Detailed project outline

1. **Project title:** Strengthening Capacity and Institutional Reform for green growth and sustainable development in Vietnam (CIGG)

2. **Code:**

3. **Name of Donor:** United Nation Development Programme (UNDP)

4. **Line agency:** Ministry of Planning and Investment

5. **Proposing agency:** Department of Science, Education, Natural Resources and Environment (DSENRE)
   
   Address: 6B Hoang Dieu, Ba Dinh, Ha Noi
   
   Tel/Fax: 08043584/04 7339912

6. **Proposed Project owner:** DSENRE

7. **Estimated start and end dates:** 4 years (2015-2018)

8. **Project implementation location:** Ha Noi and selected provinces

9. **Estimated budget:** 4,128,000 USD

<table>
<thead>
<tr>
<th>Source of Funding</th>
<th>Equivalent USD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10.1 Total ODA Grant:</strong></td>
<td></td>
</tr>
<tr>
<td>a. <strong>Total ODA amount already committed</strong></td>
<td>$3,600,000</td>
</tr>
<tr>
<td>i) <strong>Regular source of funding (UNDP TRAC Fund)</strong></td>
<td>$1,000,000</td>
</tr>
<tr>
<td>ii) <strong>USAID</strong></td>
<td>$2,400,000</td>
</tr>
<tr>
<td>iii) <strong>Co-financing source(s) (EU-UNDP LECB)</strong></td>
<td>$200,000</td>
</tr>
<tr>
<td>b. Total ODA amount to be mobilized</td>
<td>$300,000</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>i) Co-financing source(s) (From One UN Plan Fund)</td>
<td>$300,000</td>
</tr>
<tr>
<td>c. Counterpart funding (VND = 4,800,000,000 ) in kind</td>
<td>$228,000</td>
</tr>
<tr>
<td><strong>Total Project Budget</strong></td>
<td><strong>$4.128.000</strong></td>
</tr>
</tbody>
</table>

10. Modality of ODA provision: ODA grant
<table>
<thead>
<tr>
<th>ACRONYMS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADB</td>
<td>Asian Development Bank</td>
</tr>
<tr>
<td>CC</td>
<td>Climate Change</td>
</tr>
<tr>
<td>CPRGS</td>
<td>The Comprehensive Poverty Reduction and Growth Strategy</td>
</tr>
<tr>
<td>DOST</td>
<td>Department of Science and Technology</td>
</tr>
<tr>
<td>GEF</td>
<td>Global Environment Facility</td>
</tr>
<tr>
<td>GHG</td>
<td>Greenhouse Gases</td>
</tr>
<tr>
<td>LA21</td>
<td>Local Agenda 21</td>
</tr>
<tr>
<td>M&amp;E</td>
<td>Monitoring and Evaluation</td>
</tr>
<tr>
<td>MARD</td>
<td>Ministry of Agriculture and Rural Development</td>
</tr>
<tr>
<td>MONRE</td>
<td>Ministry of Natural Resources and Environment</td>
</tr>
<tr>
<td>MPI</td>
<td>Ministry of Planning and Investment</td>
</tr>
<tr>
<td>MRV</td>
<td>Measurement, Reporting and Verification</td>
</tr>
<tr>
<td>NCSD</td>
<td>National Council for Sustainable Development</td>
</tr>
<tr>
<td>NTPRCC</td>
<td>National Target Program to Respond to Climate Change</td>
</tr>
<tr>
<td>SD</td>
<td>Sustainable Development</td>
</tr>
<tr>
<td>SD&amp;CP</td>
<td>“Sustainable Development and Climate Planning” (Project)</td>
</tr>
<tr>
<td>SDO</td>
<td>Sustainable Development Office</td>
</tr>
<tr>
<td>SEDP</td>
<td>Socio-Economic Development Plan</td>
</tr>
<tr>
<td>UNDP</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>UNEP</td>
<td>United Nations Environment Programme</td>
</tr>
<tr>
<td>UNFCCC</td>
<td>United Nations Framework Convention on Climate Change</td>
</tr>
<tr>
<td>VA21</td>
<td>Viet Nam Agenda 21</td>
</tr>
<tr>
<td>VARCC</td>
<td>Viet Nam Assessment Report on Climate Change</td>
</tr>
<tr>
<td>VCCS</td>
<td>The Vietnam National Climate Change Strategy</td>
</tr>
<tr>
<td>VGGS</td>
<td>The Vietnam National Green Growth Strategy</td>
</tr>
<tr>
<td>WB</td>
<td>World Bank</td>
</tr>
</tbody>
</table>
# Contents

ACRONYMS .................................................................................................................. 3

I. Project Justification ........................................................................................................ 6

   Contextual Analysis and Assessment ........................................................................... 6
   Relevant Government strategies, plans and policies ...................................................... 7
   Necessity of the Project ................................................................................................. 8
   Lessons learnt from previous cooperation .................................................................. 10

II. Rationale for the selection of the supporting UN Agency ............................................ 12

III. Main beneficiaries and stakeholders .......................................................................... 16

IV. Project objectives ......................................................................................................... 14

   Overall objective ......................................................................................................... 14
   Specific objectives (SOs) ............................................................................................... 15

V. Main expected results .................................................................................................... 15

VI. Components and main activities .................................................................................. 16

   Component 1: Strengthen Capacity of MPI, MOF, MOT and provinces for effective
   implementation and monitoring of the VGGS/AP - for achievement of VGGS “Specific Objective
   1” ......................................................................................................................................... 17

   Component 2: Develop Policies and Regulations for Green Investments and sustainable
   development – for achievement of “Specific Objective 2” ................................................ 24

   Component 3: Improve access to the green growth financing and pilot green projects with private
   sector – for achievement of “Specific Objective 3” .......................................................... 30

Funding Arrangement ...................................................................................................... 36

VII. Recommended Domestic Financial mechanism for Project Implementation .................. 37

VIII. Project organization and implementation .................................................................. 37

   Approach and overall strategy ...................................................................................... 37
   Project Management and Implementation .................................................................... 38
   a. Project management structure .................................................................................. 39
   b. Implementation arrangement including Implementation approach, coordination mechanism,
      specific tasks of the participating parties .................................................................... 40

   Monitoring, evaluation and reporting ......................................................................... 42
   Coordination mechanism during the project implementation ........................................ 44
   Coordination of UNDP-supported initiatives to MPI ..................................................... 45
   Donor coordination ....................................................................................................... 45
IX. PRIMARY ANALYSIS ON EFFECTINESS, IMPACTS AND SUSTAINABILITY OF THE PROJECT .............................................................................................................. 46

Anticipated impacts on social and gender equality .................................................. 46
Anticipated environmental impact ............................................................................. 46
Sustainability .............................................................................................................. 46
Risk analysis .............................................................................................................. 46

X. ADVANCE ACTIONS: ............................................................................................... 47

Annex ......................................................................................................................... 48

Annex 1: PROJECT RESULT STRUCTURE AND RESOURCE ........................................ 48

INPUTS ....................................................................................................................... 49

- # of report on climate public and private expenditure to the National Committee on Climate Change (NCCC) .............................................................................................................. 64

Annex 2: WORK PLAN 2015 ....................................................................................... 68

Annex 3: DETAILED PROJECT BUDGET .................................................................. 69

Annex 4: JOB DESCRIPTIONS FOR SOME KEY POSITIONS .................................. 81
I. Project Justification

1. Contextual Analysis and Assessment

Climate change has become the most critical challenge of the human kind. Despite strong scientific evidence, there is still lack of ambition from country parties to work towards (1) developing an universal climate agreement, to be adopted in 2015 and taking effect in 2020, and (2) working to close the pre-2020 mitigation ambition gap (towards the 2 degrees goal). Both tracks are negotiated under the Durban Platform for Enhanced Action (ADP). The COP 19 in Warsaw has made good progress on some fronts, particularly a package for Reducing Emissions from Deforestation and forest Degradation and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks (REDD+). Green Climate Fund is expected to mobilize finance and disburse finance late 2014/beginning 2015.

Green growth has emerged in the past ten years as a solution to balance environmental sustainability and socio-economic development goals. Back in 2005, the Seoul Initiative Network on Green Growth committed to a regional implementation plan for sustainable development. The global agenda was then set at the United Nations Conference on Sustainable development (UNCSD) in 2012, also known as Rio+20, on the importance of building a “green economy to achieve sustainable development”. In April 2010, in Hanoi, the ASEAN Leaders’ Statement on Sustained Recovery and Development, promoted green growth, including investments in long-term environmental sustainability and sustainable use of natural resources in order to diversify and ensure economic resilience.

Viet Nam recorded the longest sustainable economic growth between 1990 and 2010 since the introduction of “Doi Moi/ innovation” in 1986, Viet Nam’s economy has grown at an annual average rate of 7.3 percent, and the per capita income almost quintupled. However, there has been a growing concern over quality and sustainability of growth, given the resource-intensive pattern of growth, high levels of pollution, lack of diversification and value addition in exports, and the declining contribution of productivity to growth.

Although Viet Nam’s greenhouse gas (GHG) emissions are still relatively low, the country accounted for the fastest growth in GHG emissions in the region over the last decade 1990-2010, due to rapid economic growth and industrial expansion. Both Vietnam’s total emissions and per capita emissions almost tripled in the ten year period while the carbon intensity of GDP increased by 48%. On all three measures, Viet Nam’s growth was significantly higher than other countries in the Region such as China, Malaysia, Thailand, Indonesia, Cambodia, Philippines. The value for Viet Nam carbon intensity is still increasing. In 2008, the energy intensity was 260 kg of oil equivalence per US$ 1,000 GDP (2005 PPP).
Between 2000 and 2010, Viet Nam’s electricity demand grew by about 14% per year, and electricity generation reached 103,507 GWh in 2011 which was roughly 4 times the 25,694 GWh generated in 2000. The Vietnamese industrial power demand is expected to grow by 7% between 2010 and 2030. Viet Nam’s energy demand has been growing in tandem with its economic growth rate.

The Government has made significant efforts in responding to this challenge with both domestic resources and international support. Viet Nam has made strong political commitment to fight against climate change through establishment of a National Committee on Change Committee (NCCC) in 2012, chaired by the Prime Minister, to provide strategic directions and oversight the important of key climate change related strategies, especially the Climate Change Strategy (CCS, Prime Minister Decision No. 2139/QD-TTg dated December 5, 2011); Climate Change Action Plan 2011-2020 (Prime Minister Decision 1474/QD-TTg dated 5 October 2012); National Target Programme on Climate Change 2012-2015, (PM Decision 1183/QD-TTg of 30 August 2012) and Vietnam Green growth Strategy (VGGS, Prime Minister Decision 1393/QD-TTG) and Green Growth Action Plan (GGAP) (decision No: 403/QD-TTg). Viet Nam also actively participates in the international CC negotiations. An inter-ministry working group on climate change negotiations of Vietnam was established by the Prime Minister in 2012 (Decision 80/QD-TTg of 12/2/2012).

The first legal instrument that includes green growth and climate change in separate chapters is the Law on Environmental Protection, revised and approved in 2014. Viet Nam is also developing and revising relevant legal framework pertaining to the investment, enterprises and procurement frameworks. This includes the first ever Public Investment Law approved in 2014, revisions of the Enterprise Law 2005 and the 2005 General Investments Law. So far, the legal documents do not include any provisions on greening processes or green economy. These on-going works offer good opportunities to include provisions to promote economic reform toward green economy, investment in green growth, climate change, and natural capitals.

**Relevant Government strategies, plans and policies**

Viet Nam has adopted a number of strategies and action plans to respond to climate change, including:

- The Party Central Committee’s Resolution No. 24-NQ/TW of 3 June 2013 on 'Active responses to climate change, promotion of resources management and environmental protection' identifies key solutions to be taken to actively respond to climate change through promoting education, awareness raising and dissemination of information; boosting research and application of science and
technology; renewing financial mechanisms and policies to strengthen and diversify resources for responding to climate change; and enhancing international cooperation and integration in response to climate change.

- Overall scheme on restructuring economy in association with transfer of the growth model towards to increase quality, effectiveness and competition capacity during 2013 – 2020 (Decision No. 339/QD-TTg dated 19 February 2013).

- The National Strategy on Climate Change determines taking “both mitigation and adaptation actions to deal effectively with climate change, with a focus on adaptation during the first phase”.


- National Cleaner Production Strategy in Industry until 2020, the National Energy Conservation Law 2010 and the Viet Nam Energy Efficiency Programme (VNEEP).

- The Vietnam Green Growth Strategy addresses low-carbon development, green production including technology innovation and restoring natural assets, and stimulation of green lifestyles. To implement the VGGS, the Government adopted the Green Growth Action Plan) with 66 activities and requested all ministries and provinces to formulate their own green growth action plans.

These policies provide principles and guidance for ministries and government institutions, directly engaged with relevant climate change sectors, to create their own policies and associated implementation plans to achieve national level targets.

**Necessity of the Project**

In June 2013, the party endorsed the Resolution No. 24-NQ/TW on ‘Actively responding to climate change, strengthening resources management and environmental protection’. However the policy framework and tools and necessary capacities remain to be built. While Vietnam has been implementing the National Socio-Economic Development Plan (SEDP) for 2011-2015, and the Social Economic Development Strategy for 2011-2020, sustainable development continues to be elusive, and capacity is lacking to implement and drive the critical institutional reforms required to overcome the key challenges of ensuring macroeconomic stability, energy, and quality growth while lowering greenhouse gas (GHG) emissions and reducing, environmental pollution. The project will be instrumental to support the implementation of the Party resolution and the integration of green growth goals into the national planning process and development vision.
The Government needs to ensure and track progress of the achievements towards a green economy. Besides limitations in terms of tools, information and training, capacity to implement the Strategy and achieve its objectives is not sufficient (both quantity and quality). The Project will focus on capacity building for the Inter-Ministry Committee and its Standing Office hosted by MPI, DESENRE and agencies in charge of coordination and implementation of policies and tasks in the Strategy. UNDP-MPI studies on (i) Strategic environmental assessment tool for enhancing sustainability appraisal in development planning”; and (ii) “Marginal Abatement Cost Curve (MACC) for reducing emissions” show great potentials to harmonize the targets of economic growth, poverty reduction and environmental improvement. The next steps are using the MACC findings for identifying necessary policy and legal reforms and promote investment opportunities.

The national fiscal framework in Viet Nam still lacks consistency and coordination to ensure that activities are supportive of green growth and climate change policy goals. There is strong necessity to align all fiscal instruments to enable the country to maintain high growth while limiting the environmental impacts.

Private sector engagement and investment will be key to achieve the goals of the VGGS. It is important to introduce an enabling environment through policy incentives and tools to attract private sector investments in climate change and green growth actions. Policy support will have to be developed to support green growth attractive, investable and bankable projects and pipelines.

As the implementation of the VGGS and action plans requires high volume of finance, Viet Nam needs to set up a coherent national architecture to access and use strategically the available international climate finance as well as mobilize domestic finance flows. Being a new field, climate investment and expenditure had not been clarified in design stage of programs and projects relating to climate change items. Successful reforms will help to establish national entities for accreditation to access several channels of global climate finance to complement domestic financial mechanisms.

The specific areas of project support include:

- Government agencies’ capacity to review, adjust implementation and integrate green growth into the national, sectoral, provincial SEDPs Basic and advanced knowledge for policy makers and the public on implementation of VGGS activities at sectoral and local level as well as participation in international forums;

- Necessary policies, mechanisms, fiscal tools to ensure cost-effective abatement of emissions; to support the Government’s role as a catalyst on private investment in green growth projects,;

- Coordination and mobilization of resources from international donors, funds and private investors both national and international to successfully implement VGGS.
2. Lessons learnt from previous cooperation

a) UNDP projects that have relevant lessons for the proposed project

During the period 2009 - 2014, UNDP provided the following supports in environment, climate change and disaster risk:

- Ministry of Industry and Trade (MOIT) “Strengthening capacity on climate change initiatives in the industry and trade sector”: building capacity of policy makers and stakeholders in the industry sector to reduce GHG emissions, enhancing climate resilience and exploiting associated green trade opportunities (until 2016).
- Ministry for Planning and Investment (MPI): “Strengthening Sustainable Development and Climate Planning (SD&CP)”: is designed to improve knowledge and tools, mechanism and capacity and coordination for important subjects as sustainable development and climate change. The project has provided important technical support in formulating Viet Nam National Green Growth strategy; reinforcing climate change capacity for planning institutions at both central and provincial levels (2009- 2014).
- Ministry of Natural Resources and Environment (MONRE) and Ministry of Agriculture and Rural Development (MARD) project on “Capacity building for climate change (CBCC)”, the project was aimed at strengthening national capacities to respond to climate change in Vietnam, reducing vulnerability and controlling GHG emissions supporting poverty environment mainstreaming (completed 2012);
- UN-REDD phase I and phase II: Reducing emissions from deforestation and forest degradation, conserving, managing sustainable forest and enhance forest carbon stocks with MARD (2011-2015).

UNDP has comparative advantage to build Viet Nam capacity and improve its policies and institutional arrangements. Over the past 5 years, UNDP has been the key development partner to support the Viet Nam Climate Change agenda, including the formulation and the implementation of the National Climate Change Strategy (2011) and the National Green Growth Strategy (2012).

b) Key support of USAID relating to climate change in Viet Nam

- USAID has a “Country Development Cooperation Strategy for Vietnam 2014-2018” (CDCS). On development priorities and donor coordination, the CDCS highlights key Viet Nam national strategies including both the National Green Growth Strategy and the National Climate Change Strategy. USAID’s related work is in the CDCS “Intermediate result 2.2: Increased adoption of approaches to achieve climate-smart development and disaster mitigation”. The
focus is on (1) risk reduction / increased resilience to climate change; (2) GHG emissions reduction and increased sequestration; and (3) capacity to mitigate impacts of natural disasters.

- Vietnam Clean Energy Project (VCEP): The Government of Vietnam (GVN) has made several commitments to use energy more efficiently and reduce carbon emissions related to the energy sector. VCEP assists Ministry of Construction (MOC) in strengthening its foundation for low emissions energy systems through (1) enhance capacity to acquire, manage, analyze, and use energy data in decision making for implementing Vietnam Building Energy Efficiency Code (VBEEC) and Green Growth Action Plan; (2) promote VBEEC and green building technologies through market incentives and energy demand management practices; and (3) increase capacity in implementing VBEEC and assist in formulating the Green Growth Action Plan for the building sector. VCEP works with major cities such as the cities of Hanoi, Ho Chi Minh City, Hai Phong, Da Nang, Can Tho, and provinces of Thanh Hoa and Nghe An where urbanization is rapidly increasing. Further work with renewable energy (RE) may be pursued dependent on future demand from the GVN or as future opportunities arise.

- Vietnam Forests and Deltas (VFD) Program: The VFD program partners with MARD and contributes to assist the GVN’s efforts in responding to climate change mitigation through support for adoption of land use practices that slow, stop and reverse emissions from deforestation and degradation of forests and other landscapes. VFD establishes the foundation for long-term investments and maintaining ecosystem service benefits for Thanh Hoa and Nghe An provinces. VFD also responds to climate change adaptation by increasing the resilience of people, places, and livelihoods in delta areas through assistance for adaptation and disaster risk management in the Mekong and Red River delta regions in the provinces of Nam Dinh, and Long An, respectively.

- USAID Regional Development Mission in Asia (RDMA) and the US Government’s Enhancing Capacity for Low Emission Development Strategy (EC-LEDS) efforts support activities in Vietnam to complement the bilateral mission’s mitigation work. In the land-use sector, regional and global efforts complement the bilateral engagement to enhance the capacity to generate and/or update existing land cover information through satellite imagery and to raise awareness on equity in forest management and forest-climate change and mapping of gender/social inclusion resources. On the clean energy front, these activities support bilateral engagement by identifying promising clean energy projects in Vietnam at an early stage and providing mentoring for business development significantly enhancing the possibility of financial closure. All mitigation programming support from USAID’s regional and global offices support the effort to build capacity in low emission development strategies (LEDS) development and implementation, GHG inventories and carbon market development.

c) Key relevant support by other Development partners
- Belgium-supported Green Growth Support Facility (GGSF) that will provide pilot funds to some green-growth related activities; Belgium-supported Viet Nam a green growth project in three provinces of Ha Tinh, Ninh Thuan and Binh Thuan;
- Implementation support for green growth sponsored by Koica: helping 3 pilot provinces to implement Action Plan and prepare 3 feasibility studies on green growth with less than 30million USD per project to borrow loan from Korea;
- Technical Assistance Project from GGGI: to support in preparing Guidelines for Green Growth Investment;
- Germany-funded Project: Capacity-building support to approach climate finance;
- Germany-funded Project: Support for the Central Institute for Economic Management (CIEM) on macro adjustments relating to Green Growth Strategy, facilitating banks to develop new products for green growth;
- MONRE’s NAMA sponsored by GIZ and JICA;
- Ministry of Construction’s green building policy project (expected to be sponsored by JICA);
- International Finance Corporation (IFC) World Bank’s CGI funds sponsored by Ausaid and DFID: funding as favourable shareholders);
- Market Readiness Proposal (MRP), which is supported by Asian Development Bank (ADB) and the World Bank, uses Market Based Instruments (MBIs) to improve energy efficiency, reduce emissions in 03 sectors: steel, solid waste and buildings

II. Rationale for the selection of the supporting UN Agency

a) Relevance of the project contents and objectives to the mandate and program priorities of the supporting UN agency

The UN One Plan 2012-2016 represents the programmatic and operational framework for delivering the United Nations support to the Government of Viet Nam over the next five years and sets out how the United Nations will “Deliver as One” in support of national development priorities. The objectives of the proposed project align with intended outcomes of the UN One Plan, under the “Inclusive, Equitable and Sustainable Growth” Focus Area, especially the outcome 1.3., and the UNDP, UNFPA, UNICEF common country programme document for Viet Nam, 2012-2016.

The Outcome 1.3 of Focus Area 1 of the One Plan is formulated as:

‘Key national and sub-national agencies, in partnership with the private sector and communities, have established and monitor multi-sectoral strategies, mechanisms and resources to support implementation of relevant international conventions, and effectively address climate change adaptation, mitigation and disaster risk management.’
UNDP has the responsibility for realizing this outcome in the area of sustainable development in general and climate change in particular. The contributions of the project to the issues listed in part I.4 will help achieve the specific outcomes 1.3.1, 1.3.4 of the UN One Plan, stated as below:

- Output 1.3.1: Planning and investment processes are climate proofed and specific programmes have been formulated and operationalized for long-term adaptation to reduce climate change vulnerabilities
- Output 1.3.4: National long-term climate change strategy and green economy/low carbon strategy operationalized, which are based on the national development vision (SEDS) while building on the National Target Programme results

Part of the One UN Plan is specifically focused on climate change, green growth through the implementation of inter-linked and complementary projects with all key ministries

b) Reasons for the selection and comparative advantages of the UNDP, in terms of managerial experience and policy advice

UNDP has been operating in Vietnam since 1977. Over the past years, UNDP contributed significantly to environment protection and climate change response, especially in facilitating formulation of policies, strategies, laws, coordination and information sharing. Currently, UNDP possesses a qualified team of experts including international and national experts. This helps UNDP provide a comprehensive approach in climate change area.

With its mandate, UNDP has an advantage in mobilizing and establishing a coherent approach among relevant partners in climate change, including the Government authorities at different levels and civil society such as INGOs, Red Cross association and donors to create favourable conditions for the policy dialogues and advocacy.

UNDP is considered as a reliable and long term partner of Vietnam’s government. Through its activities, UNDP has had impacts on the policy formulation process in Vietnam. Besides, priority areas of Viet Nam serve as foundations for UNDP to form its policy support. UNDP also plays an advisory role in the process of preparation and approval of regulations and relevant codes/laws in Vietnam. UNDP is recognized as an experienced agency in institutional development and capacity building.

With its central role in the UN system, UNDP can facilitate a multi-sectoral approach to help the Government respond to complex issues such as climate change and green growth. UNDP has been instrumental in providing technical support to the development of key climate change policies including NTP-RCC (2008), Climate Change Scenarios (2009 and 2011), Climate Change Strategy (2012), Green Growth...
Strategy (2012) and Green Growth Action Plans (2013). UNDP can mobilize financial resources for emergency cases (for examples, resources mobilization from emergency response fund of UN), or for climate change (such as GEF, Climate Adaptation fund and other financial funds).

With the characteristics of multilateral organization, UNDP can promote the dissemination of international norms and standards, bring technical assistance, experience and good practices into Vietnam. UNDP has demonstrated its long-term commitment to the provision of technical assistance to affect and sustain the institutional change required in realizing tangible improvements in institutional capacity. UNDP has a portfolio of 6 technical assistance projects on climate change with key ministries MPI, MOIT and MARD. UNDP works closely on energy efficiency with MOST and MOC. This project will also link policy makers to a global community of practice on these policy issues and provide a platform to sharing lessons and experiences internationally.

By supporting the four Ministries playing main roles in climate change and green growth issues, UNDP is in suitable position to help improve capacity in interdisciplinary coordination and encourage harmonious approach toward climate change issues of the Government, private sector, donors and other organizations. Emphasizing on capacity building, UNDP can also support the GoV in preparing and implementing bigger investment programs in climate change funded by the Government, development banks and bilateral partners.

UNDP exercises results based activities and ensuring implementing partners are adequately equipped with knowledge and skills to achieve expected project outputs. Strengthening and expanding analytical works for sectors and knowledge-base on green growth, and climate change in association with sustainable development through networks and research institutions are crucial to promptly provide advice and technical support from experts.

The project will also benefit from the expertise and resources of the European Union (EU)-UNDP Low Emission Capacity Building Program, which has been identified as a co-financing source for the project. In addition to co-financing, the Global Support Component of this global UNDP program will provide expertise to project beneficiaries on tracking and tagging private finance flows for green projects from domestic and international investment sources. It will also link policy makers to a global community of practice on these policy issues and provide a platform to sharing lessons and experiences internationally.

III. Project objectives

1. Overall objective

The Project aims to build capacities and strengthen policies and regulations for the effective implementation of the Viet Nam Green Growth Strategy and achieving
sustainable development goals.

2. Specific objectives (SOs)

SO1. To build capacities of MPI, MOF, MOT and provinces for effective implementation and monitoring of the Viet Nam GGS/AP and for mainstreaming green growth into the SEDP
SO2. To develop policies and regulations to promote green growth investments and sustainable development
SO3. To improve access to green growth financing and pilot green projects with private sector

3. Main expected results

In order to achieve the three specific objectives, the Project aims to obtain the following seven results for the following Components related to each SO:

Component 1 (SO1): Strengthen Capacity of MPI, MOF, MOT and provinces for effective implementation and monitoring of the VGGS/AP

Output target 1 (2015-2016): Strengthened capacity at MPI for guiding the implementation and for conducting M&E of the Green Growth Strategy and its Action Plan, including enhancing coordination among national and international agencies and development partners;

Output target 2 (2015-2016): Strengthened technical capacity at MPI, MOF, MOT ministries, and provinces to integrate green growth into the planning, budgeting and spending processes at national sectoral and provincial levels, including development of green growth action plans for Transportation sector and target provinces.

Output target 3 (2015, 2016 - 2017): Enhanced knowledge and awareness of policymakers and businesses on green growth and sustainable development, through joint training and communication programmes on green growth and climate change (with MONRE, MARD, MOC and MOIT through UNDP and USAID funded projects with these ministries);

Component 2 (SO2): Develop policies and regulations for green growth investments and sustainable development

Output target 4 (2017 - 2018) Policy analysis conducted on finance, investment and fiscal, and other barriers to green growth investments, and policy dialogues on the research findings enabled

Output target 5 (2015–2018): Improved investment policies and regulations to tackle barriers to green growth; and strategies and incentives to increase engagement of the
private sector into green investments, production and consumption, including renewable and clean energy;

**Component 3 (SO3): Improve access to green growth financing and pilot green projects**

**Output target 6 (2015 - 2016):** Improved access to financing and climate finance architecture to mobilize funds for green growth and climate change, focusing on international public finance and enabling domestic and foreign private investments;

**Output target 7 (2016, 2017 - 2018):** Developed and employed a system of tracking and reporting climate change finance that is consistent with international practice, contributing to improvement of planning, budgeting and spending of climate finance

**Output target 8 (2015-2016):** Private sector investments and projects contribute to achieving GG objectives

**IV. Main beneficiaries and stakeholders**

MPI is the lead Ministry in charge of implementing the VGGS/AP. MPI is responsible for guiding line ministries and provinces to formulate medium term and annual Socio-Economic Development Plans (SEDP) (e.g. 2016-2020, and annual) and appraising these plans.

MOF also has an important role in creating the necessary policy and legal framework for the mobilization and access to climate finance flows both international and domestic. In-house knowledge and capacity to manage international climate and green finance flows will have to be reinforced to ensure efficient financial management and cost-effective allocation of funds. MOF is also responsible for reforming and implementing the national fiscal policy. The project will support MOF to review the existing fiscal framework and necessary reforms to support green growth.

In order to meet the targets of the VGGS objective 1 on emission reductions, key emitters such as the transportation, construction and industry and trade sectors will have to develop sectoral action plans and emissions reduction targets. To this aim, the project will build technical capacity at MOT for sectoral green growth action plan. The project will also support two provinces to develop their GG action plan and integrate GG policy goals into provincial planning processes.

The provinces will be selected on the basis of an existing formulation process of provincial GGAP and needs for implementation support and research and calculation results for GHG emissions reduction and abatement potential in key sectors. The project aims to provide specific technical support to MOT, two provinces and Da Lat city to calculate potential GHG emission and formulate their GGAPs.
V. Components and main activities

1. Component 1: Strengthen Capacity of MPI, MOF, MOT and provinces for effective implementation and monitoring of the VGGS/AP - for achievement of VGGS “Specific Objective 1”

MPI is the lead Ministry in charge of implementing the VGGS/AP. The VGGS approved in September 2012 and the GGAP issued in March 2014 do not have a comprehensive M&E system to systematically track the implementation and evaluate results. The implementation of the VGGS/AP at national and provincial levels entails a strong coordination role for MPI and Department of Planning and Investments (DPIs) to enhance efficiency and coherence of green growth and climate change programs among line Ministries, departments and sectors. This project’s component will enhance the capacity of MPI to work with line ministries and provinces to establish reporting, monitoring and evaluation mechanisms to track the results and achievements of target.

MPI is responsible for guiding line ministries and provinces to formulate medium term and annual Socio-Economic Development Plans (SEDP) (e.g. 2016-2020, and annual) and appraising these plans. VGGS/AP can only be effectively implemented if its targets are integrated into national and provincial SEDPs and sector developments plans. The project aims to support MPI to integrate green growth (GG) targets and actions into national SEDP and provide guidance to sectors and province to integrate GG targets and actions in their SEDPs.

To spread the knowledge on GG and enable the implementation of the GGS/AP at an increasing large scale, the project aims to train and build skills for at least 1,000 trainers who can then train others and provide technical services to sectors and provinces to formulate and implement their GGAPs. The project will also formulate and implement a comprehensive communication plan to increase awareness and spread knowledge of GG.

Output Target 1 (2015 – 2016) Strengthened capacity at MPI for guiding the establishment and implementation of M&E and GG-MRV of the VGGS/AP, including enhanced coordination among national and international agencies and development partners.

Activity Result 1.1: GG-MRV and M&E mechanisms for mitigation actions and GHG emission targets under the Green Growth Strategy established and implemented.

The project will establish a MRV mechanism for mitigation actions and GHG emission targets under the VGGS (GG-MRV) and will support a M&E mechanism in place to report on the implementation progress to the VGGS Inter-ministerial
Coordinating Board (ICB) under the National Committee on Climate Change (NCCC). The ICB is chaired by a Deputy Prime Minister with a Vice Chair from MPI, and consists of representatives from MOF, Ministry of Agriculture and Rural Development (MARD), Ministry of Industry and Trade (MOIT) and Ministry of Natural Resources and Environment (MONRE). The project will provide technical support to MPI for developing methodologies and mechanism to supervise and coordinate the implementation of the VGGS/AP.

The MONRE is focal point for NCCS implementation and Project of emission management. Therefore, project activities relating to MRV will be shared and coordinated for report to NCCC.

**Activities:**

**Activity 1.1.1** Support the design and implementation of a MRV for tracking and reporting on mitigation actions and GHG emission targets under the VGGS (objective 1 of the VGGS)

Since the VGGS’s first objective is to reduce the intensity of GHG emission of the economy, it is essential to have a strong MRV tool in order to establish evidence of achieving the targets in a robust and transparent scientific manner. The GG-MRV mechanism needs to be consistent for all Ministries, sectors and provinces in order to provide reliable evidence for the implementation of VGGS to the ICB/ NCCC. The GG-MRV will be coherent with GHG emission inventory, monitoring and reporting of the National Communications and National Biannual Reports to UNFCCC, coordinated by MONRE. The GG-MRV mechanism will support the overall M&E mechanism for the VGGS/AP. The GG-MRV mechanism will also support MPI to report GHG emission achievements to Green Climate Fund as needed and share with MONRE for reporting to NCCC and UNFCCC.

**Activity 1.1.2.** Support the design of a M&E system for the VGGS/AP, including reporting format and mechanism for reporting from sectors and provinces.

The VGGS/AP does not include mechanisms for MPI and decision-makers to evaluate the progress of the implementation and its impacts. The project will provide technical assistance for the design of an M&E mechanism, including reporting format, guidelines, and timelines from sectors and provinces against their own Action Plans and the national VGGS/AP.

**Activity 1.1.3** Training on the operation of M&E and MRV for ministries and provinces

The project will provide training in the operations of the M&E and MRV systems designed to ensure effective implementation by both national and provincial beneficiaries.
**Activity result 1.2:** A well functioning Standing Office for VGGS/AP coordination, and coordination actions implemented

A new Standing Office will be established and hosted by the Department of Science, Education, Natural Resources and Environment (DSENRE)/ MPI to serve as the secretariat of the Inter-ministerial Coordinating Board for VGGS (ICB) under the National Committee on Climate Change (NCCC).

**Activities:**

**Activity 1.2.1.** Provide technical support to the Standing Office of the VGGS/AP to serve the ICB, including producing analytical reports on progress with implementation of the VGGS/AP (GGAP Activity 1)

The implementation of the VGGS/AP requires inter-ministerial coordination for planning. In order to strengthen the institutional setting for VGGS/AP coordination, the ICB under the NCCC will be established to ensure the functions of inter-ministerial coordination. The role of the Standing Office will help to avoid duplication and inefficiencies in the implementation of the VGGS/AP across levels and agencies. The Standing Office will be supported to make use of the MRV and M&E frameworks for enhancing coordination and progress of implementation of the VGGS/AP.

The project will also provide technical support for the Standing office to conduct policy analysis and studies related to green growth and sustainable development on targeted topics to enhance knowledge and experience sharing on GG among national, international agencies and development partners.

**Activity 1.2.2.** Organize regular coordination meetings and information sharing sessions on green growth and sustainable development among ministries, sectors, provinces and development partners

Findings and recommendations from the studies by the project and also from other reliable sources (e.g. development partners) will be shared and followed-up with consultative and coordination meetings across line Ministries, sectors, provinces and development partners under the lead of the Standing Office. The project will support improved information-sharing among GGAP responsible entities in order to enhance coordination of planning, investment policies and results.

**Output Target 2 (2015 – 2016)** Strengthened technical capacity at MPI, MOF, MOT ministries and provinces to integrate green growth into the planning, budgeting and spending processes at national sectorial and provincial levels, including development of GGAP for the transportation sector and target provinces.
The process of integrating and mainstreaming VGGS/AP policy directions and targets into national and provincial SEDP will have to be undertaken in the next development planning cycle starting 2016. The current SEDP 2011-2015 does not include the VGGS targets.

Line Ministries, sectors and provinces need to be provided with guidelines and standards to integrate green growth targets, climate change and sustainable development objectives in their respective planning processes. As the lead agency for green growth, MPI is responsible to provide support to line Ministries, sectors and provinces to develop their GGAP and to integrate the GGAP targets in the development planning and programs. MPI will include GG objectives into its official directions to Ministries, provinces and sectors for social and economic developing planning to ensure an integrated planning process across all levels. GGAP at the provincial and sector levels will have to be consistent with the national GGAP and the M&E system set by MPI.

**Activity Result 2.1:** Policies and guidelines on green growth integrated in development plans of ministries and provinces

**Activity 2.1.1.** Provide support in the preparation of necessary policies and guidelines to Ministries, sectors and provinces to integrate green growth into planning, budgeting and spending processes. (GGAP Activity No.6)

MPI will issue specific action planning guidelines and tools for Ministries, provinces and sectors to integrate the GGAP objectives, including GHG emission targets into sector development programs, plans and activities.

This activity will assist in the development of the guidelines, including indexes, measurable targets and methods for integrating green growth at sector and provincial levels with clear definitions and criteria, performance standards and implementation schedule for the integration of green growth in the next planning cycle.

**Activity 2.1.2.** Provide support to enhance knowledge and skills for officials at MPI, MOF, MOT, and two provinces, and Da Lat city (GGAP Activity No. 32, and No. 6).

The project will support providing necessary training and technical support to MPI, MOF, MOT, selected sectors and targeted provinces. In order to do so, training courses will be developed on the integration of green growth in the planning, budget and spending cycle. The project will also build on existing training materials and training courses that have been produced by different projects and organizations.

**Activity 2.1.3.** Undertake policy analysis in consultation with and provide technical support to MPI’s Department of Local Economy to conduct stakeholder consultation (especially with the private sector) and to integrate green growth into national SEDP 2016-2020 (GGAP Activity No. 29).

MPI’s Department of Local Economy is in charge of preparing national SEDP 2016-
2020, and coordinating the planning process for SEDPs at province level. The project will work in close collaboration with Department of Science, Education, Natural Resources and Environment (DSENRE) and the Department of Local Economy to incorporate green growth objectives into national and provincial SEDP 2016-2020.

**Activity Result 2.2:** GG action plans of Transportation sectors, and 2 provinces formulated with GHG emission targets

Sectorial and provincial GGAPs are under preparation in some provinces with support by development partners (Quang Ninh with JICA, Quang Tri with KOICA, and Thanh Hoa with USAID).

Capacity to develop and implement GGAP remains limited at sectorial and provincial levels. At provincial level, officials do not have adequate analytical framework and scientific basis to determine policy objectives and targets on green growth. The project will provide technical support for policy and GGAP formulation at sector, province and city-level. In particular, the project will work closely with MOT to develop a transportation sector GGAP as a model for other sector plans, and with two provinces and Da Lat city to develop their GGAPs.

**Activity 2.2.1.** Provide technical training and support to undertake marginal abatement cost curve (MACC) studies and relevant research to define GHG emission targets and policy options for preparation of GGAP of transportation sectors and target provinces.

A MACC is a set of options available to an economy to reduce pollution. They are valuable tools in understanding driving forecasts of carbon allowance prices, prioritizing investment opportunities, and shaping policy discussions. Typically, MACC cover emissions reduction opportunities across a number of sectors in an economy including power, industry, waste, buildings, transport, agriculture, and forestry.

Provincial and sectorial action plans will need GHG emission targets that can be achieved from cost-effective investment. The project will bring in technical and scientific expertise to help conduct MACC studies that are sectorial for MOT and multi-sectorial for the selected provinces to define GHG emission targets, policy measures and to aid investment decisions.

**Activity 2.2.2.** Prepare format/outlines and technical guidelines for preparation of provincial GGAP

MPI will need to officially issue a standard format for provincial GGAP and a guideline for development to serve as legal basis for provincial authority to guide development and approval of the provincial GGAPs. This activity will support MPI to formulate the format and the guideline.
Activity 2.2.3. Provide technical assistance to formulate the GGAP of the transportation sector, and target provinces, and Da Lat city.

Although provincial authorities lead and are responsible for the process of formulation of their GGAPs, the project will need to feed some specific expertise and training for successful formulation and approval of the GGAPs, for example on-going training calculation of GHG emission in current phase of the project.

2.2.4. Provide technical support to MOT to review/assess available advanced technologies, emission standards and management mechanisms:

a. Review and assessment for available advanced technologies, discharge gas standards and mechanism and roadmap for implementation (to be done in 2015)

b. Support in development of MRV methodology for transportation sector.

c. Support for policy development and capacity building for management in developing a saving, energy efficient and sustainable transport systems.

Output target 3 (2015, 2016 - 2017): Enhanced knowledge and awareness of policymakers and businesses on green growth and sustainable development, through joint training and communication programs on green growth and climate change (with MONRE, MARD, MOC and MOIT through UNDP and USAID-funded projects with these ministries)

The green growth policy agenda for Vietnam needs to be disseminated among line Ministries, technical agencies, sectors, provinces and the business sector. The GGAPs for sectors and provinces will introduce changes into development practice and policy-making for which understanding and political buy-in are essential. At the same time, since there are limited numbers of national experts/specialists on climate change and GG in Vietnam, there is need to build a large pool of experts to support the government system to formulate and implement GGAPs and as well as to provide services to a wide range of stakeholders to initiate, design, and implement GG actions.

The project will support the establishment of a training program for government and private sector professionals on the recent development in the green growth and climate change areas and a communication program for the general public to increase awareness and introduce behavior change. The program will coordinate with other UNDP and USAID supported projects in the line Ministries working on climate change and green growth.

Activity Result 3.1: A joint training of trainers program developed and implemented

Building on existing climate change and green growth training programs and curriculum, the project will support a joint-training program developed by line Ministries (MPI, MOF, MOC, MOT, MONRE, MARD and MOIT) targeted at official
and technical agents. The program will aim at training the trainers in order to ensure that within the line Ministries at all levels, central and provincial personnel are trained on green growth and climate change policy frameworks. The key goal of this activity is to engage all levels of government working on green growth and climate change related areas in the implementation of the VGGs/AP in the 63 provinces. The project will support development of content, selection of trainers, and pilot trainings.

**Activity 3.1.1.** Undertake a joint capacity needs assessment related to climate change and green growth in four sectors (planning and investment, natural resources and environment, agriculture and rural development, and industry and trade) at national and provincial levels to identify the needs, gaps and suitable approaches for strengthening capacity at both levels.

**Activity 3.1.2.** Design a joint training of trainers program on climate change and green growth, including an implementation action plan with pilot training/testing in one province adjusting materials and program as needed.

It will be undertaken by a consortium of international and national contractors

**Activity 3.1.3.** Form a core group of professional trainers and technical specialists to supervise the deployment of the training program.

**Activity 3.1.4** Jointly deploy the training program in 63 provinces and at national level.

**Activity Result 3.2:** A communication plan on green growth and post-2015 Millennium Development Goals prepared and implemented (GGAP Activity No. 4)

In order to raise awareness on Vietnam’s green growth objectives and the new Millennium Development Goals (MDG) and targets for the post-2015 period, a comprehensive communication plan needs to be designed and targeted at the general public. In the information from the UN Introduction and Proposed Goals and Targets on Sustainable Development for the Post 2015 Development Agenda, there are 17 Sustainable Development Goals (SDG) to be attained by 2030, as well as associated targets. The 17 SGD will create the foundation for post-2015 MDG and agenda of which SDG #13 will tackle climate change and its impacts. The project will support MPI to assess awareness needs and gaps in order to develop a plan consisting of key messages, campaign activities and media coverage on green growth and climate change.

**Activity 3.2.1.** Prepare and implement a communication plan to promote awareness on green growth and post-2015 Millennium Development Goals.

The project will provide technical support for the development and roll out of a communication plan for raising awareness levels and promoting behavior change targeted at the general public and implemented by MPI. The communications plan
will also address the Sustainable Development Goals and their country context to be agreed upon on 2015 by UN member countries, including Viet Nam.

**Activity 3.2.2.** Undertake campaign to promote models and lifestyles on green production and consumption (environmental friendly lifestyles) aimed at the general public, schools, offices, etc.

The project will implement a campaign to raise awareness on green lifestyles to trigger behaviour change and public adherence to the national green growth agenda.

**Activity 3.2.3.** Synthesize, document and share good practices/ stories on green growth, green lifestyles (GGAP Activity No. 6).

The communications plan and the awareness-raising campaign will be supported by extensive media coverage and information on successful stories of green lifestyles in Viet Nam. The experience of MPI on promoting behavior change communications will be documented and shared for learning within the government and province system.

2. **Component 2: Develop Policies and Regulations for Green Investments and sustainable development – for achievement of “Specific Objective 2”**

**Output target 4 (2017 – 2018):** Policy analysis conducted on finance, investment and fiscal, and other barriers to green growth investments, and policy dialogues on the research findings enabled

In order to achieve the VGGS objectives, the government of Viet Nam will need to consider tax and price incentives as well as public expenditures, direct government investment and spending on enabling activities for green growth. It is necessary to identify policy shortcomings and knowledge gaps among government fiscal and investment frameworks that impede green growth investment and expenditures in order to foster policy dialogue and change.

In addition, policy analysis and studies on green growth opportunities, barriers and policy gaps remain to be undertaken to inform the process of implementation of the VGGS and the following action plans.

The project will support MPI, MOF, MOT, sectors and provinces to access evidence-based knowledge to improve their understanding of the barriers to green growth and climate change response and how policy can overcome such barriers.

**Activity result 4.1:** Studies conducted to identify shortcomings and policy gaps in national investment policies for green growth.
The project will support commissioning targeted studies on Viet Nam’s policy gaps and challenges for achieving the green growth model, on international climate change frameworks and its national implications; and on mechanisms and tools for green growth investment.

Development partners such as UNDP, World Bank and ADB have previously provided support to the GoV to conduct studies on fossil fuel pricing policies, low-carbon and low-emissions development options. Specific sectors and technologies opportunities and barriers analysis have not yet been studied and such knowledge gaps impede an informed GG implementation process.

Activity 4.1.1. Studies conducted on policy barriers and gaps in current financial, investment and other frameworks for green growth and climate change based on international learn lessons and experiences

The project will support MPI and line Ministries to review decisions made at the international level on climate change and sustainable development in order to assess their implications for policy-making in Viet Nam. The research gaps and needs for in-depth analysis stemming from international negotiations outcomes will be determined in a collaborative manner with MPI, MOT and MOF. The scoping exercise will also look at current knowledge gaps in the implementation of green growth and climate change response national objectives.

Activity 4.1.2. Studies conducted on Viet Nam’s existing fiscal tools and policy and barriers for green growth investments

In order to consolidate the set up and strengthening of fiscal framework for mobilization of revenues for green growth, the project will support review of international experiences and practices on fiscal policy and instruments supporting climate change mitigation and green growth and assess their feasibility in the Vietnamese context.

Activity 4.1.3. Undertake 5 policy analyses on (i) green investments; (ii) mitigation efforts; (iii) effective use and exploitation of natural capital; (iv) barriers of green growth development; and (v) to be defined, to provide inputs for policy dialogues

Based on the scoping assessment of research needs, the project will conduct policy analysis on 5 topics related to the implementation and barriers to green growth in Viet
Nam to review their policy implications and scope for implementation.

**Activity 4.1.4.** Organize high-level policy dialogues and discussion on orientation/direction for green growth

The project will facilitate knowledge sharing and learning for MPI, MOF, MOT, line ministries and other sectors building on the research and analyses produced by the project. The project will support the endorsement and follow-up to the recommendations made from the policy studies and dialogues.

**Output target 5 (2015–2018):** Improved investment policies and regulations to tackle barriers to green growth, with strategies and incentives enhanced to increase engagement of the private sector into green investments, production and consumption, including renewable and clean energy

MPI is responsible for shaping investment policies for public and private actors and sectors. The VGGS/AP needs to be supported by a system to mobilize budget resources for green growth, to leverage private finance in green sectors and to coordinate international donors’ resources.

The project will support technical advice to enhance the management of public spending and investment by providing evidence on gaps, needs and recommendations for revising and improving policy frameworks and instruments. The project will support the GoV to engage in the development of a green fiscal and investment framework, which will enable the country to maintain high growth while decoupling the carbon/environmental footprint from growth

**Activity Result 5.1:** Revised/ new green investment policies formulated and introduced

**Activities:**

**Activity 5.1.1.** Review investment policies and barriers to identify gaps and needs for revision and/or development of new investment policies for green investments production and consumption, including renewable and clean energy

The project will provide technical support to review the existing legal, policy and regulations framing investment decision-making in order to determine barriers, overlaps and lacks that hinder financial support flowing into green growth objectives. The findings will be presented to MPI and line Ministries to provide direction to the process of revising the existing framework.
Activity 5.1.2. Undertake necessary studies to provide inputs to the revision of or development of new green investment policies and regulations, including the General Investments Law, and the Law on Enterprise providing (push) factors, level playing fields for all businesses, to promote green investments (GGAP Activity No. 27).

Based on the review and identification of policy gaps for investment supporting green growth, the project will provide technical advice and expertise to MPI to undertake in-depth studies and analysis in order to produce key recommendations and tangible inputs to feed into the revision of policy and fiscal instruments. The research will focus on national and international experiences to provide recommendations for revision and improvement of the existing legal and policy framework.

Activity 5.1.3. Provide technical inputs and design market-based financial mechanisms to trigger investors’ participation into green investments (GGAP Activity No. 26)

In order to support the mobilization of financial resources for green growth, the project will support MPI and line Ministries to engage private investors to finance green growth investment plans. Mechanism and tools for leveraging private finance will be based on the introduction of a revised framework for green investment supported by the project, especially on natural gases and renewable energy sources (solar, wind, thermal, biomass) (GGAP Activity No. 26)

Activity 5.1.4. Technical support to review transportation sector policies and introduce incentives for investments in energy efficient and energy saving transportation networks, infrastructure, facilities and technologies.

This activity includes 02 key sub-activities as below:
5.1.4.a Provide technical advice and inputs to formulate/introduce and implement economic instruments for development of diversified transportation network, saving energy and reducing environmental pollutions
5.1.4.b Technical support for development and implementing of economic tools for developing divert, energy saving and low emissions transportation network(s).

The project will provide technical recommendations for revising the transportation policy framework and introducing mechanisms to trigger investment in green infrastructures and technologies.

The project will also provide technical advice and inputs to formulate/introduce and
implement economic instruments for development of diversified transportation network, saving energy and reducing environmental pollution.

Activity Result 5.2: revised or new public green procurement and expenditure investments policies introduced

Government expenditures and procurement will have to be in line with the Public Investment Law and aligned with the VGGS/AP objectives and targets. The GGAP comprises green procurement targets for public administration and green standards for public expenditures. The project will support the integration of green growth into the current policy and regulatory framework for public expenditures and procurement. The activity will conduct a review of existing procurement and expenditures regulations in order to propose recommendations for revision in order to align with the GGAP.

The project will provide technical assistance to MPI, who is mandated to lead the implementation of the Public Investment Law, on the process of revising existing regulations and policies for green standards and emission targets as well as in the issuance of new regulations and rules according to the GGAP.

Activities:

Based on the first ever newly approved Public Investment Law which will come into effect as from 1 January 2015, the project will support MPI to review the existing implementing regulations to identify gaps and barriers for green practices. The review will provide recommendations for standards and tools to support reforms in public expenditures and procurement and alignment with VGGS/AP targets.

Activity 5.2.1. Review existing rules and regulations on public procurement to identify gaps and potentials for reform and feed into the revision process of the Law on Public Investments;

Activity 5.2.2. Revise existing and develop new implementing rules and regulations to promote public green procurement and expenditures (GGAP Activity No. 64).

Activity 5.2.3 Revise existing/ develop new rules and regulations for greening the recurrent expenditure, including science and technology expenditures (GGAP Activity No. 64).

Activity Result 5.3: Policy revision and development of feasible fiscal policy framework and tools;

The existing fiscal regime supporting mitigation policy objectives is not yet consistently applied across sectors in Viet Nam. In order to achieve climate change
and green growth policy objectives, fiscal instruments need to be aligned to enable mutually supportive activities. Revising the current fiscal management policy will help to implement mitigation and green growth policies with cost-effective abatement of emissions. In order to do so, it is necessary to assess fiscal gaps impeding key climate and green growth relevant programs and activities in Viet Nam in order to enable the fiscal regime to support policy targets.

At present, initiatives to enhance fiscal instruments for green growth and climate change investments are carried out by a number of different agencies however lack a consistent fiscal policy framework to ensure that activities are mutually supportive.

**Activities:**

**Activity 5.3.1.** Review existing fiscal policy framework and fiscal tools to identify gaps and potentials for reform;

The project will support MPI, MOF and line Ministries to conduct studies and review of international examples of supportive fiscal regimes and tools for mitigation and green growth. The study will look into the application and relevance of the fiscal instruments for Viet Nam and provide recommendations for improving the national fiscal framework.

**Activity 5.3.2.** Provide technical advice and input to the formulation of a feasible fiscal policy framework and fiscal tools (e.g. environment and resources taxes, levies, etc.) for Viet Nam

Based on the findings and recommendations produced from research on barriers analysis for green growth fiscal framework and policy, the decisions for public spending and investment will need to be enhanced to support the objectives of the VGGS/AP.

5.3.2. Provide technical advice and input to the formulation of a feasible fiscal policy framework and fiscal tools (e.g. environment and resources taxes, levies, etc.) for Viet Nam

The project will provide expert and technical advice, based on recommendations from international experience, to develop and improve fiscal tools and policy with clear principles to support climate change mitigation and green growth. The technical expertise provided will enable Viet Nam national fiscal policy and tools to meet international standards as well as national priorities.
3. **Component 3**: Improve access to the green growth financing and pilot green projects with private sector – for achievement of “Specific Objective 3”

<table>
<thead>
<tr>
<th><strong>Output target 6 (2015 - 2016):</strong> Improved climate finance architecture to mobilize funds for green growth and climate change, focusing on international public finance and enabling domestic and foreign private investments.</th>
</tr>
</thead>
</table>

International climate funds, private investors and domestic investors are already getting engaged in financing climate change mitigation, adaptation and green growth on the basis of strong policy objectives and evidence of results, through MRV systems. While international climate finance management principles have established high standards for financial performance, accountability and tracking, the current climate finance management structure in Viet Nam has not yet met these principles. The GoV will have to review gaps in its national structure and mechanisms to mobilize climate finance in order to access and attract such financial flows.

In particular, the establishment of the Green Climate Fund will require accessing countries to revise their financial framework to ensure transparency, accountability as well as delivery capacity and effectiveness of climate finance.

Besides, in order for Viet Nam to mobilize the necessary amount of investment necessary for the green growth and climate change, it is important to identify funding gaps where public and private domestic or international financing needs to be mobilized, and define a comprehensive resource mobilization framework to allow higher and more effective green growth and climate change spending to meet Vietnam’s objectives in climate resilient, low carbon development and growth;

**Activity Result 6.1**: National climate architecture to mobilize international and national sources of finance in place and operational according to international best practices

The project will support the development of strengthened climate finance architecture and building capacities to access international climate funds such as the GCF and AF. The project will proceed with identifying the knowledge, capacity, institutional and regulations gaps to support the channeling of climate finance resources for green growth and climate change activities in Viet Nam. The project will then provide technical advice and expertise to responsible units to revise guidelines, mechanism and structures in order to enhance their operations and to support capacity to access to global climate funds.
Activities:
Activity 6.1.1. Provide Technical support to the functional/operational units responsible for the National Climate Finance Options (CFO – (Vietnamese version, created with support from UNDP-WB in 2013-2014).;

Previous support from UNDP and World Bank has helped to improve access to information and knowledge management on climate finance for Viet Nam with the CFO initiative. However, the Viet Nam-based CFO website needs to be complemented in order to be fully operational.

The CFO will be supported by the project with technical advice on adjusting operational features (contact, search, community, information) and data/information collection. The project will also support the responsible units to ensure the sustainability of the platform and defining roles, funding sources and quality assurance.

Activity 6.1.2. Provide technical support to formulate and operationalise guidelines and rules for the new climate finance architecture, including support to manage and operate the architecture in an interim arrangement as needed

The project will provide expert advice to review the current structure for climate finance management in terms of performance, accountability and tracking. The review will look at the shortcomings of climate finance management among the public finance management systems across line Ministries and provinces. The review will look at the existing process of accessing and the efficiency of international climate finance for climate change and green growth in Viet Nam.

Based on the review, the project will develop recommendations to design a nationally appropriate climate finance architecture that meets international standards and support access to international climate funds. The project will support the process of elaborating a roadmap on building the national climate finance architecture among line Ministries that supports national climate change policy and meets international standards.

The project will support MPI and MOF and line Ministries to develop and establish guidance and financial management rules for a new climate finance structure in Viet Nam. It is expected that the project will support the development of a national financial mechanism and provide technical support to build national financial management capacities and operations. The project will provide technical advice and capacity support to the operation and functioning of the structure.
Activity 6.1.3. Build capacity and provide technical and financial support to access and manage funds from the global Green Climate Fund and establish and strengthen financial management and institutional capacities of the National Implementing Entity(ies) -. Establishment, fiduciary processes, financial transparency, project management and oversight, results-based management and M&E capacity

In order to access global climate funds and to attract development partners’ additional climate finance, the GoV will have to appoint national implementing entities and ensure international standards of fiduciary management and tracking.

The GoV will have to show robust fiduciary standards and proven project oversight functions to unlock climate finance for Viet Nam. Building on a revised and strengthened national structure for managing climate finance, the project will support the government to actively participate and access funds from the GCF and other global finance funds. The project will provide capacity support to line Ministries to enhance their capacity and operations to meet with the GCF fiduciary rules as they get developed and negotiated by the international community.

The project will support building and enhance capacities including fiduciary processes, financial transparency, project management and oversight and results-based management and M&E capacity.

Output target 7 (2016, 2017 - 2018): Developed and employed a system of tracking and reporting climate change finance that is consistent with international practice, contributing to improvement of planning, budgeting and spending of climate finance.

In order for MPI and the NCCC to spearhead an effective CC response and green growth policy, a system for high-quality information on actual spending and alignment with national climate and green growth policies and priorities needs to be institutionalized. The development of a climate and green growth budget, tracking of actual spending, basic M&E, and effective coordination of all these activities will provide a basis for identifying financial gaps and overlaps. It is necessary for the national climate finance tracking system to ensure clear alignment of recent climate change and green growth response spending under the national budget, with Government climate priorities and policies;

In order to implement an harmonized climate finance tracking system to attract further climate funding and to enhance the climate financial structure and management in Viet Nam the project will assist MPI and the NCCC to develop a comprehensive and
harmonized tracking system for climate finance.

**Activity Result 7.1** Formulation and design of a credible and country owned system for tagging/tracking investment for climate change mitigation activities in the private sector.

The activity will assist the Government of Viet Nam identify, tag/track and analyze the main funding channels and flows for private sector investments for activities directly and indirectly related to climate change mitigation. In addition, the assessment will analyze the relationship between private sector investments for climate change mitigation with existing financial and fiduciary regulatory framework to provide policy recommendation for enhancing and encouraging further private sector engagement in mitigation activities such as National Appropriate Mitigation Actions (NAMAs) and Public Private Partnerships (PPPs) for mitigation activities.

A systematic system of tagging, tracking and reporting on climate finance will support formulation and adoption of a harmonized and unified set of criteria for priority setting of climate change and green growth established.

**Activities:**

**Activity 7.1.1** Define a methodology and typology and analyse and map private sector investment flows, characteristics, funding modality and critical triggers for investments;

An analysis and detailed mapping of private sector investments related to climate change will be conducted. The analysis will include a detailed review of the investment characteristics and flows, main finance channels and applied funding modalities, key objectives and decisive triggers for investments, identification of financial barriers and constraints for private sector engagement in climate change mitigation activities. The data coverage of private financial investment for climate change mitigation will be defined as part of the data collection process. Financial investments and transactions include corporate or project financing, and financial instruments or financing for a given climate related activity such as capital, debt and grant disbursements, equity and de-risking of the investment. Recurrent expenditure flows (such as operation and maintenance cost) to support the initial investment and thereby ensuring climate change mitigation capabilities of the activity may also be considered in the analysis.

MPI will be supported to develop a comprehensive and to certain degree disaggregated dataset for private sector investments in climate change mitigation/green growth activities

**Activity 7.1.2.** Identify and introduce necessary policies/mechanisms to facilitate and attract further private sector investments in green activities, to enable private sector to contribute to tagging/tracking.
Building on the findings from the CPEIR study, the assessment will also include a review of the existing climate finance regulatory framework, architecture (institutions and policies) and public/private mechanisms addressing private sector investments in climate change mitigation and green growth activities. The analytical findings will also be reviewed in the context of implementing the VGGS and GG AP where private sector funding and participation are essential to achieve the voluntary committed targets.

A number of tangible short- to medium-term tangible policy recommendations for MPI and other Government stakeholders to facilitate and attract further private sector investments in climate change mitigation activities, to propose a systematic approach for private sector tagging/tracking and potentially to draft a private sector budget for climate change investment.

**Activity Result 7.2**: A systematic system of tagging, tracking and reporting on climate finance to support formulation and adoption of a harmonized and unified set of criteria for priority setting of climate change and green growth established.

Due to fragmented spending, lack of complete data and weak coordination of planning and budget processes among line Ministries, sectors and provinces, it is still difficult to map and monitor the level and nature of climate change and green growth funding in Vietnam. However, the amount of financing needed to implement the climate change and green growth policy framework requires that the GVN establishes a system to keep track of financial flows and of policy implementation against national policy objectives. Regular analysis of funding level and distribution across ministries and sectors will support the strategic planning and budgeting for green growth. A harmonized financing framework for green growth and climate policy will build on a comprehensive overview of the spending and funding. In this connection, the project will assist MPI and line Ministries to develop a climate finance tracking system to ensure consistent collection of data across Ministries, sectors and provinces on the progress towards national climate change and green growth priorities.

**Activities:**

**Activity 7.2.1.** Assess options for tagging and tracking climate finance against existing climate change and green growth strategies and policy frameworks that comparable to international practice.

The project will provide technical assistance to integrate tagging and tracking mechanisms to all sources of funding for climate change and green growth in the planning, budgeting and reporting systems. Different methodologies and tools will be assessed for their relevance and feasibility in Vietnam. Recommendations on the most feasible options will be presented to MPI and line Ministries.

**Activity 7.2.2.** Develop and implement the system for tagging, tracking and reporting on climate finance.
The project will build capacity within the Ministries and responsible units and assist them to implement and conduct systematic tagging of climate finance in Vietnam against national policy framework.

Output 8: (2015-2016): Private sector investment and projects contribute to achieving green growth objectives

Green growth implementation requires a large amount of resources and participation of many donors and financial institutions from the private and public sectors. There exist a wide range of financial mechanisms applied worldwide for financing green growth and climate change response. Nowadays, in Vietnam, the current model mainly relies on public resources mobilization and exploitation natural resources and capital for development without encouraging participation from non-public economic sectors. Therefore, it is necessary to improve public resources mobilization mechanism, to promote private sector’s participation and contribution to green growth targets and actions; and to support activities to strengthen capacity for relevant investors and financial institutions.

**Activity Result 8.1:** Review and awareness-raising for national banking products, tools and systems and other sources of national and international finances to support GG projects and investments

**Activities:**

**Activity 8.1.1.** Review of banking sector products and tools capacities of commercial banks, investment funds, environmental protections funds and foreign funds to identify gaps and opportunities for green growth investments and lending (GGAP Activity No. 37).

The project will support a comprehensive review of the existing banking and financial products and types of support to be used to finance private sector green growth projects.

**Activity 8.1.2.** Undertake awareness and advocacy actions, as well as sharing of best practices and information on financial models and products for enhanced domestic private sector understanding of available financial and banking support for green projects.

The information sharing and increased understanding of green financial opportunities and project financial needs will help to overcome financial barriers for green growth projects.

**Activity Result 8.2:** Private sector and investors engaged in dialogue and development of green growth projects
The business and investment sector will be encouraged to take part in information sharing with MPI, line Ministries, sectors and provinces to share experiences and lessons learned on financing green growth activities. An investment forum for green growth will be set up and operated through regular meetings and interventions.

**Activities:**

**Activity 8.2.1** Introduce a green growth investment network to facilitate dialogue and information-sharing and best practices between private sectors, investors and government officials

The project will assist with setting up a green growth investment network to increase interaction policy and investment dialogue for stimulating private sector support to achieving VGGS objectives.

**Activity 8.2.2.** Provide training and technical support for project developers, private sector and investors to get access to green financial mechanisms and develop green projects

The project will engage with the private sector and investors to enhance their understanding of green growth objectives and activities in Viet Nam in order to reduce the barriers to investments due to lack of knowledge and high-perceived risks. This activity will be implemented through direct support on green project appraisal, non-traditional financial products mobilization and management.

**Activity 8.2.3** Pilot private sector green projects and investment with public support

The project will provide technical, expertise and financial support for the development of green growth projects by the private sector and to facilitate investment into the pilot projects.

**VI. Funding Arrangement**

1. The project is formulated under UN-Viet Nam Cooperation Programme (One Plan 2012-2016). UNDP is committed to make available 1,000,000 USD for this project and the USAID has had commitment to provide 2,400,000 USD. In additional, 200,000 USD from EU-UNDP LECB, and 300,000 USD from other resources to be mobilized.

2. **ODA fund**
XI. ODA capital (estimated): 3,900,000 USD 
XII. Public service and administrative budget allocation: 100% ODA 
XIII. Lending: 0% of Total 

3. Counterpart fund (Gov matching fund):

- Estimated counterpart capital: 4,800,000,000 VND (equivalent 228,000 USD) in which, contribution in kind accounts for 80% and 20% on cash from MPI’s non-business expenditure source.
- 20% of counterpart capital on cash spent in:
  + Allowances for government staff;
  + Office expenditure such as office rent, electricity, water, office equipments and stationery;
  + Expenditure to run the project: maintenance and repair equipment;
  + Other unexpected expenditure during the project.

VII. Recommended Domestic Financial mechanism for Project Implementation

In 2010, MPI and three UN organization UNICEF, UNDP, and UNFPA and have agreed to approve the ‘Harmonized Program and Project Management Guidelines (HPPMG)’. This is the unified basis for project management supported by UNDP to utilize resources, experiences and lessons learnt from the above-mentioned projects and initiatives. This structure ensures the inheritance and efficiency from UNDP supports, also, reduces operating expenditures for implementing agencies. This coordination will result in a unified annual work plan to provide guidance on the implementation of UNDP support to MPI.

ODA capital will follow the procedures set out in the Harmonized Program and Project Management Guidelines (HPPMG) signed between the Government of Viet Nam and the United Nations version 2013. For the sources of counterpart fund will follow the provisions of the current financial management in Viet Nam. Capital will be transferred to the implementing agencies as follows: UNDP will directly transfer capital to NIP (DSENRE/MPI). MPI is responsible for the management and use as specified in line with Circular No. 225/TT - dated 31/12/2010 of the Ministry of Finance on financial management mechanism for ODA.

VIII. Project organization and implementation

1. Approach and overall strategy

The project is focused on the main mandates of MPI such as national development...
planning at the central level, providing guidance for industries, provinces in building and implementing their local planning and promoting the investment from private sector. Project is also focused key mandates of MOF on financial allocation and management of recurrent expenditure and reporting on finance, as well as formulation of fiscal tools such as tax and levies.

The activities at central level will focus on the capacity building; developing policies and supporting the mainstreaming climate change targets/concerned energy issues into the sustainable development plan; policy consultations through knowledge sharing and awareness improvement. At provincial level, MPI and UNDP will support the Provincial Departments of Investment and Planning to strengthen technical capacity to integrate green growth into the planning process for relevant departments. The pilot provinces and cities will be selected according to potentials of GHG emission and political commitments toward to the green growth.

Result-based planning and management will be applied to project implementation in order to ensure that the required resources to be timely mobilized. National and international experts and institutes with expertise in green growth, climate change and economic planning will be mobilized from the beginning via the network of UN agencies in Viet Nam.

The partnership approach will be emphasized to ensure donors’ support to MPI will be professionally coordinated. It is guaranteed that at least 30% of project staff is women.

The quarterly and annual work plans are the key tools to monitor, evaluate and improve the efficiency of the implementation and planning for the subsequent works. The QWPs and AWPs are prepared by PMU/DESENRE, with inputs from CIPs, and in close consultation with UNDP, and for approval by UNDP and MPI.

The project will deal with the cross-cutting issues because they are the crucial factors in development planning. The participation from the relevant parties will be the foundation for sustainable development in general, especially in the aspect of green growth which is considered as the ‘adventurous investment’. The project will particularly focus on developing the private sector investment policies, improving the professional capacity for financial institutions involved in the green growth which is crucially played by MPI. The program will work tightly with the social society organizations (CSOs), Viet Nam Fatherland Front and mass media.

2. Project Management and Implementation

The project will be implemented on the basis of national execution which is conformity with the procedures and MPI acts as the Implementation Partner (IP), DESENRE as NIP. Two Partners: Ministry of Finance and Ministry of Transportation are also identified below.
a) Project management structure

Project management structure includes:

Project Executive Board (PEB)
PEB plays an important role in monitoring and directing project implementation. PEB will make necessary decisions and direct project implementation including approval for the overall work plans, annual work plans and project budget amendment.

PEB members include the leader of MPI (chair), MOF leader and MOT leader, UNDP and USAID representatives, representatives from MPI’s Departments i.e. Department of Foreign Economic Relations, Department of National Economic Affairs, the Development Strategy Institute and National Project Director (Vice Chairman). PEB has annual meeting and unscheduled meetings if necessary (detailed work description attached).

In case of any special requirements exceed the authority of PEB or PEB needs support from the other ministries’ participations, MPI and UNDP can convene a consultation meeting with USAID and the coordinating agencies of Vietnamese Government.

Project Management Unit (PMU)
PMU takes responsibilities for managing, operating, implementing project including developing the overall action plan and annual work plan and project budget amendment in front of the Minister of MPI and donors. The detailed Annual Work plan must be developed on the agreement with UNDP and approved by PEB.

PMU will cooperate with UNDP to recruit national and international experts according to the suitable demand from the annual working plan. The international experts will work with the national experts to establish and develop the knowledge and experience sources on the specialized issues, to strengthen the capacity of PMU and implementing partners.

PMU members include the National Project Director (NPD), Deputy National Project Director (DNPD), if any, Project Manager and project officers working fulltime during the project period (see detailed description).

National Project Director (NPD)
NPD is assigned by MPI to direct and manage the project. NPD could assign one Deputy National Project Director (DNPD) to support the NPD when necessary. A group of project officers will be recruited to support NPD/DNPD to complete daily
project tasks.

A group of project officers includes:

*Project manager (PM)*

PM will fulfill the daily works under the authorization of NDP/DNPD. PM takes full responsibilities before NDP/DNPD for all project activities. This position requires candidate to have a wealth of experience in management and English fluency. PM is responsible for preparing the progress reports, annual work plans with estimated budget.

*Project assistant and accountant*

Project assistant has responsibility to support PM. One accountant also is recruited to be in charge of project financing and accounting.

*Senior Technical Advisors, national and international consultants*

Technical support for project implementation needs to focus on key issues including one senior technical advisor, short-term or long-term international consultants. In order to make the evidence-based researches, one international research advisor will be recruited (see job descriptions attached).

  b) **Implementation arrangement including** Implementation approach, coordination mechanism, specific tasks of the participating parties.

The project will be implemented on the basis of national execution and MPI acts as the Implementation Partner (IP), Department of Science, Education, Natural Resources and Environment (DSENRE) as National IP (NIP). Two Partners: Ministry of Finance and Ministry of Transportation are also identified below.

*Government Agency/ Implementing Partner (IP)*

MPI is already running projects supported by UNDP such as the Strengthening Capacity in Sustainable Developing and Climate Change Planning Project (SD&CP) and “Support for the Formulation of Socio-Economic Development Strategy 2011-2020”.

The Implementing Agency/ National Implementing Partners (NIP) is Department of Science, Education, Natural Resources and Environment (DSENRE) under MPI. DSENRE is the state advisory body on resources and environmental management; the Department also manages some international projects on sustainable development, green growth, integrating green growth issues into planning and ensures related agencies are trained and equipped with tools to fulfill these tasks. In addition, the Department has worked closely with interdisciplinary agencies belonging to MONRE,
Ministry of Finance, MOIT and MARD.

The Implementing Agency/NIP will be fully responsible for fulfilling the approved annual working plans (AWPs) and for the quality of activities as well as the reasonable use of assigned resources in front of UNDP and the Government of Vietnam. The National Implementation Partner (NIP) is responsible for managing, coordinating and monitoring all project activities including direct and indirect tasks given to the other partners.

DSENRE under MPI will be the NIP and thus be accountable to the Government and UNDP for ensuring:
(a) The substantive quality of the project;
(b) The effective use of both national and UNDP resources allocated to it;
(c) The availability and timeliness of national contributions to support project implementation;
(d) The proper coordination among all project stakeholders, particularly national parties.

DSENRE will set up a PMU for the project implementation.

Implementing Ministries

There will have 02 ministries participating in project implementation that are Ministry of Finance (MOF) and Ministry of Transportation (MOT). Based on activities stated in the DPO, these ministries will be responsible to assign senior officers to be member of PEB and to manage/implement the specified activities under coordination of the NIP, by appointing focal point agency to work with MPI and the selected consulting teams with ensuring quality and progress of delivered works in line with the overall workplan.

Project will unify a general annual workplan based on annual workplans prepared by the implementing agencies and inform to these ministries. The budget will directly transfer to account of NIP (DSENRE) in line with the government guidelines on financial management and utilization as stated in the HPPMG and circular No. 225/TT-BTC.
3. Monitoring, evaluation and reporting

Project monitoring is a routine function of the PMU that helps it to keep track of project performance and take immediate corrective actions if so required. In undertaking its monitoring function, the PMU has the following main tasks:

- Updating project implementation
  + Project progress against current work plan
  + Quantity and quality of the work performed
  + Costs and inputs involved
  + Issues and likely risks
    - Updating project management including
  + Preparing and detailing out plans to implement project management tasks
+ Updating the implementation of work plans and changes to them if necessary
+ Ensuring the compliance with regulations/procedures in project management

**Project evaluation**

Evaluation of an individual project provides critical information to decision-making during the project life cycle and serves as important building blocks for the evaluation of the One UN Plan. Periodic project reports include the following:

**Quarterly Project Progress Report:** Within fifteen days of the first month of the following quarter, together with the Funding Authorization and Certificate of Expenditures (FACE) form;
- Project support program will be activated in Atlas and updated by the Program Officer to facilitate tracking and solving potential problems or necessary adjustments.
- Based on the initial risk analysis (see annex 1), a list of risks is activated in Atlas and regularly updated by reviewing the external status that may affect the project implementation.
- Lessons learnt during the implementation progress will also be recorded and regularly updated to ensure learning experience, internal adjustment and adaption and facilitate the preparation of reports on the lessons learnt at the end of the project.

**Annual Project Performance Report:** By 30 November of the current year, the draft annual report should be submitted to the UNDP CO and the Project Steering Committee and be finalized and formally submitted by 15 January of the following year after the financial reports for the fourth quarter and the entire planning year have been finalized; As minimum requirements, the annual report will consist of the Atlas standard format for QPR to reflect annual progress with updated information for each part of QPR and a summary of results achieved against pre-defined annual targets mentioned at expected outcomes.

**Annual Progress Review (APR):** APR is based on the above reports during the 4th quarter of the year or soon after, to assess the implementation result of the project and appraise the Annual Work Plan (AWP) for the following year. In the final year, this review will be a final assessment. The review is driven by the PEB and may involve other related partners. It will focus on the extent to which progress is being made towards outputs, and that these remain aligned to planned outcomes.

**Mid-term Project Review Report:** Following the third year of operation, an
evaluation of implementation in progress will be conducted by an external provider as necessary;

**Terminal Project Report:** Within six months as of the day on which the project is operationally closed.

**In addition to the above project reports,** the PMU and the NIP are responsible for preparing and submitting other reports as specified in Circular 04/2007/TT-BKH and Decision 803/2007/QĐ-BKH on reporting requirements for ODA-financed projects.

The NIP is responsible for preparing reports on the implementation of project activities assigned to it using the standard format and submitting these reports to the NPD by the required deadline.

**4. Coordination mechanism during the project implementation**

Partnerships are essential to ensure products and services are effectively delivered and that project activities align with national and local needs.

MPI has a key role in ensuring that plans, policies and programs developed to be harmonized with the social, economic and environmental targets including the climate change mitigation and adaptation issues (by changing the use of resources and energy)

Among the Government agencies, it is necessary to enhance the linkage with the projects on green growth and climate change with UNDP supports to MPI, MONRE, MOIT and MARD and USAID supports to MARD, MOC and provinces. These agencies are members of many committees and national steering committees on sustainable development and climate change which are playing the important role in green growth implementation with representatives from ministries, sectors and provinces.

If the partnership group in green growth and climate change is led by MPI, an useful forum will be created to identify synergies and additional issues among projects as well as areas in which MPI has a clear comparative advantage to develop the coordination guidance on sustainable development, green growth and climate change at central and local levels, the project will support MPI to be more active in coordinating the green growth and climate change supports.

The project will also support MPI in advising and communicating about the green growth, sustainable development and climate change. The way of support will be based on the comparative advantages and experience of MPI in communication works.

One option is only focused on supporting MPI officers and some agencies at national and local levels (as Departments of Planning and Investment), agencies belonging to
ministries, sectors and some major donors associated with MPI.

The second option is given to MPI a mission to improve knowledge and promote the practical measures to actively take part in achieving green growth and sustainable development targets through the promotion campaigns (via Vietnam Television) and creative interventions. This activity also includes building association network with regional and international institutes to research and analyze challenges and advising related parties in a wide range to capture knowledge in the public and identify strategic factors in public communication.

The project will depend on international and governmental institutes and centers to make research and analysis such as Institute of Energy (MOIT), Vietnam Academy of Social Science, Institute of Strategy and Policy on Natural Resources and Environment (MONRE) and some NGOs relating to green growth and climate change.

Maintaining the supporting activities of National Council on sustainable development and competitiveness capacity enhancement is extremely useful to improve the participation of related parties, build the transparency and improve the association among key agencies.

5. **Coordination of UNDP-supported initiatives to MPI**

To guarantee the effectiveness of this support, UNDP will play a main role to ensure efficient coordination and collect strengths in all supporting initiatives to NIP as indicated in section IV above, efforts need to be collected to build a single management structure for all UNDP supports to MPI, especially including but not limited to (i) a single annual work plan, annual work plans, (ii) single management structure with one NPD and project support team, (iii) one single progress reporting, monitoring and review mechanism, and (iv) single financial management and reporting, etc.

6. **Donor coordination**

Donor coordination is essential given the increasing concerns by donors in the aspect of climate change in general and specifically in green growth as well as maintaining monitoring, evaluating and reporting the sustainable development progress.

With donors, the focus will be the coordination with other donors to ensure the project support to implement SEDP in terms of green growth and climate change. UNDP with the focus on capacity development can also support Vietnamese Government to develop and implement larger green growth and climate change investment programs sponsored by the Government or funding of development banks and bilateral cooperation.
IX. PRIMARY ANALYSIS ON EFFECTINESS, IMPACTS AND SUSTAINABILITY OF THE PROJECT

1. Anticipated impacts on social and gender equality

The project will encourage participations of related parties including various groups from businesses, professional associations to vulnerable groups such as women, rural poor and ethnic minorities so that the deliberations and negotiations over the use and the development of natural resources and the improvement policy linkages with local-level realities through knowledge management and dissemination of lessons learnt can be more fairly articulate. Through active engagement, vulnerable groups will have better access to policy channels, and will, thus, have a stronger voice in their own development.

The third mission of Vietnam Green Growth Strategy is greening lifestyle and sustainable spending, this mission requires the participation of the people and consumers. Therefore, the gender equality, especially the representative for women during decision making process needs to be integrated into all project procedures as an interdisciplinary factor. Some mechanisms need to be created to ensure that the project will have gender sharing in all activities and initiatives:

- Training activities with the female participants at least 30% at the workshops, trainings and lesson learning
- Mainstreaming gender issues into the project capacity improvement activities.
- Mainstreaming gender issues to communication activities and consultation works with designed documents toward audience.
- Collected data include gender section if possible.

2. Anticipated environmental impact

The evidence based researches supported by the project need to have positive impacts on the environment and improvement for the sustainability.

3. Sustainability

The project will focus on supporting the Government through developing the procedures and implementing SEDP at national and provincial levels based on advising and discussing with the Government, related parties and donors to maximize the initiatives for ownership and coordination.

4. Risk analysis

<table>
<thead>
<tr>
<th>Risks</th>
<th>Level</th>
<th>Risk reduction method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delay in recruiting</td>
<td>High</td>
<td>Taking prior actions as mentioned in Decree No.</td>
</tr>
<tr>
<td>Issue</td>
<td>Level</td>
<td>Recommendation</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>--------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>National and international experts</td>
<td>Medium</td>
<td>Evaluate the institutional changes and continue to maintain the flexibility in adjusting the functions and missions.</td>
</tr>
<tr>
<td>Changing MPI’s role due to restructure.</td>
<td>Medium</td>
<td>The project will give technical support and political advisory on the basis of clearly identifying functions, responsibilities and associated areas.</td>
</tr>
<tr>
<td>Lack of coordination and associations among Government agencies</td>
<td>Medium</td>
<td>The project needs to mobilize resources as well as experience in running previous UNDP projects including harmonization factors. Exchanging experience with other projects/programs needs to be more encouraged.</td>
</tr>
<tr>
<td>Lack of coordination with other donors</td>
<td>Low</td>
<td>Tightly associating with other donors.</td>
</tr>
<tr>
<td>Possibility, support and efficiency in mechanisms, common management system within MPI</td>
<td>Medium</td>
<td>The project needs to mobilize resources as well as experience in running previous UNDP projects including harmonization factors. Exchanging experience with other projects/programs needs to be more encouraged.</td>
</tr>
<tr>
<td>Effective association between MPI’s UNDP supported projects and other UNDP supported projects.</td>
<td>Low</td>
<td>Concentration and more efforts need to be toward coordination of all UNDP supports.</td>
</tr>
</tbody>
</table>

**X. ADVANCE ACTIONS:**

N/A.
### Annex

#### Annex 1: PROJECT RESULT STRUCTURE AND RESOURCE

<table>
<thead>
<tr>
<th>Intended Outcome as stated in the UN/DP Country Programme Results and Resource Framework:</th>
<th>Outcome 1.3/OP3: By 2016,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</td>
<td></td>
</tr>
<tr>
<td><strong>Outcome 1.3:</strong> By 2016, key national and sub-national Agencies, in partnership with the private sector and communities, have established and monitor multi-sectoral strategies, mechanisms and resources to support implementation of relevant multilateral agreements and effectively address climate change adaptation, mitigation and disaster risk management</td>
<td></td>
</tr>
<tr>
<td><strong>Indicator 1:</strong> CO₂ emissions (CO₂e), total, per capita and per USD1 GDP (PPP)</td>
<td></td>
</tr>
<tr>
<td><strong>Baseline (2008/2010):</strong> 113.1 million CO₂e/year (2010); 1.4 MT CO₂e/capita (2010); 0.5732 kg/USD (PPP) (2008)</td>
<td></td>
</tr>
<tr>
<td><strong>Target (2016):</strong> Based on low carbon development strategy and MDG 7, at least GHG is stabilized</td>
<td></td>
</tr>
<tr>
<td><strong>MoV:</strong> MONRE GHG emission registry report/GSO economic data (MPI)</td>
<td></td>
</tr>
<tr>
<td><strong>Applicable Key Result Area (from 2014 Integrated Plan):</strong> VNM_OUTCOME_1.3</td>
<td></td>
</tr>
<tr>
<td><strong>Partnership Strategy:</strong> MPI as IP, DSENRE as NIP; MOF (?? General Department of Tax) and CIEM as CIPs; One Plan Joint Programme Group on Climate Change and Environment (for coordination).</td>
<td></td>
</tr>
<tr>
<td><strong>Project title and ID (ATLAS Award ID):</strong> ‘Strengthening Capacity and Investment Reform for Green Growth and Sustainable Development in Vietnam’ (ATLAS Award ID, and Project IDs)</td>
<td></td>
</tr>
<tr>
<td>INTENDED OUTPUTS (OP3)</td>
<td>OUTPUT TARGETS FOR (YEARS)</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td><strong>Output 1.3.1:</strong> Planning and investment processes are climate proofed and specific programmes have been formulated and operationalized for long-term adaptation to reduce climate change vulnerabilities</td>
<td><strong>Component 1 – Strengthen Capacity of MPI, MOF, MOT and provinces for effective implementation and monitoring of the VGGS/AP</strong> SO1. To build technical capacities of MPI, MOF, MOT and provinces for effective implementation and monitoring of the Viet Nam GGS/AP and for mainstreaming green growth into the SEDP</td>
</tr>
<tr>
<td><strong>Component 2 – Develop policies and regulations for green growth investments and sustainable development</strong> SO2. To develop policy and regulations for green growth investments and sustainable development</td>
<td><strong>Component 3 - Improve access to green growth financing and pilot green projects</strong> SO3. To improve access to green growth financing and pilot green projects with private sector</td>
</tr>
<tr>
<td><strong>Output target 1 (2015-2016)</strong> Strengthened capacity at MPI for guiding the implementation and for M&amp;E of the Green Growth Strategy and its Action Plan, including enhancing coordination among national and international agencies and development partners; Indicators:</td>
<td><strong>Activity result 1.1:</strong> A measurement, reporting and verification (MRV) mechanism for mitigation actions and GHG emission targets under the Green Growth Strategy; to support a Monitoring and Evaluation mechanism for the GGS in place to report to the Inter-ministerial Coordinating Board for VGGS (ICB) under the National Committee on Climate Change (NCCC)</td>
</tr>
<tr>
<td>- M&amp;E mechanism</td>
<td><strong>Activities:</strong> 1.1.1. Support the design and implementation of a MRV for tracking and reporting on mitigation actions and GHG emission targets (objectives 1 of the GGS)</td>
</tr>
<tr>
<td>- MRV tools</td>
<td>1.1.2. Support the design of a M&amp;E system for the</td>
</tr>
<tr>
<td>- # of policy analytical studies and coordination meetings/discussions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Plans and Investments</td>
<td>Baseline:</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Baseline (2011): Currently there are three reports prepared on mainstreaming climate change into the development planning process by the UNDP Sustainable Development and CP project. These reports provide guidance and direction regarding which guidelines to review.</td>
<td>XIV. VGGS was approved in Sept 2012 and GG Action Plan was approved in March 2014 did not include a comprehensive M&amp;E mechanism, supported by MRV tools.</td>
</tr>
<tr>
<td>Target (2016): Climate change is mainstreamed in key assessment tools (SEA, IEA) and related guidelines</td>
<td>XV. A standing office for an inter-ministry Sub-committee under NCCC will be established to coordinate GGS implementation will need technical support to serve as Secretariat.</td>
</tr>
<tr>
<td></td>
<td>Targets:</td>
</tr>
<tr>
<td></td>
<td>XVI. A comprehensive M&amp;E for GGS adopted, supported by MRV tools</td>
</tr>
<tr>
<td></td>
<td>XVII. (at least) 6 policy analytical studies and 6 coordination meetings/discussions</td>
</tr>
<tr>
<td>MOV:</td>
<td>XVIII. MPI decision to adopt</td>
</tr>
<tr>
<td>MoV: Circulars, external assessment of quality of circulars</td>
<td>M&amp;E and MRV tools</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
**Indicator 2:** Percentage of national and provincial plans, policies and strategies that are climate proofed under new guidelines Baseline (2011): Currently climate proofing is not required for planning documents. Initial studies and adjustment of key impact assessment tools have been conducted Target (2016): 25% of the plans, policies |
**Output Target 2 (2014 – 2015)** Strengthened technical capacity at MPI, MOF, MOT ministries and provinces to integrate green growth into the planning, budgeting and spending processes at national sectoral and provincial levels, including development of green growth action plans for Transportation sectors and target provinces; |
**Indicators:**
- Guidelines for preparation of provincial GGAP
- Guidelines/decision to integrate GG into provincial SEDPs and sectoral development plans
- # of sectoral and provincial GG action |
**Activity result 2.1:** Policies and guidelines to integrate GG into development plans of ministries and provinces **Activities:**
2.1.1. Support to the preparation of necessary policies and guidelines to support ministries, sectors and provinces to integrate green growth into planning, budgeting and spending processes (GGAP Activity No. 6)
2.1.2. Provide necessary support to enhance knowledge and skills for officials at MOI, MOF, MOT, two provinces, and Da Lat city.(GGAP Activity No. 32, and No. 6).
2.1.3. Undertake policy analysis to provide inputs and support stakeholder consultations (especially private sector) to MPI’s Department of Local Economy to integrate GG into SEDP 2016-2020 GGAP Activity No. 29). |
**MPI/MOF; MOT; provinces, Da Lat city**

| 51 |
and strategies are climate proofed under new guidelines
MoV: Survey amongst planners on the use of circulars/guidelines by UNDP SD and CP project MoV: One Plan Outcome evaluation reports

**Output 1.3.4.**
National long-term climate change strategy operationalized that is based on the national development vision (SEDS), while building on the National plans with GHG emission targets

<table>
<thead>
<tr>
<th>Baseline:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- GGS/AP were recently approved and have not yet integrated into national and provincial SEDPs, and Sector Development Plans;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- National SEDP 2011-2015 does not include GG targets;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- GGGI-MPI study on a framework on green investment (available by end 2014);</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- No GG action plans of ministries and provinces have been prepared</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Targets:**
- A guideline and format for preparation of provincial GGAPs
- Guidelines/decision to integrate GG into provincial SEDPs and sectoral development

**Activity Result 2.2:** GG action plans of Transportation sectors, two provinces and Da Lat city formulated with GHG emission targets

**Activities:**

2.2.1. Provide technical support to undertake marginal cost curve studies and relevant research to define GHG emission targets and policy options for preparation of GG action plans of transportation sectors and target provinces

2.2.2. Prepare format/outlines and technical guidelines for preparation of provincial GG action plans

2.2.3. Provide technical advice and inputs to the formulation of GG action plans of transportation sector, target provinces and Da Lat city (GGAP Activity No. 32).

2.2.4. Provide technical support to MOT to review and assess available advanced technologies, emission standards and management mechanisms; and develop roadmap for implementation GGAP Activity No. 18)
Indicator 1.3.4:
Indicator 1:
A draft national climate change strategy and green development strategy are developed that are gender mainstreamed Baseline (2011):
The GoV has launched a National Target Programme to Respond to Climate Change. Building on the NTP, the GoV launched Notice 38/TB-VPCP/March 3 2011 in which MONRE is mandated plans
- 5 MACC studies for target sectors, provinces and city
- Inclusion of GG/GHG emission reduction, climate change, and sustainable development targets into SEDP 2016-2020
- By the year 2016, 1 GGAP of Ministry of Transportation, 2 GGAPs of AA & BB Province, and 1 GG AP of Da Lat City, with GHG emission targets by 2020

MOV:
- Decision by MPI to adopt guidelines and format for preparation of GG APs and mainstream into sector and provincial development plans
- Reports of 5 MACC studies
- Decisions by MOT, AA and BB provinces and
to develop a climate change strategy and MPI a green development strategy

**Target (2016):** To be determined

**MoV:** Documents available/ minutes of meetings

**Indicator 2:** Number of drafts underlying supporting legalization developed

**Baseline (2011):** Currently ministerial action plan developed as part of the NTP-RCC, the strategies might require new and higher level legalization, which is currently not in

| Da Dat city on adoption of GG APs | **Output target 3 (2015, 2016 - 2017):** Enhanced knowledge and awareness of policymakers and businesses on green growth and sustainable development, through joint training and communication programmes on green growth and climate change (with MONRE, MARD, and MOIT though UNDP-and USAID-funded projects with these ministries); Indicators:
- Curricula/ training modules
- # of trainers and trainees
- Communication action plan, # of events and media coverage
**Baseline:**
- A capacity needs assessment on climate change conducted by MONRE in 2010, and there were some training and capacity |

**Activity Result 3.1:** A joint training of trainers programme developed and implemented

**Activities:**

3.1.1. Undertake a joint capacity needs assessment related to climate change and green growth in four (4) sectors (planning and investment, natural resources and environment, agriculture and rural development, and industry and trade) at national and provincial levels to identify the needs, gaps and suitable approaches for strengthening capacity at both levels

3.1.2. Design a joint training of trainers programme on climate change and green growth, including an implementation action plan – with pilot training/testing in one province and adjustment of materials and programme as needed. (undertaken by a consortium of international and national contractors)

3.1.3. Form a core group of professional trainers and technical specialists to supervise the

<p>| XX. | MPI | XXI. |</p>
<table>
<thead>
<tr>
<th>Place</th>
<th>Development activities by MONRE during 2010, 2011, and 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- A set of modules/curriculum for an MSc training course was developed and used at Ha Noi National University; a UNDP project with Ha Noi University of Economics and Business will prepare more training programme for 3 national universities during 2014-2016.</td>
</tr>
<tr>
<td></td>
<td>- There is a need to have a comprehensive communication strategy/plan for CC, GG, and post 2015-MDGs</td>
</tr>
<tr>
<td>Targets:</td>
<td>- A comprehensive programme for Training of Trainers adopted</td>
</tr>
<tr>
<td></td>
<td>- 500 and 1,000 trainers; at national and</td>
</tr>
<tr>
<td></td>
<td>deployment of the training programme;</td>
</tr>
</tbody>
</table>

3.1.4 Jointly deploy the training programme in 63 provinces and at national level

**Activity Result 3.2:** A communication plan on green growth and post-2015 Millennium Development Goals prepared and implemented (GGAP Activity No. 4)

**Activities:**

3.2.1. Prepare a communication plan to promote awareness on green growth and post-2015, Millennium Development Goals

3.2.2. Undertake campaign to promote models and lifestyles on green production and consumption (environmental friendly lifestyles) aimed at the general public, schools, offices, etc.

3.2.3. Synthesize, document and share good practices/stories on green growth, green lifestyles (GGAP Activity No. 6)

MoV: One Plan Outcome evaluation reports

MoV: Legal documents http://english.luatvietnam.vn
provincial level have been trained by 2016 and 2018 respectively.
- A Comprehensive Communication Strategy/Plan prepared and implemented.

MoV:
- Inter-ministry circular on adoption of the Training of Trainer Programme
- Decision on adoption of Communication Strategy/Plan
- Project reports and training assessment reports

| Output target 4 (2015 – 2017): Policy analysis conducted on financial, fiscal, and other barriers to green growth investments, and policy dialogues on the research findings enabled | Activity result 4.1: Studies conducted to identify shortcomings and policy gaps in green investment policies.  
4.1.1. Studies conducted on policy barriers and gaps in current financial, investment and other frameworks for green growth and climate change based on international learn lessons and experiences  
4.1.2. Studies conducted on Viet Nam’s existing fiscal tools and policy and barriers for green growth investments |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicators:</td>
<td>MPI/MOF</td>
</tr>
<tr>
<td># of policy studies</td>
<td></td>
</tr>
<tr>
<td># of high-level policy dialogues</td>
<td></td>
</tr>
</tbody>
</table>
Baseline:
- UNDP, WB and ADB have done and will undertake a number of policy studies on fossil fuels, low emission options, but some can be deepen
- International CC negotiations continue to evolve, especially 2015 is expected to see new legal binding agreement
- Barriers need to be removed to promote renewable energy, energy efficiency, sustainable production and consumption.

Targets:
- 5 policy studies completed and published
- 5 high-level policy dialogues organised

MOV:
- Study reports

4.1.3. Undertake 5 policy analyses on (i) green investments; (ii) mitigation efforts; (iii) effective use and exploitation of natural capital; and (iv) barriers of green growth development to provide inputs for policy dialogues

4.1.4. Organize high-level policy dialogues and discussions on findings and recommendations to remove barriers for green growth
<table>
<thead>
<tr>
<th>Activity Result 5.1: Revised/ new green investment policies formulated and introduced</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activities:</strong></td>
</tr>
<tr>
<td>5.1.1. Review investment policies and barriers to identify gaps and needs for revision and/or development of new investment policies for green investments production and consumption, including renewable and clean energy</td>
</tr>
<tr>
<td>5.1.2. Undertake necessary studies to provide inputs to the revision of/ or development of new green investment policies and regulations, including the General Investments Law, and the Law on Enterprise providing (push) factors, level playing fields for all businesses, to promote green investments (GGAP Activity No. 27).</td>
</tr>
<tr>
<td>5.1.3. Provide technical inputs and design market-based financial mechanisms to trigger investors’ participation into green investments (GGAP Activity No. 26)</td>
</tr>
</tbody>
</table>

**Output target 5 (2015–2018):** Improved investment policies and regulations to tackle barriers to green growth, and strategies and incentives to increase engagement of the private sector into green investments, production and consumption, including renewable and clean energy;

**Indicators:**
- # of policy analysis relating to green investments
- # of revised/new investment policies, with inclusion of incentive mechanisms for green investment from private sectors
- # of policies on public green procurement
- # of policy analysis and recommendations on
<table>
<thead>
<tr>
<th><strong>fiscal policy framework and tools</strong></th>
</tr>
</thead>
</table>

**Baseline:**
- Public Investment Law does not include provisions on green investments
- Viet Nam adopted feed-in-tariff for wind energy, but not yet for other renewable/clean energies. No policies in place for public green procurement

**Targets:**
- 5 policy analysis relating to green investments, fiscal policy
- 3 revised/new investment policies, with inclusion of incentive mechanisms for green investment from private sectors
- 2 of policies on public green procurement
- 1 fiscal policy framework and at least

| 5.1.4. Technical support to review transportation sector policies and introduce incentives for investments in energy efficient and energy saving transportation networks, infrastructure, facilities and technologies (GGAP Activity No. 17) |

5.1.4.a (Transportaion sectors) Provide technical advice and inputs to formulate/introduce and implement economic instruments for development of diversified transportation network, saving energy and reducing environmental pollutions

**Activity Result 5.2:** Revised/ new public green procurement and expenditure investments policies introduced

**Activities:**
5.2.1. Review existing rules and regulations on public procurement to identify gaps and potentials for reform and feed into the revision process of the Law on Public Investments;
5.2.2. Revise existing rules and regulations or develop new policies on public green procurement and expenditures GGAP Activity No. 64).
two fiscal tools

MOV:
- Project reports
- Decisions to adopt revised/new policies on green investments/incentive mechanisms

5.2.3. Revise existing/develop new rules and regulations for greening the recurrent expenditure, including science and technology expenditures (GGAP Activity No. 64).

**Activity Result 5.3:** Policy revision and development of feasible fiscal policy framework and tools;

**Activities:**

5.3.1. Review existing fiscal policy framework and fiscal tools to identify gaps and potentials for reform;

5.3.2. Provide technical advice and input to the formulation of a feasible fiscal policy framework and fiscal tools (e.g. environment and resources taxes, levies, etc.) for Viet Nam

**Output target 6 (2015 - 2016):** Improved climate finance architecture to mobilize funds for green growth and climate change, focusing on international

**Activity Result 6.1:** National climate architecture to mobilize international and national sources of finance in place and operational according to international best practices

MPI/MOF
public finance and enabling domestic and foreign private investments.

**Indicators:**
- Extend to which at least 100 GoV officials/stakeholders involved in climate finance and CC negotiations understand requirement of international climate finance
- Advanced, transparent and effective national climate finance architecture/ facility,
- Level of availability of financial data and information to the authorized users/ interested stakeholders;
- Level/ amount of funding mobilized and disbursed

**Baseline:**
- Viet Nam and some countries have relevant experiences on

<table>
<thead>
<tr>
<th>6.1.1. Provide Technical support to the functional/operational units responsible for the National Climate Finance Options (CFO – (Vietnamese version, created with support from UNDP-WB in 2013-2014)).</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1.2. Provide technical support to formulate and operationalise guidelines and rules for the new national climate finance architecture, including support to manage and operate the architecture in an interim arrangement as needed</td>
</tr>
<tr>
<td>6.1.3. Build capacity and provide technical and financial support to access and manage funds from the global Green Climate Fund and establish and strengthen financial management and institutional capacities of the National Implementing Entity(ies) -. Establishment, fiduciary processes, financial transparency, project management and oversight, results-based management and M&amp;E capacity</td>
</tr>
</tbody>
</table>
establishment and operation of national climate finance mechanism/funds (e.g. Viet Nam Env Protect Fund, Forest Development and Protection Fund - VNFF)

- Small group of GoV officials (20) have understanding of climate finance;
- MPI established an internal Climate Finance Task Force in 2013 (CFTF) need expand to other ministries
- MPI is assigned as focal point of Viet Nam for the GCF
- MPI-Belgium Green Growth Facility (in a form of ODA project with 5.5 mil. euro)

Targets:
- Those who are involved in climate finance and CC negotiations have
| good (4/5 of a range 1-5 ranking) level of understanding on international climate finance |
| An advanced, transparent and effective national climate finance architecture/facility and introduced; |
| All none-confidential data/information on management, decision making processes and finance made available on the website; |

MoV: |
| Project and review reports |
| Results of an survey on knowledge of international climate finance |
| Website of the financial architecture/facility |
| Financial reports of the Climate Finance Architecture/Facility |
**Comp 3**

<table>
<thead>
<tr>
<th><strong>Output target 7 (2016 - 2017):</strong> Developed and employed a system of tracking and reporting climate change finance that is consistent with international practice, contributing to improvement of planning, budgeting and spending of climate finance</th>
<th><strong>Activity Result 7.1</strong> Formulation and design of a credible and country owned system for tagging/tracking investment for climate change mitigation activities in the private sector.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indicators:</strong></td>
<td>**Activities:**7.1.1. Define a methodology and typology and analyse and map private sector investment flows, characteristics, funding modality and critical triggers for investments;:</td>
</tr>
<tr>
<td>- A system for tagging, tracking and reporting on climate finance</td>
<td>7.1.2. Identify and introduce necessary policies/mechanisms to facilitate and attract further private sector investments in green activities, to enable private sector to contribute to tagging/tracking</td>
</tr>
<tr>
<td>- Methodology and analysis tools for tagging and tracking private sector investment</td>
<td><strong>Activity Result 7.2:</strong> A systematic system of tagging, tracking and reporting on climate finance to support formulation and adoption of a harmonized and unified set of criteria for priority setting of climate change and green growth established</td>
</tr>
<tr>
<td>- # of report on climate public and private expenditure to the National Committee on Climate Change (NCCC)</td>
<td>**Activities:**7.2.1. Assess options for tagging and tracking climate finance against existing climate change and green growth strategies and policy frameworks that comparable to international practice.</td>
</tr>
<tr>
<td><strong>Baseline:</strong></td>
<td></td>
</tr>
<tr>
<td>- Viet Nam adopted Law on Environmental Protection Tax (2010), defines 8 taxable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPI/MOF</td>
</tr>
<tr>
<td>Subjects and specifying tax rates</td>
<td><strong>7.2.2.</strong> Develop and implement the system for tagging, tracking and reporting on climate finance.</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>- CPEIR conducted in 2014</td>
<td></td>
</tr>
</tbody>
</table>

**Targets:**
- 2 review report of practices and lessons on tagging, tracking and reporting of climate finance, respectively
- A systematic system of tagging, tracking and reporting on climate finance
- 3 reports on climate public and private expenditure

**MOV:**
- Project and review reports
- Decision on tagging and tracking system

<table>
<thead>
<tr>
<th>Output target 8 (2015-2016): Private sector investment and projects contribute to achieving GG objectives</th>
<th><strong>Activity Result 8.1.</strong> Review and awareness-raising on national banking products, tools and systems and other international and national sources of finance to support GG projects and investments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indicators:</strong></td>
<td><strong>Activities:</strong></td>
</tr>
<tr>
<td>- # of review of banking</td>
<td></td>
</tr>
</tbody>
</table>

**MPI**
products and modalities for green activities and projects
- # of forums on banking for green projects held
- # of training and trainees
- # of green projects and activities invested and developed by private sector

Baseline:
- Project developers and government agencies have little knowledge of the banking products and modality available for green projects
- banking stakeholders do not have a space to share policy concerns with project developers, private sector and government
- capacity to develop investable projects is low

Targets:
- 1 banking sector review
- 2 forums held
- 2 projects developed

8.1.1. Review on banking sector products and tools capacities of commercial banks, investment funds, environmental protections funds and foreign funds to identify gaps and opportunities for green growth investments and lending (GGAP Activity No. 37).

8.1.2. Undertake awareness and advocacy actions, as well as sharing of best practices and information on financial models and products for enhanced domestic private sector understanding of available financial and banking support for green projects

Activity Result 8.2: Private sector and investors engaged in dialogue and development of green growth projects

Activities:
8.2.1 Introduce a green growth investment network to facilitate dialogue and information-sharing and best practices between private sectors, investors and government officials

8.2.2. Provide training and technical support for project developers, private sector and investors to get access to green financial mechanisms and develop green projects
### 8.2.3 Pilot private sector green projects and investments

**MOV:**
- Meeting minutes
- Report
- Project agreements

### Project effective management and staffing

**Management:**
- Workshops on implementation reviews and annual work-plan development.
- Travel.
- Project audit.
- Equipment
- Utilities.
- Project operation.

**Staffing**
- National Technical Advisor.
- National Project Manager
- National Officers with MOT and MOF
- Project Accountant
- Accountant with MOF
- Project Secretary cum Interpreter
### Annex 3: DETAILED PROJECT BUDGET

<table>
<thead>
<tr>
<th>Project Outputs and Activities</th>
<th>Responsible parties</th>
<th>Total</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>Funding source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Component 1: Capacities for GGS/AP Implementation and Monitoring - for achievement of “Specific Objective 1 - To build capacities of MPI, MOF, MOT and provinces for effective implementation and monitoring of the Viet Nam GGS/AP and for mainstreaming green growth into the SEDP”</td>
<td></td>
<td>1,749,560</td>
<td>651,760</td>
<td>563,580</td>
<td>405,060</td>
<td>129,160</td>
<td></td>
</tr>
<tr>
<td>Activity result 1.1: A measurement, reporting and verification (MRV) mechanism for mitigation actions and GHG emission targets under the Green Growth Strategy; to support a Monitoring and Evaluation mechanism for the GGS in place to report to the Inter-ministerial Coordinating Board for VGGS (ICB) under the National Committee on Climate Change (NCCC)</td>
<td></td>
<td>273,990</td>
<td>73,650</td>
<td>103,740</td>
<td>63,060</td>
<td>33,540</td>
<td></td>
</tr>
<tr>
<td>1.1.1. Support the design and implementation of a MRV for tracking and reporting on mitigation actions and GHG emission targets (objectives 1 of the GGS) and report to ICB</td>
<td>MPI</td>
<td>169,610</td>
<td>49,240</td>
<td>70,560</td>
<td>30,050</td>
<td>19,760</td>
<td>USAID</td>
</tr>
<tr>
<td>1.1.2. Support the design of an M&amp;E system for the GGS and GGAP, including reporting format and mechanism for reporting from sectors and provinces and report to ICB</td>
<td>MPI</td>
<td>80,380</td>
<td>16,410</td>
<td>25,180</td>
<td>25,010</td>
<td>13,780</td>
<td></td>
</tr>
<tr>
<td>Activity 1.1.3 Training on the operation of M&amp;E and MRV for ministries and provinces</td>
<td>MPI</td>
<td>24,000</td>
<td>8,000</td>
<td>8,000</td>
<td>8,000</td>
<td></td>
<td>UNDP</td>
</tr>
</tbody>
</table>
### Activity result 1.2: A well functioned Standing Office for GGS/AP coordination, and coordination actions implemented

<table>
<thead>
<tr>
<th>Description</th>
<th>MPI</th>
<th>UNDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.1. Provide technical support to the Standing Office of the GGS/AP to serve the ICB, including producing analytical reports on progress with implementation of the GGS/AP</td>
<td>15,000</td>
<td>5,000</td>
</tr>
<tr>
<td>1.2.2. Organize regular coordination meetings and information sharing sessions on green growth and sustainable development among ministries, sectors, provinces and development partners</td>
<td>32,000</td>
<td>8,000</td>
</tr>
</tbody>
</table>

### Activity result 2.1: Policies and guidelines to integrate GG into development plans of ministries and provinces

<table>
<thead>
<tr>
<th>Description</th>
<th>MPI</th>
<th>USAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.1. Support to the preparation of necessary policies and guidelines to support ministries, sectors and provinces to integrate green growth into planning, budgeting and spending processes</td>
<td>104,500</td>
<td>72,550</td>
</tr>
<tr>
<td>2.1.2. Provide necessary support to enhance knowledge and skills for officials at MPI, MOF, MOT, two provinces, and Da Lat city and provide technical inputs to integrate green growth in their development plans.</td>
<td>227,240</td>
<td>44,360</td>
</tr>
<tr>
<td>2.1.2.a. Support to MPI</td>
<td>60,110</td>
<td>5,750</td>
</tr>
<tr>
<td>2.1.2.b. Support to MOT</td>
<td>26,870</td>
<td>26,870</td>
</tr>
<tr>
<td>2.1.2.c. Support to MOF</td>
<td>72,290</td>
<td>20,000</td>
</tr>
<tr>
<td>2.1.2.d. Support to 2 provinces and Da Lat</td>
<td>67,970</td>
<td>24,620</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30,000</td>
</tr>
</tbody>
</table>

|                                                                                                         |           | 37,970     |
2.1.3. Undertake policy analysis to provide inputs and support stakeholder consultation (especially private sector) to MPI’s Department of Local Economy to integrate GG into SEDP 2016-2020.

**Activity Result 2.2:** GGG action plans of Transportation sectors, two provinces and Da Lat city formulated with GHG emission targets

- **Activity 2.2.1.** Provide technical support to undertake marginal cost curve studies and relevant research to define GHG emission targets and policy options for preparation of GG action plans of transportation sectors and target provinces
  - **2.2.1.a.** MACC for sectors of MOT, to identify potentials for reducing energy consumption in the sectors (completed in 2015)
  - **2.2.1.b.** MACC for 2 provinces and Da Lat

- **Activity 2.2.2.** Providing technical assistance and inputs for development of provincial action plan for green growth (make use resources from activity 2.2.3).

- **Activity 2.2.3.** Provide technical advice and inputs to the formulation of GG action plans of transportation sectors, 02 target provinces and Da Lat city.
  - **2.2.3.a.** Support to MOT
  - **2.2.3.b.** Support to 2 provinces and Da Lat

- **Activity 2.2.4.** Provide technical support to MOT to review/assess available advanced technologies, emission standards and management mechanisms; and

<table>
<thead>
<tr>
<th>Sector</th>
<th>Activity 2.2.1.a</th>
<th>Activity 2.2.1.b</th>
<th>Activity 2.2.2</th>
<th>Activity 2.2.3.a</th>
<th>Activity 2.2.3.b</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOT</td>
<td>203.150</td>
<td>161.730</td>
<td>41.420</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MPI</td>
<td>61.220</td>
<td>61.220</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MOT</td>
<td>141.930</td>
<td>100.510</td>
<td>41.420</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MPI</td>
<td>191.050</td>
<td>131.610</td>
<td>32.180</td>
<td>27.260</td>
<td>0</td>
</tr>
<tr>
<td>MOT</td>
<td>81.370</td>
<td>81.370</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MPI</td>
<td>109.680</td>
<td>50.240</td>
<td>32.180</td>
<td>27.260</td>
<td>0</td>
</tr>
<tr>
<td>MOT</td>
<td>135.840</td>
<td>45.280</td>
<td>90.560</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency</th>
<th>MOT</th>
<th>MPI</th>
<th>USAID</th>
<th>UNDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOT</td>
<td>81.370</td>
<td>81.370</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MPI</td>
<td>109.680</td>
<td>50.240</td>
<td>32.180</td>
<td>27.260</td>
</tr>
<tr>
<td>MOT</td>
<td>135.840</td>
<td>45.280</td>
<td>90.560</td>
<td>0</td>
</tr>
</tbody>
</table>
develop roadmap for implementation

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Beneficiary</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.4a</td>
<td>Review and assessment for available advanced technologies, discharge gas standards and management mechanism and roadmap for implementation (<em>to be done in 2015</em>).</td>
<td>Bộ GTVT</td>
<td>45.280 45.280 0 0 0</td>
</tr>
<tr>
<td>2.2.4b</td>
<td>Support in development of MRV methodology for transportation sector.</td>
<td>Bộ GTVT</td>
<td>45.280 0 45.280 0 0</td>
</tr>
<tr>
<td>2.2.4c</td>
<td>Support for policy development and capacity building for management in developing a saving, energy efficient and sustainable transport systems.</td>
<td>Bộ GTVT</td>
<td>45.280 0 45.280 0 0</td>
</tr>
</tbody>
</table>

**Activity Result 3.1: A joint training of trainers programme developed and implemented**

*3.1.1. Undertake a joint capacity needs assessment related to climate change and green growth in four (4) sectors (planning and investment, natural resources and environment, agriculture and rural development, and industry and trade) at national and provincial levels to identify the needs, gaps and suitable approaches for strengthening capacity at both levels.

3.1.2. Design a joint training of trainers programme on climate change and green growth, including an implementation action plan – with pilot training/testing in one province and adjustment of materials and programme as needed. (undertaken by a consortium of international and national contractors)*

<table>
<thead>
<tr>
<th>Beneficiary</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPI</td>
<td>253.160 12.250 61.450 179.460 0</td>
</tr>
<tr>
<td>MPI</td>
<td>33.570 4.000 25.570 4.000 0</td>
</tr>
</tbody>
</table>
3.1.3. Form a core group of professional trainers and technical specialists to supervise the deployment of the training programme;
3.1.4. Jointly deploy the training programme in 63 provinces and at national level

| Activity Result 3.2: A communication plan on green growth and post-2015 Millennium Development Goals prepared and implemented |
|--------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 3.2.1. Prepare a communication plan to promote awareness on green growth and post-2015, Millennium Development Goals | MPI | 141.850 | 8.250 | 35.880 | 97.720 | 0 |
| 3.2.2. Undertake campaign to promote models and lifestyles on green production and consumption (environmental friendly lifestyles) aimed at the general public, schools, offices, etc. | MPI | 28.840 | 0 | 0 | 28.840 | 0 |
| 3.2.3. Synthesize, document and share good practices/stories on green growth, green lifestyles | MPI | 65.620 | 5.000 | 32.700 | 27.920 | 0 |

| Component 1: international technical inputs |
|--------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| UNDP | 200.000 | 50.000 | 50.000 | 50.000 | 50.000 |

| Component 2: Investment, Fiscal and Other Policies and Regulations for Green Investments - for achievement of “Specific Objective 2 - strengthen investment, fiscal and other policy and regulations for green growth investments and sustainable development” |
|--------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Activity result 4.1: Studies conducted to identify shortcomings and policy gaps in green investment policies | UNDP | 656.390 | 261.040 | 254.630 | 93.670 | 47.050 |

| USAID | 105.000 | 45.500 | 50.500 | 9.000 | 0 |
4.1.1. Studies conducted on policy barriers and gaps in current financial, investment and other frameworks for green growth and climate change based on international learn lessons and experiences  

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Authority</th>
<th>Budget Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MPI</td>
<td>15.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>5.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>5.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>5.000</td>
</tr>
</tbody>
</table>

4.1.2. Studies conducted on Viet Nam’s existing fiscal tools and policy and barriers for green growth investments  

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Authority</th>
<th>Budget Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MPI/ MOF</td>
<td>15.000</td>
</tr>
<tr>
<td></td>
<td>MPI/ MOF</td>
<td>5.000</td>
</tr>
<tr>
<td></td>
<td>MPI/ MOF</td>
<td>10.000</td>
</tr>
</tbody>
</table>

4.1.3. Undertake 5 policy analyses on (i) green investments; (ii) mitigation efforts; (iii) effective use and exploitation of natural capital; and (iv) barriers of green growth development to provide inputs for policy dialogues  

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Authority</th>
<th>Budget Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MPI</td>
<td>60.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>30.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>30.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>0</td>
</tr>
</tbody>
</table>

4.1.4. Organize high-level policy dialogues and discussion on orientation/direction for green growth  

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Authority</th>
<th>Budget Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MPI</td>
<td>15.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>5.500</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>5.500</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>4.000</td>
</tr>
</tbody>
</table>

**Activity Result 5.1: Revised/new green investment policies formulated and introduced**  

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Authority</th>
<th>Budget Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MPI</td>
<td>141.490</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>60.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>71.490</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>10.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>0</td>
</tr>
</tbody>
</table>

5.1.1. Review investment policies and barriers to identify gaps and needs for revision and/or development of new investment policies for green investments production and consumption, including renewable and clean energy  

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Authority</th>
<th>Budget Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MPI</td>
<td>15.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>10.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>5.000</td>
</tr>
</tbody>
</table>

5.1.2. Undertake necessary studies to provide inputs to the revision of or development of new green investment policies, including the Law on Public Investments (by MPI), providing (push) factors – including level playing fields for all businesses, to promote green investments  

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Authority</th>
<th>Budget Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MPI</td>
<td>20.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>10.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>10.000</td>
</tr>
</tbody>
</table>

5.1.3. Introduce market incentive mechanisms to incentivize investors to take part into green investments  

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Authority</th>
<th>Budget Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MPI</td>
<td>25.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>15.000</td>
</tr>
<tr>
<td></td>
<td>MPI</td>
<td>10.000</td>
</tr>
</tbody>
</table>
5.1.4. Support to review policies and introduce incentives for investments on transportation networks and facilities that are energy efficiency and energy saving

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>MOT</th>
<th>USAID</th>
<th>UNDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1.4.a</td>
<td>Provide technical advice and inputs to formulate/introduce and implement economic instruments for development of diversified transportation network, saving energy and reducing environmental pollutions</td>
<td>MOT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1.4.b</td>
<td>Technical support for development and implementing of economic tools for developing diversified, energy saving and low emissions transportation network(s).</td>
<td>MOT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Activity Result 5.2: Revised/new public green procurement and expenditure investments policies introduced

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>MOT</th>
<th>USAID</th>
<th>UNDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2.1</td>
<td>Review existing rules and regulations on public procurement to identify gaps and potentials for reform</td>
<td>MPI/MOF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2.2</td>
<td>Revise existing rules and regulations or develop new policies on public green procurement and expenditures.</td>
<td>MPI/MOF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2.3</td>
<td>Revise existing/ develop new rules and regulations for greening the recurrent expenditure, including science and technology expenditures.</td>
<td>MPI/MOF</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Activity Result 5.3: Policy revision and development of feasible fiscal policy framework and tools;

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>MOF</th>
<th>USAID</th>
<th>UNDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3.1</td>
<td>Review existing fiscal policy framework and fiscal tools to identify gaps and potentials for reform</td>
<td>MOF</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>50.640</th>
<th>40.000</th>
<th>30.000</th>
<th>10.000</th>
<th>0.000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100.000</td>
<td>47.000</td>
<td>10.000</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>40.000</td>
<td>17.000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.3.2. Provide technical advice and input to the formulation of a feasible fiscal policy framework and fiscal tools (e.g. environment and resources taxes, levies, etc.) for Viet Nam

<table>
<thead>
<tr>
<th>Component 2: international technical inputs</th>
<th>MOF</th>
<th>UNDP</th>
<th>USAID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100.000</td>
<td>120.000</td>
<td>120.000</td>
</tr>
<tr>
<td></td>
<td>60.000</td>
<td>35.000</td>
<td>35.000</td>
</tr>
<tr>
<td></td>
<td>30.000</td>
<td>35.000</td>
<td>35.000</td>
</tr>
<tr>
<td></td>
<td>10.000</td>
<td>25.000</td>
<td>25.000</td>
</tr>
</tbody>
</table>

Component 3: Climate Finance Architecture and Tracking – for achievement of “Specific Objective 3 - improve the climate finance architecture for green growth as well as reporting on effective planning, budgeting, and tracking of climate finance spending”

<table>
<thead>
<tr>
<th>Activity Result 6.1: Studies conducted to identify shortcomings and gaps in managing various climate finance sources; development of an appropriate climate finance architecture; and participation and contribution to the GCF’s operation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOF</td>
</tr>
<tr>
<td>UNDP</td>
</tr>
<tr>
<td>USAID</td>
</tr>
<tr>
<td>671.000</td>
</tr>
<tr>
<td>671.000</td>
</tr>
<tr>
<td>227.730</td>
</tr>
<tr>
<td>251.690</td>
</tr>
<tr>
<td>136.580</td>
</tr>
<tr>
<td>55.000</td>
</tr>
</tbody>
</table>

6.1.1. Provide Technical support to the functional/operational units responsible for the National Climate Finance Options (CFO – (Vietnamese version, created with support from UNDP-WB in 2013-2014).

<table>
<thead>
<tr>
<th>6.1.1. Provide Technical support to the functional/operational units responsible for the National Climate Finance Options (CFO – (Vietnamese version, created with support from UNDP-WB in 2013-2014).</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPI</td>
</tr>
<tr>
<td>UNDP</td>
</tr>
<tr>
<td>20.000</td>
</tr>
<tr>
<td>10.000</td>
</tr>
<tr>
<td>10.000</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

6.1.2. Undertake studies and identify shortcomings and gaps and prepare a roadmap for development of transparent and effective financial architecture, meeting the requirements of key international climate finance mechanisms such as the Adaptation Fund, and the Green Climate Fund, to mobilize international finance for GGS/AP.

<table>
<thead>
<tr>
<th>6.1.2. Undertake studies and identify shortcomings and gaps and prepare a roadmap for development of transparent and effective financial architecture, meeting the requirements of key international climate finance mechanisms such as the Adaptation Fund, and the Green Climate Fund, to mobilize international finance for GGS/AP.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPI</td>
</tr>
<tr>
<td>UNDP</td>
</tr>
<tr>
<td>20.000</td>
</tr>
<tr>
<td>5.000</td>
</tr>
<tr>
<td>15.000</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>0</td>
</tr>
</tbody>
</table>
6.1.3. Build capacity and provide technical and financial support to access and manage funds from the global Green Climate Fund and establish and strengthen financial management and institutional capacities of the National Implementing Entity(ies).

| Activity Result 7.1: Formulation and design of a credible and country owned system for tagging/tracking investment for climate change mitigation activities in the private sector. |
|---|---|---|---|---|---|
| MPI | 20.000 | 10.000 | 10.000 | 0 | 0 |
| MPI/MOF | 150.000 | 50.000 | 60.000 | 40.000 | 0 |

7.1.2. Define a methodology and typology and analyse and map private sector investment flows, characteristics, funding modality and critical triggers for investments;

| Activity Result 7.2: A systematic system of tagging, tracking and reporting on climate finance to support formulation and adoption of a harmonized/unified set of criteria for priority setting of climate change and green growth |
|---|---|---|---|---|---|
| MPI | 80.000 | 30.000 | 30.000 | 20.000 | 0 |
| MPI | 70.000 | 20.000 | 30.000 | 20.000 | |
| MPI/MOF | 146.000 | 62.730 | 51.690 | 31.580 | 0 |
| MPI | 32.570 | 20.480 | 8.800 | 3.290 | 0 |
| MPI/MOF | 113.430 | 42.250 | 42.890 | 28.290 | 0 |

7.1.2. Identify and introduce necessary policies/mechanisms to facilitate and attract further private sector investments in green activities, to enable private sector to contribute to tagging/tracking.

7.2.1. Assess options for tagging and tracking climate finance against existing CC/GG strategies/policy frameworks, comparable to international practice.

7.2.2. Develop and implement the system for tagging, tracking and reporting on climate finance.
**Activity Result 8.1: Review and awareness-raising on national commercial banking products, and other national and international financing sources to support GG projects and investments**

<table>
<thead>
<tr>
<th>Description</th>
<th>MPI/MOF</th>
<th>UNDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1.1. Review on banking sector products and tools capacities of commercial banks, investment funds, environmental protections funds and foreign funds to identify gaps and opportunities for green growth investments and lending (GGAP Activity No. 37).</td>
<td>20.000</td>
<td></td>
</tr>
<tr>
<td>8.1.2. Undertake awareness and advocacy actions</td>
<td>10.000</td>
<td></td>
</tr>
</tbody>
</table>

**Activity Result 8.2: Private sector and investors engaged in dialogue and development of green growth projects**

<table>
<thead>
<tr>
<th>Description</th>
<th>MPI</th>
<th>UNDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.2.1 Introduce a green growth investment network to facilitate dialogue and information-sharing and best practices between private sectors, investors and government officials</td>
<td>15.000</td>
<td></td>
</tr>
<tr>
<td>8.2.2. Provide training and technical support for project developers, private sector and investors to get access to green financial mechanisms and develop green projects</td>
<td>20.000</td>
<td></td>
</tr>
<tr>
<td>8.2.3 Pilot private sector green projects and investments</td>
<td>130.000</td>
<td></td>
</tr>
</tbody>
</table>

**Component 3: international technical inputs**

<table>
<thead>
<tr>
<th>Description</th>
<th>UNDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>120.000</td>
<td></td>
</tr>
</tbody>
</table>

**Total (3 components)**

<table>
<thead>
<tr>
<th>Description</th>
<th>UNDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,076,950</td>
<td></td>
</tr>
</tbody>
</table>

**Programme Management/Administration**

<table>
<thead>
<tr>
<th>Description</th>
<th>UNDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>823,050</td>
<td></td>
</tr>
</tbody>
</table>

**National Technical Advisor**

<table>
<thead>
<tr>
<th>Description</th>
<th>MPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>120,000</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Agency</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>National Program Manager</td>
<td>MPI</td>
</tr>
<tr>
<td>Secretary/Accountant with MOF and MOT</td>
<td>MOF</td>
</tr>
<tr>
<td>Accountant</td>
<td>MPI</td>
</tr>
<tr>
<td>Secretary/ Administrator</td>
<td>MPI</td>
</tr>
<tr>
<td>International travel</td>
<td>UNDP</td>
</tr>
<tr>
<td>Local travel</td>
<td>MPI</td>
</tr>
<tr>
<td>Office equipment</td>
<td>MPI</td>
</tr>
<tr>
<td>Office supplies</td>
<td>MPI</td>
</tr>
<tr>
<td>Other costs (miscellaneous, unitities, etc.)</td>
<td>MPI</td>
</tr>
<tr>
<td>Audit costs</td>
<td>UNDP</td>
</tr>
<tr>
<td>MTR and final outcome evaluation</td>
<td>UNDP</td>
</tr>
<tr>
<td>GMS (8%)</td>
<td>UNDP</td>
</tr>
<tr>
<td>Grant TOTAL</td>
<td>3.900.000</td>
</tr>
</tbody>
</table>
Annex 4: JOB DESCRIPTIONS FOR SOME KEY POSITIONS

Job Description National Project Director

Title: National Project Director (NPD)
Duty Station: Hanoi, Viet Nam
Duration of Assignment: Up to five years (part-time, appointed)

The NPD has the authority to run the project on a day-to-day basis on behalf of the Project Steering Committee within the constraints laid down by the Board. The NPD’s prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The NPD holds the ultimate authority to spend funds from the UNDP managed project budget, acts as the approving officer for the project and serves as a focal point for coordination of the project with MPI, UNDP and other Government Ministries and agencies. The NPD supervises the Project Manager in the PMU.

The National Implementing Partner appoints the NPD, who should be an officer at the Director or Deputy Director level and should be different from the National Implementing Partner’s representative in the Project Steering Committee. Prior to the approval of the project, the Project Developer role is the UNDP staff member responsible for project management functions during formulation until the Project Manager from the Implementing Partner is in place. The NPD position requires only a part of his/her regular work time and cost of salary and his/her time is regarded as government contribution to the Project resources.

Duties and Responsibilities

- Ensures that the expected results of the project are of satisfactory substantive quality and that they contribute to the achievement of the intended outcome identified in the UNDP Country Program Document (CPD) and UN One Plan III. This will be discharged through the (i) agreement with UNDP of project work plans, TORs, reports, (ii) follow-up on the implementation of recommendations made by annual project reviews and external evaluations, and (iii) conduct of internal reviews and evaluations as/if needed.

- Ensures that project resources, national as well as international, are effectively utilized for their intended purposes through the (i) verification of project budgets and payments, (ii) approval of budget revisions within the agency flexibility limit, (iii) follow-up on the implementation of recommendations made by external audits and (iv) conduct of internal audits as needed.

- Ensures that all Government inputs committed to the project are made available in sufficient quantities and in a timely manner to support project implementation.
- Ensures that project parties, particularly national parties (including the National Implementing Partner and other parties) fully participate in project implementation, effectively collaborate in project activities and duly benefit from project results.

- Selects and arranges for the appointment of the Project Manager and appropriate national and international consultants and advisors, in line with relevant UNDP policies and procedures and consultation with the UNDP CO.

- Supervises the work of the Project Manager and ensures he/she is empowered to effectively manage the project, and project staff to perform their duties effectively.

- Ensures that required project work plans are prepared and updated, in consultation with and with agreement by UNDP, and distributed to MPI and other relevant agencies.

- Open and operate a separate project bank account, and serve as Approving Officer for recruitment, procurement, training, sub-contracting and financial operations of the project.

- Represents MPI and the project at major project reviews, evaluations, audits and other important events.
Job Description for International Senior Technical Advisor

Title: International Senior Technical Advisor (ISTA)
Starting Date: January 2015 (subject to starting date of the project)
Duty station: Ha Noi, Viet Nam
Duration: 48 months
Supervision: National Project Director

Reporting arrangements

The International Senior Technical Advisor (ISTA) is a full-time position. The ISTA will implement his/her main functions and undertake specific duties under the direct supervision of the National Project Director (NPD) and in close collaboration with the Project Manager (PM).

In line with UN/UNDP’s staff rules, the ISTA’s annual performance will be measured by a full Results and Competency Assessment (RCA). The RCA exercise, with self-assessment of the STA, will be reviewed by the NPD and by UNDP’s Competency Review Group set up by the UNDP Resident Representative. As such, the STA is also accountable to UNDP as the funding agency for the project.

Main functions

The STA is expected to provide active advices to MPI, the Government and donors in carrying out the project. The STA has three main functions: capacity building for counterparts; provision of policy advice; and advocacy. Specifically, he/she will:

- Provide advice in coordinating inputs for capacity building of MPI and other relevant personnel through the various stages of project management and implementation.
- Serve as policy advisor for MPI, the Government and UNDP in the areas of climate change policies and planning.
- Advocate sustainable development concepts, share development experiences and good practices acquired abroad and in Viet Nam and share them with relevant stakeholders, as per the planned project activities.

Specific duties

- Project planning: To work closely with the NPD and Project Manager in preparation and implementation of quarterly and annual work plans and budgets, and provide comments on the substantive aspects of those plans before approval of work plans by the NPD and UNDP. To provide active advice to
MPI, NPD and PMU in identifying emerging issues, improving the quality of project work plans.

- **Project monitoring and evaluation:** To provide guidance in developing baseline and indicators for project monitoring and evaluation as well as inputs in preparing project reports (quarterly and annual progress) focusing on capturing results, learning lessons and documenting best practices in order to improve project performance. To provide comments on the substantive aspects of those reports before agreement by the NPD and UNDP.

- **Capacity assessment and capacity building:** Provide advice in assessing capacity gaps that exist in MPI and project personnel, mainstream lessons and best practices learned elsewhere into capacity building activities for the project, and give guidance in organizing such capacity building activities.

- **Advocacy:** Serve as an advocate for UNDP’s policy and human development concepts in the areas of sustainable industrial development and climate change and environment.

- **Policy advice:** Provide substantive inputs to MPI, the Government and UNDP as requested to prepare policy statements for important events (e.g. Consultative Group Meetings, donor forums, national conferences) and/or to help formulate UNDP’s positions on policy issues. To help UNDP play its role in providing policy advice to the Government and feed into UNDP’s continuous programming in Viet Nam and UNDP-assisted interventions elsewhere. To provide annual policy and advocacy briefs on themes addressed by the project.

- **Knowledge generation and sharing:** Identify knowledge gaps that exist in MPI and UNDP staff and suggest necessary measures for addressing such gaps, including suggesting areas for policy research; contributing to knowledge sharing events organized by UNDP staff; sharing knowledge acquired from the project; and participating in UNDP’s global knowledge networks.

- **Donor coordination:** Advise UNDP and MPI in strategically linking project activities with support on climate change by other donors.

- **Quality control:** Assist the NPD and UNDP in ensuring the quality control of the technical aspects of the project, including preparing TORs for requested activities; reviewing technical reports carried out under the project and providing guidance to the PMU and UNDP on areas for improvement; and participating in key project events.

- **Technical advice:** Provide specialized technical inputs and advisory services in key project areas in line with the ISTA’s educational background and practical experience, especially relating to climate change and sustainable industrial production.

- **Final reporting:** Prepare an end-of-assignment report which focuses on key lessons learned and best practices drawn from project management and
capacity building processes as well as major substantive issues that have merged and that would require further assistance from UNDP in the future.

**Qualifications**

- Postgraduate degree (MSc. or Ph.D.) in political science, economics environmental sciences, climate change or a related field.
- At least ten years working experience in the development field.
- Relevant work experience in developing countries. Previous work experience in Viet Nam or neighbouring countries will be an asset.
- Excellent project management skills and knowledge of donor policies and funding modalities. Knowledge of UNDP programming practices is an asset;
- Proficiency in both spoken and written English is a must, including excellent writing skills.
- Strong inter-personal skills; results driven, ability to work under pressure and to meet strict deadlines. Ability to deal with politically sensitive and complex issues; Strong communication, networking and team-building skills.
Job description for the National Officers with MOT and MOF

Title: Officer (NO)
Starting Date: January 2015 (subject to starting date of the project)
Duty station: Ha Noi, Viet Nam
Duration: Up to four years (part-time, recruited)
Supervision: National Project Director

Duties and responsibilities

3) SCOPE OF WORK AND SPECIFIC TASKS

a). Inputs to the management and implementation

- Advice and inputs to the planning and implementation: Working closely with UNDP Programme Officer, Programme Associate, National Technical Advisor, and International Technical Advisor, to provide inputs to ensure quality annual and quarterly project work-plans.

- Mobilization of quality inputs to the implementation of the Programme’s activities: Identify viable modalities to facilitate the engagement necessary expertise and services, smooth implementation, and production of expected outputs/outcomes. Modalities include individual contract, teams of experts, individual service provider or consortiums of service providers, or a combination of these.

- Working closely with UNDP staff to group activities into viable packages for tendering/procurement of services, and lead or provide inputs to the formulation of terms of references/requests for proposals for such packages; support in identifying suitable expertise/experts, specialists, organizations, services providers, in order to facilitate the procurement of necessary services;

- Monitoring and providing guidance to contracted consultants/service providers: Working in a team with the NTA and International Technical Advisor to provide technical advices and guidance to the contracted technical consultants/services providers, based on agreed TOR, work-plans, and quality criteria and benchmarks, in order to achieve quality results.

- Monitoring and providing guidance to PPMU in technical issues: Working closely with the PPMU to provide technical advices and guidance to the PPMU technical staff, based on agreed PPMU workplans, and quality criteria and benchmarks, in order to achieve quality results.

- Programme Reports: Provide quality inputs to the preparation of technical/progress reports, including reports to and for the meetings of Programme Executive Board (PEB), Programme Executive Group

- (EG) and UNDP-Multi Partners Trust Fund (MPTF) as required, focusing on capturing results, lessons, and follow up actions.
b). Technical review and quality assurance and knowledge management

Technical review and quality assurance of inputs: Working closely with the International Technical Advisor, take lead to develop or review, and consolidate comments on, make necessary revisions to the terms of references for project activities/ bidding packages/ requests for proposals, submitted by the PMU and/or contracted consultants on related Outcome;

- Technical review and quality assurance of outputs/products: In close collaboration with the National Technical Advisor and International Technical Advisor, undertaking review and commenting on all technical reports, materials, outputs/products, publications, and proceedings of workshops/consultation meetings to ensure highest quality before review and approval by the NPD and UNDP;

- Knowledge generation and information: Working in team with the National Technical Advisor, the International Technical Advisor, PPMU Technical staff, based on policy analysis and research results by the Programme, and experiences and practices elsewhere, provide inputs or lead in producing policy briefs/policy discussion papers, and in documenting Programme lessons learnt, experiences, best practices, and human interest stories.

DEGREE OF EXPERTISE AND QUALIFICATIONS

- Postgraduate degree (MSc. or Ph.D.) in forestry, natural resources, economics or related fields;

- At least 15 years of working experiences in the areas of forestry, or rural development;

- Profound experience in legislative and policy development of forest sector, and dealing with the government and development partners at senior level;

- Outstanding experience in undertaking policy analysis/ research, and in facilitating and chairing consultations;

- Proven strong inter-personal skills of leadership, networking, communication, facilitation, and working in multi-cultural team;

- Proven Proficiency in both spoken and written English, including writing skills
Job description for the Project Manager

Title: Project Manager (PM)
Starting Date: January 2015 (subject to starting date of the project)
Duty station: Ha Noi, Viet Nam
Duration: Up to four years (full time, recruited)
Supervision: National Project Director

Duties and responsibilities
- Prepares and updates project work plans, and submits these to the NPD and UNDP for agreement and approval.
- Prepares and participates in quarterly work planning and progress reporting meetings with the NPD and UNDP.
- Ensures that all agreements with implementing agencies are prepared, negotiated and agreed upon.
- Drafts TORs for key inputs (i.e. personnel, sub-contracts, training, procurement) and submits these to the NPD and UNDP for agreement and approval, and administers the mobilization of such inputs.
- Provides technical advice to project beneficiaries, reviews technical reports and monitors technical activities carried out by responsible parties.
- With respect to external project implementing agencies/ sub-contractors:
  (a) ensures that these agencies mobilize and deliver the inputs in accordance with their letters of agreement or contracts, and
  (b) provides overall supervision and/or coordination of their work to ensure the production of the expected outputs.
- Assumes direct responsibility for managing the project budget by ensuring that:
  (a) project funds are made available when needed, and are disbursed properly;
  (b) expenditure is in accordance with the project document and project work plans;
  (c) accounting records and supporting documents are properly kept and financial reports are prepared;
  (d) financial operations are transparent and financial procedures/ regulations are properly applied; and
  (e) she/he is ready to participates in audits at any time.
- Supervises PMU staff and local or international short-term consultants working for the project.
- Prepares project progress reports and the Final Project Report and organises Project Steering Committee meetings, review meetings and evaluation missions, in coordination with UNDP.
- Reports regularly to and keeps the NPD and UNDP up-to-date on project progress and implementation issues.

Qualifications
- University degree (preferably post-graduate degree) in engineering, industrial development, environmental management or related fields;
- At least 5 years of experience in project management and implementation;
- Strong analytical skills, good inter-personal and team building skills;
- Excellent working level of English language;
- Familiarity with technical assistance projects and the UNDP programme in Viet Nam is an asset.
Job Description for Project Assistant and Interpreter

Title: Project Assistant and Interpreter (01 or 02 people)
Starting Date: January 2015 (subject to starting date of the project)
Duty station: Ha Noi, Viet Nam.
Duration: Up to four years (full time)
Supervision: Project Manager

Duties and responsibilities

- Provide assistance in the operational management of the project according to the project document and the NIM procedures.
- Draft correspondence pertaining to the Project Office responsibilities.
- Undertake all preparation work for procurement of office equipment, stationeries and support facilities as required
- Provide administrative support for project events, including workshops, meetings (monthly, quarterly and annual), study tours, training events.
- Make logistical arrangements for the Project Office, including visas, transportation and accommodation bookings for project staff, consultants and project activity participants.
- Assist in preparation of project work plans and reports.
- Manage the project filing, document and correspondence control systems, includes setting up, assisting Project Staff on, and managing filing procedures.
- Prepare and maintain a database of project events for the information of Project Staff, UNDP and the Project Steering Committee and other organizational units in the project.
- Monitor project telephone, fax, and email correspondence.
- Assist the Project Manager and other Project staff with the preparation of, and administrative support on, project activities as required.
- Providing interpretation services to Project activities, including meetings, small-scale workshops, and relevant events.
- Acting as interpreter for NPD, Project Staff and international consultants as required.
- Translating project documentation such as project documents, relevant papers and correspondence between Vietnamese and English.
Qualifications and requirements

- Good secretarial skills and good organizational capacity;
- Knowledge in administrative and accounting procedures of the Government
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.
- Excellent English language skills, spoken, written, translation and interpretation.
Job Description for Project Accountant

Title: Project Accountant

Starting Date: January 2015 (subject to starting date of the project)

Duty station: Ha Noi, Viet Nam.

Duration: Up to four years (full time)

Supervision: Project Manager

Duties and responsibilities

- Prepare quarterly advance requests for UNDP funding in the applicable format.
- Assist the Project Manager and NPD in project budget monitoring and revision.
- Establish a robust project accounting system, including reporting and filling systems, in accordance with the project document and the NIM procedures.
- Maintain petty cash transactions, including writing receipts, preparing payment request forms, disbursement of cash and clearance of advances.
- Manage banking transactions related to the project, including preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting.
- Prepare project financial reports for agreement by the Project Manager, NPD and UNDP, as required.
- Account for financial transactions in web-based accounting software systems, including UNDP’s ATLAS system.
- Reconcile all balance sheet accounts and maintain records on file.
- Monitor and ensure expenditure of project funding is made in accordance with NIM procedures and approved by the Project Manager or NPD, as appropriate.
- Report any actual or potential financial issues to the Project Manager or NPD, as appropriate.
- Monitor expenditure of petty cash and ensure records on file are up-to-date.
- Continuously improve systems & procedures to enhance internal controls to satisfy audit requirements.
- Maintain an inventory file to support purchases of all equipment/assets.
- Undertake other relevant matters assigned by the Project Manager and NPD.

Qualifications and requirements

XXII. University degree in accounting, finance or a related field.
- Solid experience of budgeting, planning and reporting on foreign funded projects.
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.
- Working English language skills, both spoken and written.