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**Coordination mechanism between UNDP/KOICA PMU, Vietnamese PMU, and Department of Social Assistance (Ministry of Labor, Invalids and Social Affairs)**

**For implementation of the Victim Assistance Component**

**Korea-Vietnam Mine Action Project**

* Pursuant to Official Document of Korea-Vietnam Mine Action Project signed between Ministry of Defense (MOD), Vietnam National Mine Action Center (VNMAC) and UNDP Vietnam;
* Basing on the functions, tasks and available systems, effective use and build capacity for national units including VNMAC and Ministry of Labor - Invalids and Social Affairs (MOLISA) in specializing fields of the project (coordination, survey & clearance and victim assistance);
* Pursuant to MOLISA’s Official Letter No. 4485/LDTBXH-BTXH dated 24/10/2018 on nominating a focal department to implement Korea-Vietnam Mine Action Project (KV-MAP).
* The following three parties have agreed on the coordination mechanism, which is further elaborated in the following, for the implementation of the Victim Assistance component (VA) under the KV-MAP Project
* Vietnamese Project Management Unit (PMU) represented by VNMAC;
* UNDP/ KOICA PMU represented by UNDP Vietnam; and
* Department of Social Assistance (DSA) under MOLISA

1. **UNDP/KOICA Project Management Unit (UNDP):**

* UNDP/KOICA PMU is the project Implementing Agency
* The Implementing Agency is ultimately accountable to MOD and KOICA for the Project’s results and the proper use of all project funding resources from KOICA;
* VA Component Manager of KOICA/ UNDP PMU will coordinate with DSA (MOLISA) and Victim Assistance Unit within the Vietnamese PMU to develop and finalize the Annual Work Plan of the VA component to be included in the Project Work Plan submitted for JPCC’s approval.
* Consult with Vietnamese PMU and DSA to develop Terms of References (TORs) for activities performed by DSA.
* Transfer budget to DSA for activities performed by them in line with the signed TORs and Letter of Agreement (LOA).
* Work with VNMAC to coordinate and manage the implementation of the approved activities in a timely manner and with high level of quality.
* Monitor the implementation of Component activities though use of monitoring and evaluation tools, as well as on-site visits and field trips.

1. **Vietnamese PMU (VNMAC)**

* Head of the Victim Assistance Unit will review and provide comments and inputs to Annual and Quarterly Work Plans proposed by DSA (content, progress and budget) within two days after receipt of the draft and then Vice Director of VNMAC in charge of the VA will provide comments and inputs and verify it within three days after receipt of the draft submitted by Head of the VA unit;
* Co-chair seminars, conferences and activities of relevant contents (when necessary) as suggested by JPMU;
* Head of Victim Assistance Unit will actively work with UNDP to coordinate, supervise/monitor component’s activities, through periodic implementation reports and regular and/or ad-hoc monitoring and oversight trips (when necessary);
* Receive update from DSA on progress of component’s activities (technical & financial) through periodical reports (quarterly report, mid-year report and annual report) as well as regular exchange during the implementation process.

1. **Department of Social Assistance (DSA), MOLISA**

* DSA is a responsible agency, nominated to implement victim assistance activities within the framework of the Project;
* Propose, consolidate, and approve draft Quarterly and Annual Work Plans of the Victims Assistant Component and submit it to JPMU for approval;
* To be directly responsible to UNDP for implementation of activities, which is in line with the Letter of Agreement signed with UNDP;
* Update implementation plan and invite representatives of Victim Assistance Unit to attend in activities organized by DSA, and secure project funding for their participation.
* Attend JPMU regular meetings, update the project progress at the meeting, and raise arising issues during the implementation so that JPMU can discuss and find out solutions.
* Share with JPMU data on UXO victims collected in Quang Binh and Binh Dinh for input in mine action data system (including IMSMA) on quarterly basis, support for management and coordination activities of the JPMU.
* Responsible for making Progress Reports (quarterly including an elaborate report at the end of the year covering the fourth quarter which summarizes and analyzes progress throughout the year) and submit to JPMU.

**Diagram for the Component’s Planning Process**

**DSA, sub-PMU**

**Officer**

* Work with UNDP, VNMAC, other agencies and two provinces to draft quarterly and annual reports
* Work with UNDP and other relating agencies to draft TORs for approved activities in quarterly and annual work plans
* Lead and coordinate implementation of the approved activities
* Develop quarterly and annual reports in line with regulations

**Leaders**

* Approve draft quarterly and annual plans and reports (progress and finance) of the component, submit for JPMU’s consolidation and approval.
* Verify TOR drafts, cost estimation, and Letter of Agreement for the approved activities

**CONSULT WITH KOICA / UNDP CHIEF TECHNICAL ADVISOR**

**Consult with UNDP/KOICA Chief Technical Advisor**

**Head of Victim Assistance Unit (VNMAC)**

Contribute comments and inputs to:

* Draft quarterly and annual work plans
* Quarterly and annual reports

*(no later than 02 working days since receiving the draft version*)

**Deputy Director in charge of VA component (VNMAC)**

* Verify draft quarterly and annual work plan
* Verify quarterly and annual reports

(*no later than 03 working days since receiving the draft version*)

**VA Component Manager (KOICA/UNDP PMU)**

**Review and finalize:**

* Quarterly and annual work plan of the component
* TORs for activities
* Budget estimation
* Progress report, quarterly and annual reports

**Project manager (KOICA/ UNDP PMU)**

Consolidate into overall project draft

**Quality Assurance Group (UNDP Program Analyst and Head of Unit)**

* Review and finalize the consolidated draft work-plans
* Review and finalize TORs and budget for activities
* Review and finalize activity reports and finance reports

**Joint Project Coordination Committee (JPCC)**

Approve quarterly and annual work plans

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