Dinh – to be determined through survey), release land free from ERW for social–economic development in Quang Binh and Binh Dinh.
  - o Provide victim assistance, including rehabilitation services, in Quang Binh and Binh Dinh provinces in coordination and cooperation with established national systems for assisting persons with disabilities
  - o Raise awareness of people in Quang Binh and Binh Dinh provinces of the risk of UXO/mines to reduce further casualties.

Resources Required to Achieve the Expected Results

The resources required to achieve the outputs detailed in the Results Framework are detailed in the Multi-Year Work Plan (attached).

Partnerships

The nature of this comprehensive approach to UXO/mine action entails collaboration with various actors, including other government institutions, such as MOLISA, other operators in the sector and Development Partners. The Project plans to utilise and support the recently established Mine Action Partnership Group (MAPG), with participation of all relevant actors in the sector, through active participation and sharing of experiences from the project in meetings, as well as direct support in organising meetings, etc.

In 2010, in light of the scale and importance of bomb and mine action in Vietnam, the Prime Minister's Decision 504 established the coordinated national bomb and mine action program for the period from 2010-2025. Program 504 is inter-ministerial, with the Ministry of Defence (MOD), the Ministry of Planning and Investment (MPI) and the Ministry of Labour, Invalids and Social Affairs (MOLISA) all playing key roles.

[9] This number was agreed in the RoD based on current Vietnamese norms and costs for survey and clearance. The actual number of hectares cleared will be discussed at the Inception Workshop with technical inputs and finalized in the Baseline Study and Results Framework which will include baselines, annual targets, end-of-project target, measuring indicators and means of verification.

It is managed under a Steering Committee that meets once a year, a Standing Board that meets quarterly, and an Executive Office charged with carrying-out day-to-day work. The work of VNMAC is overseen by Standing Committee 504 with its overarching sector mandate for UXO/mine action in Vietnam, and the active collaboration of all Ministries represented is required for UXO sector planning to proceed on the best evidence-basis available.

Given the important role of the private sector in the implementation of SDGs in general, the Project also aims to explore and develop opportunities for private sector involvement in victim assistance. The private sector will be considered as a key potential partner to financially scale up this project in the future.

Risks and Assumptions

The key risks to the implementation of this project are summarised in the Risk Log. In addition, through the application of UNDP's Social and Environmental Standards screening, developmental risks have also been identified. Please see both in the attached Annexes.

A general assumption for the purposes of this project will be that necessary information will be shared across the institutions of the Government of Vietnam and with Korea International Cooperation Agency (KOICA) and UNDP to both plan and demonstrate the relationship of UXO and mine action activities with broader governance work. This assumption is based on the existence of strong government ownership of the sector, as evident from 504 Committee, which consists of a broad range of relevant ministries and provides oversight and coordination to the sector. The ambition of this project to base future UXO coordination on good data and clear and transparent development-focused criteria will rely to a large extent on the successful collaboration of these agencies in information sharing.

Stakeholder Engagement

The primary beneficiaries of this project will be the institutions involved in mine action at the national and provincial levels which will be better to plan and manage mine action activities. In particular, staff of VNMAC, and also MOLISA, will benefit from the capacity-building support provided by KOICA/UNDP technical advisors. They will also benefit from the programmatic oversight provided by this project. Capacity building will lie on three tracks: 1) on-the-job training for responsible individuals within VNMAC and MOLISA; 2) institutionalisation of good practices through internal policy development; 3) support to higher-level sector oversight to ensure lasting national ownership.

The citizens in Quang Binh and Binh Dinh provinces will of course also benefit from the project as they will gain access to safe land for living and farming activities without the risk of ERW accidents, further contributing to their livelihoods and overall sustainable growth. In some cases, land will be cleared in order to support proposed development activities. The populations in the affected areas will also benefit from subsequent services provided, which could include hospitals and schools.

Triangular Cooperation

UNDP has many years of experience in building and supporting national capacity in mine action in various parts of the world, as well as in the region, and hence KOICA/UNDP's technical advisory support to VNMAC will include identifying relevant and appropriate opportunities for South-South cooperation, focusing particularly on mine action management experience and Vietnam's regional neighbours in South East Asia. UNDP will seek and support opportunities for VNMAC and MOLISA to learn from and share best-practice regional experiences, with an anticipated focus on Information Management, Mine Risk Education, and Victim Assistance.

In addition, a study visit to the Republic of Korea is planned during the project to learn from mine action experiences and gain information about how it deals with remaining ERW threats (known as 'residual contamination'). Considering the engagement of the Republic of Korea in various UXO and mine-affected countries, it is also expected that Korean mine action experts can play a facilitating role in exchange of experiences from similar contexts, and also help sharing Vietnamese expertise in mine action with other countries as part of triangular cooperation between the Republic of Korea, Vietnam and other UXO/mine-affected countries.

Knowledge

- The project will produce a mid-term and final evaluation report, as outlined in the Monitoring and Evaluation Plan below, as well as Annual Project Reports; the Annual Project Reports will provide updates on all of the indicators listed in the Results Framework; additional reporting should not be expected;
- VNMAC will, with support from UNDP, produce regular updates on progress for the public and Development Partners, to be published online on VNMAC's website;
- Establishment of a Database Regional Centre of Mine Action/VNMAC (located in Da Nang city, tbc) will be important for collecting information on ERW and other relevant information as a basis for policy making in mine action;
- The database of UXO survivors in Quang Binh and Binh Dinh provinces will be established in IMSMA and maintained by VNMAC an internal knowledge and planning tool;
- Lessons Learned will be captured in Annual Reports and presented to the JPCC;
- A Monitoring and Evaluation Plan will be developed by VNMAC, with UNDP's technical support, and shared with KOICA; two evaluative case studies will be undertaken in accordance with the plan and published by VNMAC.

Sustainability and Scaling Up

This Project is based on the foundation of the existing national institutions to implement essential UXO/mine action activities. The capacity building element of this project will be delivered through the deployment of technical assistance to VNMAC and MOLISA, and will be detailed in Capacity Development Action Plans early in the project cycle. In terms of sustainability, the capacity strengthening activities will address areas where the two organisations have expressed (through a capacity self-assessment) an interest in improving. As a result, upon completion of the project both institutions will be better equipped to manage their respective areas of the UXO/mine action sector in Vietnam, an area which due to the vast contamination will need government oversight and involvement for many years to come.

IV. PROJECT GOVERNANCE AND MANAGEMENT ARRANGEMENTS:

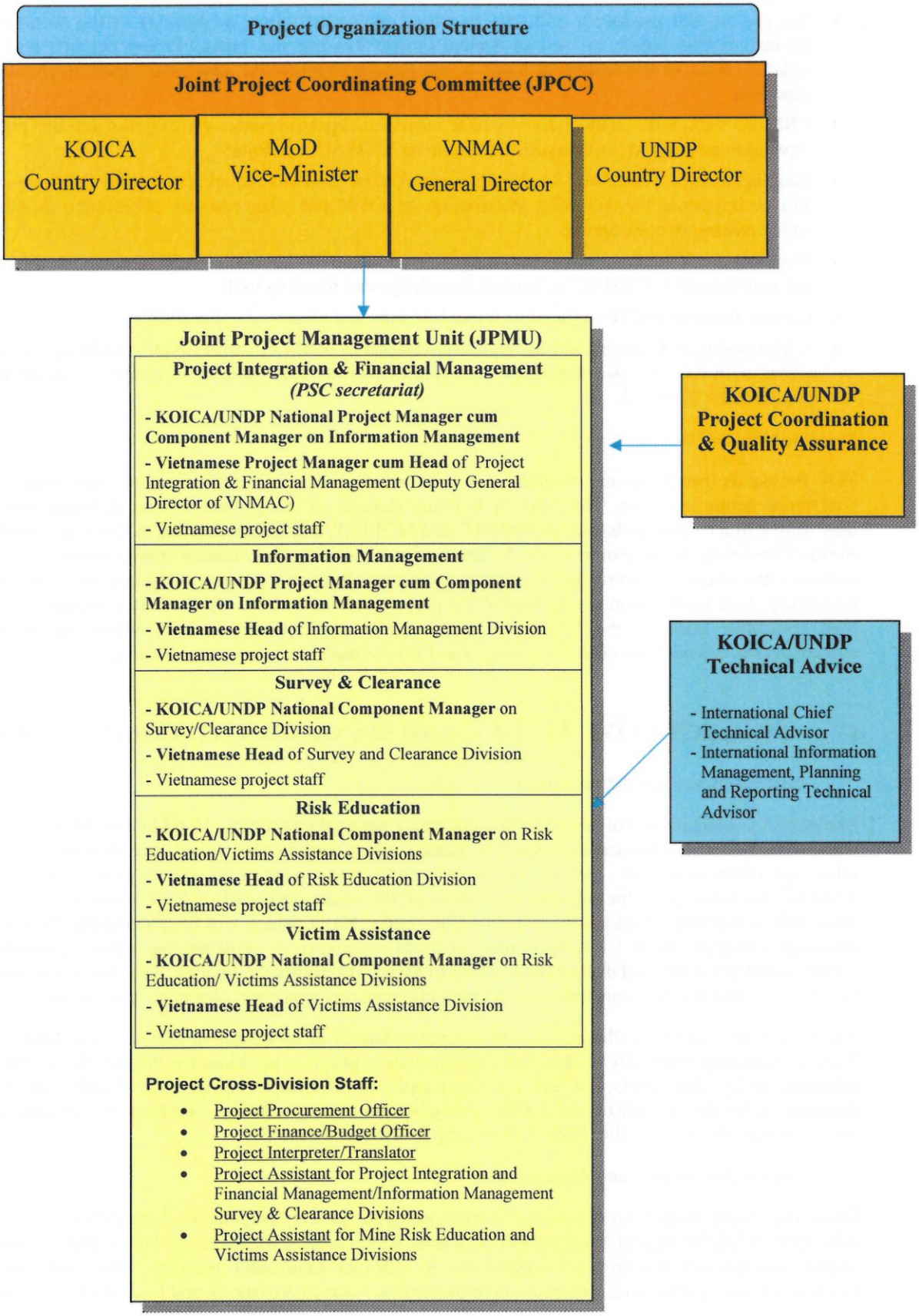
Cost Efficiency and Effectiveness

The project is designed to utilize and further capacitate national institutions, VNMAC and MOLISA, already engaged in their respective areas of expertise, namely sector coordination, survey and clearance of UXO and mines and victim assistance. They are the best-placed to deliver most of the outputs planned in this project. VNMAC has been given the mandate to coordinate the sector on behalf of the Government of Vietnam. They will be working directly with different Units under MOD, which will be undertaking the survey and clearance activities. These Units have many years of experience in implementing similar interventions in contaminated provinces and districts and belong to MOD. Therefore the salaries of the teams are paid by the Government, and it is also considered a very cost-efficient way to support clearance in the country.

The Project also builds on the results and recommendations of an extensive project preparation phase by KOICA, including feasibility studies and implementation plans. In addition, the Project aligns with similar interventions by other actors, not least ongoing support to Information Management. Finally, the Project is fortunate to be able to utilize and further strengthen an already existing coordination mechanism in the sector through the Mine Action Partnership Group in Vietnam (MAPG).

Project Governance and Management

Direct day-to-day project management is carried out by the primary responsible agency (VNMAC) working with KOICA/UNDP Project Management personnel within a Joint Management Unit (JPMU). Additional project management functions are carried out by relevant responsible partners (RPs) under respective headings of Survey Clearance, Information Management, Victims Assistance and Mine Risk Education.


Project Organization Structure
Joint Project Coordinating Committee (JPCC)
KOICA
Country Director
MoD
Vice-Minister
VNMAC
General Director
UNDP
Country Director
Joint Project Management Unit (JPMU)
Project Integration & Financial Management
(PSC secretariat)
- KOICA/UNDP National Project Manager cum Component Manager on Information Management
- Vietnamese Project Manager cum Head of Project Integration & Financial Management (Deputy General Director of VNMAC)
- Vietnamese project staff
Information Management
- KOICA/UNDP Project Manager cum Component Manager on Information Management
- Vietnamese Head of Information Management Division
- Vietnamese project staff
Survey & Clearance
- KOICA/UNDP National Component Manager on Survey/Clearance Division
- Vietnamese Head of Survey and Clearance Division
- Vietnamese project staff
Risk Education
- KOICA/UNDP National Component Manager on Risk Education/Victims Assistance Divisions
- Vietnamese Head of Risk Education Division
- Vietnamese project staff
Victim Assistance
- KOICA/UNDP National Component Manager on Risk Education/ Victims Assistance Divisions
- Vietnamese Head of Victims Assistance Division
- Vietnamese project staff
Project Cross-Division Staff:
Project Procurement Officer
Project Finance/Budget Officer
Project Interpreter/Translator
Project Assistant for Project Integration and Financial Management/Information Management Survey & Clearance Divisions
Project Assistant for Mine Risk Education and Victims Assistance Divisions
KOICA/UNDP
Project Coordination
& Quality Assurance
KOICA/UNDP
Technical Advice
- International Chief Technical Advisor
- International Information Management, Planning and Reporting Technical Advisor

The JPMU reports to and is directed by the Joint Project Coordinating Committee (JPCC) composed of the Vietnamese Government (MoD, VNMAC), KOICA and UNDP. [10]

The **JPCC,** co-chaired by the Vice-Minister of MoD, VNMAC General Director, KOICA Country Director and the UNDP Resident Representative, will:

- Decide the scope and other important issues of the Project components' activities which are not stipulated in the Record of Discussion (R/D).
- Approve Detailed Implementation Plans specifying details for project management as well as Project Handbook.
- Create conditions for the operation of the Joint Project Management Unit (JPMU) and make changes and adjustments if necessary.
- Decide matters important for the implementation of the Project.
- Approve annual budgets, annual work plans and annual reports;
- Monitor progress on the implementation of the Annual Work Plans and discuss challenges;
- Review the contribution made by the Project to the Socio-Economic Development Plan (SEDP), the One Strategic Plan, 2017-2021, the UNDP Country Programme Document and Program 504;
- Review future plans and provide guidance to the National Project Manager;
- Review Combined Delivery Reports (CDR) prior to certification by the Responsible Partners.

JPCC meetings can be undertaken when deemed necessary by the JPCC, at least twice a year. Meetings may be carried out on an exceptional basis virtually when in-person meetings are not possible. Prior to the Annual Review Meeting, Annual Project Reports will be produced by the Project Integration & Financial Management Unit as secretariat to the JPCC and shared with VNMAC, detailing the progress of the project in terms of the Results Framework, as well as the reporting on expenditures disaggregated by activity and responsible partner.

When required, other stakeholders involved in the implementation of the project, including provincial authorities and MOLISA, may be invited to attend JPCC meetings.

The **JPMU** is comprised of the PMUs from the Vietnamese side and the KOICA/UNDP side with staffing determined in accordance with each side's expectations on the efforts required to deliver the Project successfully. The JPMU will be in charge of the project management and staffed from the national side with VNMAC and MOLISA staff and from the international side with Programmatic and Technical Advisors (appointed by KOICA/UNDP). The JPMU will serve as a management entity, with five working-level divisions (Project Integration and Financial Management, Information Management, Survey & Clearance, Victim Assistance and Risk Education) to deal with and manage the main components of the Project. The "Project Integration and Financial Management" division will serve as JPCC's secretariat and perform general management functions for JPMU divisions. The remaining four working divisions will be in charge of each project components and follow guidance from the "Project Integration and Financial Management" working division.

The Vietnamese side's PMU will be established by VNMAC, Ministry of Defence.

The KOICA/UNDP PMU consists of:

Programmatic/Managerial Staff & Technical Advisors located in JPMU (Generic TORs included in Annex 5): Work will be undertaken at the office of the responsible partners, with frequent travel to the target provinces in Quang Binh and Binh Dinh.

- International Chief Technical Advisor: Responsible for technical strategy and advice on all project components (with a focus on overall governance of mine action and survey and clearance); support to sector-level coordination; coordination with other initiatives (36 months)
- International Information Management, Planning and Reporting Technical Advisor: Responsible for capacity building of implementing partners on result-oriented planning, reporting and information management (36 months)

[10] In line with the *Record of Discussions* between the Korean International Cooperation Agency of the Republic of Korea and the Ministry of National Defence of the Socialist Republic of Vietnam for Korea-Vietnam Mine Action Project (June 2016).

- KOICA Multilateral Cooperation Officer on Mine Action[11]
- National Project Manager cum Component Manager on Project Integration and Financial Management Division /Information Management (36 months)
- National Component Manager on Survey/Clearance (36 months)
- National Component Manager on Mine Risk Education and Victims Assistance Divisions.
- National Project Procurement Officer (24 months)
- National Project Finance/Budget Officer (36 months)
- National Project Interpreter/Translator (36 months)
- Project Assistant for Project Integration and Financial Management/Information Management Survey & Clearance Divisions (36 months)
- Project Assistant for Mine Risk Education and Victims Assistance Divisions (36 months)

Project Coordination and Quality Assurance: Quality assurance will be properly ensured both for the use of the Project resources and quality assurance for implementation of Project's activities. The Project Coordination and Quality Assurance Team will be responsible for coordination and quality assurance of the project implementation.

- **Team Leader (Governance and Participation Unit, UNDP)** will be responsible for all aspects of quality management oversight of the Project. S/he reports to the UNDP Country Director. The Team Leader will be responsible for overseeing the implementation of the annual work plans as well as the annual progress and final reports.
- **Programme Analyst (Governance and Participation Unit, UNDP)** will assist and report to the Team Leader in project management, implementation and quality assurance, coordination with KOICA, VNMAC, MOLISA, MPI, MOD and other relevant responsible partners, ensuring reporting and monitoring of the Project in compliance with KOICA/UNDP rules, regulations and mandates.

Project Management Support: UNDP national staff officers will undertake project management support, predominantly on a part-time basis, including financial, communications, administrative, procurement, and monitoring and evaluation tasks. The costs for these team members are indicated in the Budget table for the Project. UNDP will assign staff on a part-time basis as follows: a Finance Analyst, a Programme Associate, a Monitoring and Evaluation Specialist, a Procurement Analyst and a Communications Specialist, along with support for procurement, and travel services estimated on expected programme transactions.

Assets

Assets will be managed as per KOICA/UNDP policies and any relevant DIM guidelines (Programme/Operations Policies and Procedures). At the end of the project tenure, the ownership of assets will, as per existing policy, be transferred to the Government.

Indicative list of equipment for survey and clearance: *(Only indicative, final list, number and technology will be discussed at the Inception workshop and finalised in the Procurement Plan.)*

I	Non-technical survey	III	Clearance
1	Laptop/Tablet	1	Explosives
2	GPS	2	Detonator electric
3	Compass	3	Anti-splinters cap/coat
4	Map	4	Firing cable
5	Radio	5	Megaphone
6	Mobile phone	6	Medical kit, aid bag
7	Motorbike	7	Spinal board
8	Car	8	Additional car/ambulance
			Bomb/Mine Detector (various types)

[11] This staff will be dispatched by KOICA under a separate budget, this position is therefore not included in the present project's budget.

II	Technical	IV	General
1	Car (with rooftop) - Toyota Highlander	1	Uniform
2	Detector (large loops or handheld)	2	Jungle boots
3	Battery	3	Brim hat
4	Handheld grass cutter	4	Additional tires
5	Tent	5	Spare parts

Audit Arrangements:

The project will be audited in accordance with the UNDP DIM Audit policies and procedures, as per the UNDP HACT assessment framework. Financial transactions and financial statements are thereby subject to the internal and external auditing procedures laid down in the Financial Regulations, Rules and directives of the UNDP. The objective of the HACT framework is to support a closer alignment of development aid with national priorities and to strengthen national capacities for management and accountability, with the ultimate objective of gradually shifting to national systems. It is intended to serve as a simplified set of procedures on requesting, disbursing, providing assurance, and reporting on funds as a way to effectively manage risks, reduce transaction costs and promote sustainable development in a coordinated manner. The framework represents a shift from assurance for cash transfers derived from project level controls and audits towards a method of assurance derived from risk/system-based assessments and audits. In essence, it reaffirms a shift from a control-based to a risk-based management approach. The revised Framework provides added clarity on the integrated set of assurance activities (financial audits, internal control audits, special audits, programming visits and spot checks) to be performed based on the results of macro and micro assessment. The implementation of this framework will be supported by the project quality assurance and support team in the UNDP Vietnam office.

Project Implementation Standard Operations Procedures (SOPs):

The implementation SOPs will be based on KOICA/UNDP Programme and Operations Policies and Procedures (POPP).

V. RESULTS FRAMEWORK (INDICATIVE – TO BE FINALISED UPON INTERNAL BASELINE EVALUATION – SEE THE PROJECT SCHEDULE MANAGEMENT)

Sustainable Development Goals: Improved physical security leading to progress against all SDGs, with emphasis on an effective, accountable, transparent mine action institutional set-up in support of SDG 16 and safe human settlements in support of SDG 11.

SEDP 2016-2020 Priority 8: Enhance the effectiveness and efficiency of state management activities and ensure the right to democracy of people in social development activities

2017-2020 One UN Strategic Plan Outcome 4.1: By 2021, participatory and transparent decision-making processes and accountable institutions are strengthened, with policies and implementation mechanisms that are responsive to all people, particularly vulnerable groups, women, youth and children.

2018 – 2021 UNDP SP Output 1.2.1: Capacities at national and sub-national levels strengthened to promote inclusive local economic development and deliver basic services[4]

Project title and Atlas Project Number: Vietnam Mine Action Project; xxx

EXPECTED OUTPUTS	OUTPUT TARGETS (by 2020)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES
Output 1 Institutional capacities of VNMAC and MOLISA are strengthened to further improve the contribution of the mine action activities for human development in contaminated areas	1.1 Coordination capacities are strengthened Indicator: Baseline: Targets: 2018: 2019: 2020: 1.2 Project resources, information, knowledge and capacities are available for use under future projects Indicator: % of project data backed up and documentation archived. Baseline:	• To conduct End-of-project evaluation • To implement final reviewing and reporting • To conduct post-project responsibilities handover • To implement archiving/backup project documentation and information • To implement trainings on project management and coordination.	JPCC, JPMU, 504 Programme, UNDP

	Targets: 2018: 2019: 2020:		
	1.3 Information Management processes and procedures function efficiently and effectively and fully integrated with national IMS with managers and decision-makers have access to required information Indicator: Number of national IMS feedbacks, % of queries answered within target time. Baseline: Targets: 2018: 2019: 2020: 1.4 Public information website is sustainable entirely within VNMAC system with functions are ready in all respects to operate independently post-project Indicators: Website is managed by VNMAC personnel; resources mobilised for post-project follow-on activities Baseline: Targets: 2018: 2019: 2020:	• To establish a IM for central region in a central province/central city • To establish the public information website • To develop IM system for mine action reports and responses to queries	JPCC, JPMU, 504 Programme, UNDP
Output 2 Contaminated communities in Quang Binh and Binh Dinh are cleaner through UXO	2.1 Land is released for productive use at project sites Indicator: number of ha is expected for productive use following release	• To conduct NTS and TS survey. • To conduct clearance of targeted areas. • To procure standardised S&C equipment	JPCC, JPMU, VNMAC, 504 Programme, UNDP, Quang Binh and Binh Dinh PPCs

interventions to support of human development, dignity and livelihoods	Baseline: Targets: 2018: 2019: 2020: 2.2 Stakeholders have confidence in land release process Indicator: QMS audit records and QMIMS data are complete and up to date Baseline: Targets: 2018: 2019: 2020: 2.3 S&C component resources are handed over for future use Indicator: % of resources available for further work Baseline: Targets: 2018: 2019: 2020: 2.4 S&C knowledge sharing and lessons learned to/for other UXO affected provinces Indicator: Number of sharing workshops with other PPCs/authorities Baseline: Targets: 2018: 2019:	• To develop S&C evaluation reports and recommendations • To conduct information sharing and exchanging workshops	

	2020:		
	2.5 MRE policies, procedures, standards and tools are fully accepted with materials in Quang Binh and Binh Dinh shared with other provinces. Indicators: Number of MRE innovations and recommendations is adopted by 504 Programme nationally; Number of provinces receiving MRE materials. Baseline: Targets: 2018: 2019: 2020:	• To conduct MRE to targeted groups at risk • To deliver MRE in schools • To run campaigns/mass media in MRE • To conduct TOT on MRE • To handover MRE resources at post-project stage	504 Programme, VNMAC, MOLISA, MOET, UNDP
	2.6 Victims Assistance policies, procedures and tools are accepted in Quang Binh and Binh Dinh, shared with other provinces Indicators: Number of provinces receiving following innovations and IMS for PwD, surveillance system for VA, case management approach, CSOs engagement in disability services Baseline: Targets: 2018: 2019: 2020: 2.7 Improved quality of life of survivors and their families in Quang Binh and Binh Dinh Indicators: Number of survivors with enhanced mobility, earning income and/or engaging in other livelihoods, and participating in PwD organisations; number of child survivors; number of adult survivors accessing vocational	• To deliver VA supporting services to victims • To implement surveillance system • To implement hotlines • To handover VA resources at post-project stage • To develop and maintain IM system for PwD, include bomb/mine victims.	504 Programme, MOLISA, VNMAC, UNDP, contracted CSOs/companies

	programmes. Baseline: Targets: 2018: 2019: 2020: 2.8 Information on bomb/mine victims and other PwD in Quang Binh and Binh Dinh Indicators: Number of communes with complete data on bomb/mine victims and other PwD; Number of communes with surveillance system operating Baseline: Targets: 2018: 2019: 2020:		

VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans. Detailed plans for the 4 components, project handbook, annual work plans, annual/quarterly progress reports, mid-term/final evaluation reports, annual financial statements to be summarized and translated into Korean. Full version of the project completion report to be translated in Korea.

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.	VNMAC and MOLISA	
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	VNMAC and MOLISA	
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.	VNMAC and MOLISA	
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	VNMAC and MOLISA	
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.	VNMAC and MOLISA	
Project Report	Brief quarterly progress reports including a short version of stocktaking section. Annual progress reports will be presented to the JPCC and key	Quarterly, annually, and at the end of the project (final report)		VNMAC and MOLISA	

	stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.				
Project Review (JPCC)	The project's governance mechanism (i.e. JPCC) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	Bi-annually	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	VNMAC and MOLISA	

Evaluation Plan

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	UNDAF/CPD Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding
Mid-Term Evaluation	VNMAC and MOLISA	-	4.1	06/19	Government, KOICA/UNDP	30,000, Project Budget
Final evaluation	VNMAC and MOLISA	-	4.1	12/20	Government, KOICA/UNDP	30,000, Project Budget

VII. MULTI-YEAR WORK PLAN [12][13]

All components will be further elaborated in Annual and Quarterly Work Plans to be approved by the JPCC

EXPECTED OUTPUTS	PLANNED ACTIVITIES				Resp. Party	Planned Budget	Delivered in 2017	component/ total budget (%)
		2018	2019	2020		Amount		
Output 1 - Institutional capacities of VNMAC and MOLISA are strengthened to further improve the contribution of the mine action activities for human development in contaminated areas	1.1.1 Support for Government-wide coordinating capacity building (504 Programme, VNMAC, MOLISA)	213,610	213,610	213,610	JPMU	640,830		4.22%
	Equipment for JPMU (1 office car)		-	-	VNMAC		23,000	
	1.1.2 Capacity Building for international cooperation (MAPG)	10,096	10,096	10,096	JPMU	30,289		0.20%
	1.1.3 Capacity Building for Mine Action Project planning and management and public relations	282,951	282,951	282,951	JPMU	848,854		5.58%
	1.1.4 Technical Support/Quality Assurance	121,448	121,448	121,448	KOICA/UNDP	364,343		
	1.1.5 Management/Coordination, M&E	38,562	38,562	38,562	KOICA/UNDP	115,685		
	Sub-Total - Output 1.1 Capacity Building for Mine Action Administration	666,667	666,667	666,667		**2,000,000**		**10%**
	1.2.1 Support for the development of IM functions and capacities (preparing and adopting procedures and regulation)	43,996	43,996	43,996	JPMU	131,987		0.87%
	1.2.2 Training for IT personnel and users (IMSMA and QM system, etc.)	63,332	63,332	63,332	JPMU	189,997		1.25%

[12] Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

[13] Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

EXPECTED OUTPUTS	PLANNED ACTIVITIES				Resp. Party	Planned Budget	Delivered in 2017	component/ total budget (%)
		2018	2019	2020		Amount		
	1.2.3 Establishment of VNMAC website (VNMAC headquarters in Hanoi)	75,999	75,999	75,999	JPMU	227,996		1.50%
	1.2.4 Support for the establishment of a regional Mine Action centre in Danang and regional IM Units in Quang Binh and Binh Dinh Provinces	63,668	63,668	63,668	JPMU	191,005		1.26%
	1.2.5 Information System Auditing	6,334	6,334	6,334	KOICA/UNDP	19,002		0.12%
	1.2.6 Technical Support/Quality Assurance	60,724	60,724	60,724	KOICA/UNDP	182,171		
	1.2.7 Management/Coordination, M&E	19,281	19,281	19,281	KOICA/UNDP	57,843		
	Sub-Total - Output 1.2 Information Management	333,333	333,333	333,333		**1,000,000**		**5%**
Output 2 - Contaminated communities in Quang Binh and Binh Dinh are cleaner through UXO interventions to support of human development, dignity and livelihoods	2.1.1 NTS/TS to confirm contamination	471,951	471,951	471,951	VNMAC/ UNDP	1,415,853		9.31%
	2.1.2 Clearing the target areas and providing equipment & operating costs for clearance	2,674,391	2,674,391	2,674,391	VNMAC	8,023,172		52.79%
	Equipment (3 field cars)		-	-	VNMAC		100,000	
	2.1.3 Training for S&C	25,333	25,333	25,333	VNMAC	75,999		0.50%
	2.1.4 Dispatch of Field Technical Advisors and Financial Settlement Review	101,331	101,331	101,331	KOICA/UNDP	303,994		2%
	2.1.5 Financial Settlement Review	20,267	20,267	20,267	KOICA/UNDP	60,800		0.40%
	2.1.6 Technical Support/Quality Assurance	789,409	789,409	789,409	KOICA/UNDP	2,368,228		
	2.1.7 Management/Coordination, M&E	250,651	250,651	250,651	KOICA/UNDP	751,954		
	Sub-Total - Output 2.1 Survey and Clearance	4,333,333	4,333,333	4,333,333		**13,000,000**		**65%**

EXPECTED OUTPUTS	PLANNED ACTIVITIES				Resp. Party	Planned Budget	Delivered in 2017	component/ total budget (%)
		2018	2019	2020		Amount		
	2.2.1 Support for establishment of a administrative system in public-private partnership to provide assistance to victims	21,686	21,686	21,686	JPMU	65,057		0.43%
	2.2.2 Support for MOLISA to work with private sector in VA	705,047	705,047	705,047	JPMU	2,115,140		13.92%
	2.2.3 Financial Settlement Review	33,254	33,254	33,254	KOICA/UNDP	99,761		0.65%
	2.2.4 Technical Support/Quality Assurance	182,171	182,171	182,171	KOICA/UNDP	546,514		
	2.2.5 Management/Coordination, M&E	57,843	57,843	57,843	KOICA/UNDP	173,528		
	Sub-Total - Output 2.2 Victims Assistance	1,000,000	1,000,000	1,000,000		**3,000,000**		**15%**
	2.3.1 Developing risk awareness education model	25,333	25,333	25,333	JPMU	75,999		0.50%
	2.3.2 Designing and developing risk awareness manual and materials for education (posters, booklets, etc.).	25,333	25,333	25,333	JPMU	75,999		0.50%
	2.3.3 Support for implementation of risk awareness education model	151,997	151,997	151,997	JPMU	455,992		3.0%
	2.3.4 Training for stakeholders' capacity building (government agencies, CSOs, teachers, etc...)	50,666	50,666	50,666	JPMU	151,997		1.0%
	2.3.5 Technical Support/Quality Assurance	60,724	60,724	60,724	KOICA/UNDP	182,171		
	2.3.6 Management/Coordination, M&E	19,281	19,281	19,281	KOICA/UNDP	57,843		
	Sub-Total - Output 2.3 Mine Risk Education	333,332	333,333	333,333		**1,000,000**		**5%**
Total Programme Budget		**6,666,666**	**6,666,667**	**6,666,667**		**20,000,000**	**123,000**	

VIII. LEGAL CONTEXT

The project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Vietnam and UNDP, signed in 1979. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner".

This project will be implemented by UNDP ("Implementing Partner") in accordance with its financial regulations, rules, practices and procedures, in full consultation with KOICA.

This Project Document is co-signed between UNDP, Ministry of Defence (MoD), and Vietnam National Mine Action Center (VNMAC) according to the following legal basis:

1. Decision No. 303/QĐ-TTg dated 08/03/2017 by Prime Minister on approval of the investment plan for the Korea-Vietnam cooperation on Overcoming the aftermath of post-war unexploded ordinance with the non-refundable ODA of the Government of Korea.

2. Harmonised Programme and Project Management Guidelines (HPPMG) approved by Prime Minister according to the Document No. 443/TTg-QHQT dated 16 March 2010 and signed by Minister of Planning and Investment and United Nations Resident Coordinator on 6 May 2010.

3. Agreement between UNDP and KOICA on the implementation of the Project Korea-Vietnam cooperation on Overcoming the aftermath of post-war unexploded ordinance with the non-refundable ODA of the Government of Korea signed by UNDP Country Director and KOICA Country Director on 28 December 2017.

All contents in this project document are consistent with the content and ensure the achievement of the objectives of the Project Investment Plan approved by the Prime Minister in accordance with the Decision No. 303 / QD-Ttg dated 8 March 2017 and by the Ministry of Defence approved by Decision No. 1933 / QD-BQP dated 30 May 2017.

IX. RISK MANAGEMENT

UNDP (DIM)

1. UNDP as the Implementing Partner will comply with the policies, procedures and practices of the United Nations Security Management System (UNSMS.)

2. UNDP as the Implementing Partner will undertake all reasonable efforts to ensure that none of the project funds are used to provide support to individuals or entities associated with terrorism, proliferation of weapons of mass destruction, and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999) and relevant subsequent resolutions. The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.
3. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (http://www.undp.org/ses) and related Accountability Mechanism (http://www.undp.org/secu-srm).

4. UNDP as the Implementing Partner will: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

5. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental

Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

6. UNDP as the Implementing Partner will ensure that the following obligations are binding on each responsible party, subcontractor and sub-recipient:

   a. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of each responsible party, subcontractor and sub-recipient and its personnel and property, and of UNDP's property in such responsible party's, subcontractor's and sub-recipient's custody, rests with such responsible party, subcontractor and sub-recipient. To this end, each responsible party, subcontractor and sub-recipient shall:
      i. put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
      ii. assume all risks and liabilities related to such responsible party's, subcontractor's and sub-recipient's security, and the full implementation of the security plan.

   b. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the responsible party's, subcontractor's and sub-recipient's obligations under this Project Document.

   c. Each responsible party, subcontractor and sub-recipient will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, subcontractors and sub-recipients in implementing the project or programme or using the UNDP funds. It will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.

   d. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to each responsible party, subcontractor and sub-recipient: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. Each responsible party, subcontractor and sub-recipient agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

   e. In the event that an investigation is required, UNDP will conduct investigations relating to any aspect of UNDP programmes and projects. Each responsible party, subcontractor and sub-recipient will provide its full cooperation, including making available personnel, relevant documentation, and granting access to its (and its consultants', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with it to find a solution.

   f. Each responsible party, subcontractor and sub-recipient will promptly inform UNDP as the Implementing Partner in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

      Where it becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, each responsible party, subcontractor and sub-recipient will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). It will provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

   g. UNDP will be entitled to a refund from the responsible party, subcontractor or sub-recipient of any funds provided that have been used inappropriately, including through fraud or

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corruption, or otherwise paid other than in accordance with the terms and conditions of this Project Document. Such amount may be deducted by UNDP from any payment due to the responsible party, subcontractor or sub-recipient under this or any other agreement. Recovery of such amount by UNDP shall not diminish or curtail any responsible party's, subcontractor's or sub-recipient's obligations under this Project Document.

Where such funds have not been refunded to UNDP, the responsible party, subcontractor or sub-recipient agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to such responsible party, subcontractor or sub-recipient for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

h. Each contract issued by the responsible party, subcontractor or sub-recipient in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from it shall cooperate with any and all investigations and post-payment audits.

i. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project or programme, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.

j. Each responsible party, subcontractor and sub-recipient shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to its subcontractors and sub-recipients and that all the clauses under this section entitled "Risk Management Standard Clauses" are adequately reflected, *mutatis mutandis*, in all its sub-contracts or sub-agreements entered into further to this Project Document.

X. ANNEXES

1. Capacity Assessment: Capacity assessments of the Responsible Parties will be carried out according to KOICA/UNDP Programme and Operations Policies and Procedures (POPP).
2. Project's Key Programmatic/Management/Technical Advisory Positions (*Details will be stipulated in TORs before recruitment process starts*)
3. Record of Discussions between the Korean International Cooperation Agency of the Republic of Korea and the Ministry of National Defence of the Socialist Republic of Vietnam for Korea-Vietnam Mine Action Project (June 2016);
4. Report of the 2nd Feasibility Study, KOICA Project for Demining and UXO Clearance in Vietnam (June 2016);
5. Project Implementation Plan (PIP), Korea-Vietnam Mine Action Project - KV-MAP (28th of June 2016)
6. Project Document prepared by the Ministry of National Defence (2016).

Annex 2.

KOICA/UNDP Project's key programmatic/management/technical advisory positions
(Details will be finalised and stipulated in TORs before actual recruitment process starts)

I. Project Manager cum Component Manager on Project Integration/ Financial Management and Information Management Divisions

(National, Full-time, 36 months)

Duties and Responsibilities

Under the direct supervision of the KOICA/UNDP Quality Assurance Team, and in close collaboration with Vietnamese Project Manager cum Head of Project Integration & Financial Management (Deputy General Director of VNMAC), the Chief Technical Advisor, International Information Management, Planning and Reporting Technical Advisor, the incumbent is responsible to:

1. prepare and update quarterly and annual project work plans, and submit these to the Vietnamese Project Director (NPD) and KOICA/UNDP for clearance;
2. ensure that all agreements with Responsible Partners are prepared, negotiated and agreed upon;
3. draft TORs for key inputs (i.e. personnel, sub-contracts, training, procurement), submits these to the Vietnamese NPD and UNDP CO for clearance, and administers the mobilization of such inputs;
4. with respect to external project responsible partners:
    a) ensure that these responsible partners mobilize and deliver the inputs in accordance with their letters of agreement or contracts, and
    b) provide overall supervision and/or coordination of their work to ensure the production, quality and timeliness of the expected outputs;
5. assume direct responsibility for managing the project budget by ensuring that:
    a) Project funds are made available when needed, and are disbursed properly,
    b) Expenditures are in accordance with the project document and/or existing project work plan,
    c) Accounting records and supporting documents are kept,
    d) Required financial reports are prepared,
    e) Financial operations are transparent and financial procedures/regulations for DIM projects are properly applied; and
    f) S/he is ready to stand up to audits at any time;
6. assume direct responsibility for managing the physical resources (e.g. vehicles, office equipment, furniture, stationary...) provided to the project by KOICA;
7. supervise the project staff and local or international experts/consultants working for the project;
8. draft project progress reports of various types (e.g. quarterly report, annual report, and the Final Project Report) as scheduled, and organizes review meetings and evaluation missions in the coordination with KOICA/UNDP;
9. report regularly to and keeps the NPD and KOICA/UNDP quality assurance team up-to-date on project progress, implementing issues, emerging risks/problems as well as suggests to him/her necessary remedial actions.

General Qualifications

1. Master degree on law, public governance, administrative reform or equivalent.

2. General knowledge of substantive matters that are addressed by the project. Have at least five years' working experience in the UXO area, in particular Information Management
3. Extensive knowledge and experience in project management.
4. Knowledge of gender and practical experience of gender mainstreaming in the activities
5. Good inter-personal and team building skills.
6. Full time availability for project management duties.
7. Working level of English language is an absolute necessity.
8. Familiarity with technical assistance projects and UNDP programme in Viet Nam is an asset.

II. Component Manager on Survey and Clearance Division

(National, Full-time, 36 months)

Duties and Responsibilities

Under the direct supervision of the KOICA/UNDP Quality Assurance Team, and in close collaboration with KOICA/UNDP Project Manager, Vietnamese Head of Survey and Clearance Division, the Chief Technical Advisor, International Information Management, Planning and Reporting Technical Advisor, the incumbent is responsible to:

1. prepare and update quarterly and annual component work plans in the Survey/Clearance Division, and submit these to the KOICA/UNDP Project Manager for consolidation;
2. ensure that all agreements with Responsible Partners (Quang Binh and Binh Dinh Provinces) are prepared, negotiated and agreed upon;
3. draft TORs for key inputs (i.e. personnel, sub-contracts, training, procurement), submits these to the KOICA/UNDP Project Manager for consolidation, and administers the mobilization of such inputs;
4. with respect to external project responsible partners in Survey and Clearance:
    c) ensure that these responsible partners mobilize and deliver the inputs in accordance with their letters of agreement or contracts, and
    d) provide overall supervision and/or coordination of their work to ensure the production, quality and timeliness of the expected outputs;
5. assume direct responsibility for managing the component budget for Survey and Clearance by ensuring that:
    g) Funds are made available when needed, and are disbursed properly,
    h) Expenditures are in accordance with the component document and/or existing component work plan,
    i) Accounting records and supporting documents are kept,
    j) Required financial reports are prepared,
    k) Financial operations are transparent and financial procedures/regulations for DIM projects are properly applied; and
    l) S/he is ready to stand up to audits at any time;
6. assume direct responsibility for managing the physical resources (e.g. vehicles, office equipment, furniture, stationary...) provided to the project by KOICA;
7. draft component progress reports of various types (e.g. quarterly report, annual report, and the Final Project Report) for Survey/Clearance area as scheduled, and organizes review meetings and evaluation missions in the coordination with KOICA/UNDP Project Manager

8. discuss regularly to and keeps the KOICA/UNDP Project Manager up-to-date on Component progress, implementing issues, emerging risks/problems as well as suggests to him/her necessary remedial actions.

General Qualifications

9. Master degree on law, public governance, administrative reform or equivalent.
10. General knowledge of substantive matters that are addressed by the project. Have at least five years' working experience in the UXO area, in particular Survey/Clearance
11. Extensive knowledge and experience in project management.
12. Knowledge of gender and practical experience of gender mainstreaming in the activities
13. Good inter-personal and team building skills.
14. Full time availability for project management duties.
15. Working level of English language is an absolute necessity.
16. Familiarity with technical assistance projects and UNDP programme in Viet Nam is an asset.

III. Component Manager on Risk Education/Victims Assistance Divisions

(National, Full-time, 36 months)

Duties and Responsibilities

Under the direct supervision of the KOICA/UNDP Quality Assurance Team, and in close collaboration with KOICA/UNDP Project Manager, Vietnamese Heads of Risk Education/Victims Assistance Divisions, the Chief Technical Advisor, International Information Management, Planning and Reporting Technical Advisor, the incumbent is responsible to:

1. prepare and update quarterly and annual component work plans in the Risk Education/Victims Assistance Divisions, and submit these to the KOICA/UNDP Project Manager for consolidation;
2. ensure that all agreements with Responsible Partners (Quang Binh and Binh Dinh Provinces, MOLISA, MOET) are prepared, negotiated and agreed upon;
3. draft TORs for key inputs (i.e. personnel, sub-contracts, training, procurement), submits these to the KOICA/UNDP Project Manager for consolidation, and administers the mobilization of such inputs;
4. with respect to external project responsible partners in Risk Education/Victims Assistance:
    e) ensure that these responsible partners mobilize and deliver the inputs in accordance with their letters of agreement or contracts, and
    f) provide overall supervision and/or coordination of their work to ensure the production, quality and timeliness of the expected outputs;
5. assume direct responsibility for managing the component budget for Risk Education/Victims Assistance by ensuring that:
    m) Funds are made available when needed, and are disbursed properly,
    n) Expenditures are in accordance with the component document and/or existing component work plan,
    o) Accounting records and supporting documents are kept,
    p) Required financial reports are prepared,
    q) Financial operations are transparent and financial procedures/regulations for DIM projects are properly applied; and

r) S/he is ready to stand up to audits at any time;

6. assume direct responsibility for managing the physical resources (e.g. vehicles, office equipment, furniture, stationary...) provided to the project by KOICA;
7. draft component progress reports of various types (e.g. quarterly report, annual report, and the Final Project Report) for Risk Education/Victims Assistance areas as scheduled, and organizes review meetings and evaluation missions in the coordination with KOICA/UNDP Project Manager
8. discuss regularly to and keeps the KOICA/UNDP Project Manager up-to-date on Component progress, implementing issues, emerging risks/problems as well as suggests to him/her necessary remedial actions.

General Qualifications

9. Master degree on law, public governance, administrative reform or equivalent.
10. General knowledge of substantive matters that are addressed by the project. Have at least five years' working experience in the UXO area, in particular Risk Education/Victims Assistance.
11. Extensive knowledge and experience in project management.
12. Knowledge of gender and practical experience of gender mainstreaming in the activities
13. Good inter-personal and team building skills.
14. Full time availability for project management duties.
15. Working level of English language is an absolute necessity.
16. Familiarity with technical assistance projects and UNDP programme in Viet Nam is an asset.

IV. PROJECT FINANCE/BUDGET OFFICER

(National, Full-time, 36 months)

Duties and Responsibilities

Under the direct supervision of the KOICA/UNDP Quality Assurance Team, and in close collaboration with KOICA/UNDP Project Manager, Vietnamese Heads of all 4 project divisions, the Chief Technical Advisor, International Information Management, Planning and Reporting Technical Advisor, the incumbent is responsible to:

1. support the KOICA/UNDP Project Manager in planning, management and implementation of the Project;
2. support the JPMU setting up proper financial and accounting systems for budgeting and financial management of the Project;
3. quality guidance and support to the concerned staff at JPMU on routine financial and accounting work, including coordination of financial data from responsible partners and make timely inputs to the preparation and approval of the Project's work-plans and reports;
4. ensure sufficient resources for the project activities, including timely transfer of advance, and regular monitoring; Ensure conformity of project disbursement with work-plan and procedures and accuracy of payments made;
5. analyze and monitor overall programme financial situation in consultation, and report on project financial expenditures and timely alert KOICA/UNDP on shortfalls and over-expenditures or any exceptions to facilitate timely actions and informed decisions;

6. creation of a project in Atlas, support to preparation of required budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial close of a project;
7. review of the regular financial reports; HACT Forms, vendors' approval in Atlas; preparation of (non-) Purchase Order vouchers; PO (as applicable) and requisitions;
8. conduct spot-checks, document and share project lessons learnt from spot-checks to continuously improve the overall financial management of executing agencies;
9. presentation of information for audit of DIM projects, supports implementation of audit recommendations;
10. maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas system;
11. timely corrective actions on un-posted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers;
12. creation of requisitions in Atlas for the Project.

General qualifications

1. University Degree in Accounting, Business or Public Administration, Economics, social sciences or related fields
2. At least 6 years of progressively responsible administrative or programme/project implementation support experience is required
3. Basic understanding of UXO area
4. Knowledge of UNDP programme practices is an asset
5. Fluency in English and Vietnamese.
6. Ability to work with colleagues and collaborators of different national and cultural backgrounds
7. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.

V. PROJECT PROCUREMENT OFFICER

(National, Full-time, 24 months)

Duties and Responsibilities

Under the direct supervision of the KOICA/UNDP Quality Assurance Team, and in close collaboration with KOICA/UNDP Project Manager, Vietnamese Heads of all 4 project divisions, the Chief Technical Advisor, International Information Management, Planning and Reporting Technical Advisor, the incumbent is responsible to:

1. support the KOICA/UNDP Project Manager in planning, management and implementation of the Project;
2. support the JPMU in setting up proper system, templates, and tools for procurement work of the Project;
3. guidance and support to the concerned staff at JPMU on routine procurement work, including collection of procurement data to make timely inputs to the preparation and approval of the Project's work-plans and procurement plans;
4. effective support to the Project ensure timely procurement and recruitment of consultants and services providers;

5. regular review project procurement activities and identify bottle necks and recommend alternative approach and options to speed up and smoothen the procurement processes for timely procurement of services;
6. analyze and monitor overall project procurement situation and timely alert KOICA/UNDP Project Manager on shortfalls and slowness of procurement or any exceptions to facilitate timely actions and informed decisions;
7. join spot-checks; HACT audits, and support implementation of audit recommendations;
8. creation of requisitions in Atlas for the Project, register of goods receipt in Atlas.
9. full compliance of procurement activities with UN/UNDP rules, regulations, and policies; implementation of the effective internal control;
10. preparation of procurement plans and implementation monitoring for the Project;
11. organization of procurement processes for both individual contracting services and professional sub-contracting services. This includes tasks relating to hiring individual contractors such as drafting vacancy announcement, screening of candidates, participation in interview panels; and tasks relating to sub-contracting professional services such as finalizing interview minutes preparation and conducting Request for Quotations (RFQs), Invitations to Bids (ITBs) or request for proposal (RFPs), receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations;
12. preparation of Purchase orders and contracts in and outside Atlas, preparation of Recurring Purchase orders for contracting of services, vendors' creation in Atlas. Buyers profile in Atlas;
13. preparation of submissions to the Contract, Asset and Procurement Committee (CAP) and Advisory Committee on Procurement (ACP);
14. implementation of the internal control system which ensures that purchase orders are duly prepared and dispatched. Timely corrective actions on purchase orders with budget check errors and other problems;
15. arrangement for translation services for Project as required;
16. arrangement for clearance of the project shipments.
17. development and update of the rosters of suppliers, implementation of supplier selection and evaluation.

General qualifications

1. Secondary education with specialized training in procurement. University Degree in Business or Public Administration would be desirable, but it is not a requirement.
2. Ability to work with colleagues and collaborators of different national and cultural backgrounds
3. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.
4. Fluency in English and Vietnamese.
5. 5 to 6 years of progressively responsible administrative experience or support to the programme/project implementation is required;
6. Knowledge of automated procurement systems, experience in handling of web based management systems;
7. Basic understanding of UXO area;
8. Knowledge of UNDP programme practices is an asset

VI. PROJECT INTERPRETER/TRANSLATOR

(National, Full-time, 36 months)

Duties and Responsibilities

Under the supervision of the KOICA/UNDP Project Manager, the Project Interpreter/Translator will:

1. provide quality and timeliness in normal interpretation and translation activity of the Project and administration. Ensure smooth correspondence exchange and information sharing between the responsible parties and stakeholders;
2. translate the project incoming and outgoing documents and materials;
3. interpret at the project meetings and other related events as required;
4. assist the Project Manager to take notes, make records, prepare reports and outgoing correspondence and other documents;
5. assist project's international consultants in searching online information and documents;

The Project Interpreter/Translator will carry out other duties if required by KOICA/UNDP Project Manager for the ultimate successful implementation of the project.

General qualifications

1. Graduated from the University of Foreign Languages or equivalence with major in English
2. Have at least three years' working experience on interpretation/translation.
3. Experience with UXO area would be an advantage
4. Proficient skills in computers (Windows, Microsoft Word, EXCEL, Power Point);
5. Fluent in English (listening, speaking, reading, writing).
6. Experience and/or familiarity with UNDP regulations.
7. Good secretarial skills and organizational capacity.
8. Experience in project development and implementation.
9. Familiarity (at least 3 years) with and experience in UXO area.
10. Proficiency in the use of information technologies and good computer skills, particularly in the use of MS Office Package (MS Word, MS Excel, etc.) and Vietnamese typing software such as Unicode, Unikey and ABC.
11. Excellent command on both written and spoken English. Have at least three years working experience on interpretation/translation.

VII. 2 PROJECT ASSISTANTS

- **PROJECT INTEGRATION/FINANCIAL MANAGEMENT/INFORMATION MANAGEMENT/SURVEY & CLEANRANCE DIVISIONS**
- **MINE RISK EDUCATION AND VICTIMS ASSISTANCE DIVISIONS**

(National, each position is Full-time, 36 months.)

Duties and Responsibilities:

Under the supervision of the respective component manager, the incumbents are responsible for the following tasks in the relevant divisions:

1. provide necessary assistance in the operational management of the project according to the project document and the UNDP's DIM procedures;
2. provide assistance in the preparation of project events as per approved work plans, including workshops, meetings, and trainings, etc....

3. assist with logistical and administrative arrangements; Ensure the supply of input material conditions for the Project Office such as stationery, electricity, water, transportation (if any);
4. coordinate dispatch and contact with donors, government agencies and other partners;
5. Arrange storage and systematize project document in accordance with the regulations;
6. Perform other tasks as assigned by the project leaders.

Under the supervision of the UNDP Programme Associate, the incumbent is responsible for:

1. Tracking and controlling program/project expenditures/disbursement rate against commitments to ensure the conformity with approved AWPs and Budget, determining gaps between budgets and expenditures, committed and actual allocated funds to advise POs for taking actions; supporting operational and financial closure of a project in ATLAS
2. Supports to effective Procurement and Recruitment and contract management process as appropriate
3. Supporting the organization of overseas study tours and monitoring visits, including DSA entitlement calculation and transportation.
4. Taking timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions and unapproved vouchers.
5. Support the direct implementation of CO projects, including recruitment of international and national consultants, organizing technical workshops, training activities, consultations, travel arrangements and procurement of goods and services.
6. Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas.
7. Creation of requisitions in Atlas for development projects, register of goods receipt in Atlas.
8. Making budget check for requisitions, POs and vouchers.
9. Maintaining, physically verifying and certifying assets and inventory.

General qualifications

1. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but it is not a requirement.
2. At least 4 years of practical work as project assistant
3. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.
4. Fluent in English (listening, speaking, reading, writing)

VIII. CHIEF TECHNICAL ADVISOR

(International, full-time, 36 months)

Duties and Responsibilities

Under the direct supervision of the UNDP's Head of Governance and Participation Team, and in close collaboration with Vietnamese Project Director, JPMU, the CTA is responsible to:

Technical strategy and advice on all project components

- Advise on the overall implementation and monitoring of the Vietnam Mine Action project
- With the collaboration with UNDP and KOICA, the CTA will assume responsibility for the coordination of the work of all international advisors deployed within the VNMAC

and Vietnam Mine Action Project, to ensure that their inputs are in harmony with the policy and aims of overall programme and UNDP project

Quality Management oversight

- Support the VNMAC and VN Mine Action project to effectively utilise quality management capacities available to them.

Support to effective monitoring and evaluation

- Undertake periodic monitoring of the Vietnam Mine Action project based on the approved project document national strategy and AWP. Monitor the project activities from gender and social inclusion perspective and provide timely feedback to all staff and partner organisations.

Support to VNMAC and Vietnam Mine Action project

- Provide management advice and support the work of the JPMU in the further development of technical and administrative expertise and excellence in the organisation's operations; Provide overall management and administrative guidance to ensure all the funds and resources for Vietnam Mine Action project through UNDP are utilised in accordance with UNDP rules and regulations and provide necessary guidance and support to the VN Mine Action project management and national staff.
- Provide management advice to the JPMU and act as liaison with other International UXO/Mine Action bodies, UN Agencies and International NGO's and agencies when required.
- Advise on the consolidation and further development of the VNMAC and VN Mine Action project; development of the institutional capacities, regulations and rules and procedures for the UXO sector; clarification of role and responsibilities, etc.
- Provide technical guidance and capacity development support to senior management on the preparation of strategic plan, results-based management work plans, budgets, monitoring, proposals, task allocations progress reports publications and procedures
- Provide advice on personnel management and recruitment issues, as well as on all other matters relating to the operations of the VNMAC and VN Mine Action project.

Support to sector-level coordination

- Advise on the overall coordination and direction of the UXO sector
- Support the development of the VNMAC (office and board)'s capacity to exercise its mandate, in particular the secretariat function to the National Steering Committee for Overcoming the consequences of Chemical and Explosive Remnants of War and in working coordination with the Mine Action Partnership Group (MAPG), the implementation of monitoring mechanisms; data collection and analysis; task prioritisation procedures, etc.

Regulation and National Standards

- The CTA will be responsible to ensure that the policies and procedures developed in the context of the programme are consistent with International Standards for Mine Action (IMAS), National Standards of Vietnam and with all other relevant policy statements of the United Nations.
- The development and maintenance of Standing Operating Procedures (SOP) in accordance with Vietnam's UXO Standards and legislation.

General Qualifications:

1. Master's Degree or equivalent in Business Administration, Public Administration, Finance, Economics or related field.

2. At least 7 years of field-based and/or headquarters experience with progressive responsibilities
3. Demonstrate management, capacity building and development expertise
4. Extended knowledge of UXO/mine action issues, with particular emphasis on policy, regulatory and treaty issues and a commitment to a community-oriented approach to UXO/mine action
5. Experience working in UXO/mine action programmes or countries
6. Extensive experience in programme/project management in developing countries - preferably in Southeast Asia
7. Experience working with the application of IMAS national standards and SOP including capacity building of national staff in such procedures.
8. Excellent command of English is required. Willingness and ability to learn Vietnamese language in absence of Vietnamese language capacity is required.

IX. TECHNICAL ADVISOR ON INFORMATION MANAGEMENT, PLANNING AND REPORTING

(International, full-time, 36 months)

Duties and Responsibilities

Under the direct supervision of the Chief Technical Advisor, and in close collaboration with Vietnamese Project Director, JPMU, the incumbent is responsible to:

- Advising on trainings, developing information reporting, analysis and dissemination procedures and systems, establishing and maintaining information management resources and facilities
- Performing monthly audits of mine action information to ensure data completeness, integrity and quality;
- Developing reporting tools to increase as much as possible the availability of UXO data and information in useable open formats;
- Performing Quality Assurance on data relating to UXO activities and Confirmed Hazardous Areas;
- Providing training on IMSMA uses and potential uses;
- Monitor the adherence of data/information management to International Mine Action Standards (IMAS) and to Vietnam's UXO National Standards;
- Support to programme and project development, monitoring, reporting and communications;
- Attendance at relevant workshops and meetings to coordinate the UXO portfolio;
- Provision of relevant data and information for liaison and resource mobilisation purposes;
- Deputising for CTA on specific occasions when necessary

General Qualifications:

1. Advanced University Degree (Master's Degree or equivalent)
2. At least 5 years of relevant field-based and/or headquarters experience with progressive responsibilities;
3. Extensive experience with ARCGIS, IMSMA, MS SQL Server, and the full MS Office Suite
4. Demonstrate management, capacity building and development expertise

5. Extended knowledge of UXO/mine action issues and experience working on UXO/mine action;
6. Experience in capacity building, training, reporting and communications.
7. Excellent command of English is required. Willingness and ability to learn Vietnamese language.

X. KOICA MULTILATERAL COOPERATION OFFICER (KMCO) ON MINE ACTION

(Korean, full-time, 36 months)

Duties and Responsibilities:

The Mine Action Support Officer will undertake the following tasks:

1. Support the UNDP Viet Nam Country Office in communications with KOICA and Korean involved agencies in the implementation of the Project.
2. Translation of important Project's documents into Korean.
3. Research on relevant international good practices on mine action for sharing and possible application in the implementation of the Project.
4. Support the UNDP Programme Officer in charge of the project in project management
5. Support with communications of the Project implementation and results in coordination with UNDP Communications team
6. Support with networking in Mine Action area for further resources mobilization for the project.

General Qualifications:

1. Master's degree in political sciences, international relations, business administration, development economics, or subjects relevant to external relations.
2. Minimum 5 years of experience in a relevant area such as human development, supporting people with disabilities, philanthropy, external relations, donor partnerships, project management and resource mobilization.
3. Good communication and analytical skills; experience in building partnerships, networks, public relations are essential; working experiences with donors, UN, private sector and NGOs are important.
4. Proficiency in English/Korean and Computer skills (MS Office, spread sheets, etc.)
5. Work experiences in mine action is a plus.