

**PROJECT INVESTMENT PROPOSAL**  
**PROJECT ON TECHNICAL ASSISTANCE USING ODA FROM UNFPA**

**Name of the Line Agency - National Partner: Ministry of Labour, Invalids and Social Affairs (MOLISA)**

**Name of the Agency proposing the project: Gender Equality Department (GED), MOLISA**

(This document is accompanied by Official Letter No..../LDTBXH-... dated .../5/2017)

**ON BEHALF OF THE MINISTER OF MOLISA**  
**Director of Gender Equality Department**

**Pham Ngoc Tien**

**Hanoi, June 2017**

## LIST OF ACCRONYMS

AWP	Annual Work Plan
CIP	Co-implementing partner
DIM	Direct implementation modalities
DV	Domestic violence
DVPC	Domestic Violence Prevention and Control
GBV	Gender-based violence
GE	Gender equality
GED	Gender Equality Department
HPPMG	VN-UN Harmonised Programme and Project Management Guidelines
MOLISA	Ministry of Labour, Invalids and Social Affairs
MPI	Ministry of Planning and Investment
NIM	National Implementation Modalities
NIP	National Implementing Partner
ODA	Official Development Assistance
PIP	Project Investment Proposal
PMU	Project Management Unit
RHC	Reproductive Health Care
SDGs	Sustainable Development Goals
SRB	Sex Ratio at Birth
UN	United Nations
UNDP	United Nations Development Programme
UNFPA	United Nations Population Fund
UNICEF	United Nations Children's Fund
VND	Vietnam Dong

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## A- PROJECT GENERAL INFORMATION

**Project name:** "Support the development and implementation of evidence and human rights-based policies and programmes on prevention and response to gender-based violence/domestic violence and addressing sex work-related issues"

1. **Project code:** VNM9P02.

2. **Name of the UN Agency supporting the project:** The United Nations Population Fund in Viet Nam (UNFPA)

3. **Name of the Line Agency - National Partner:** Ministry of Labour, Invalids and Social Affairs (MOLISA).

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- Phone/Fax: 04. 38253875

4. **Name of the Agency proposing the project:** Gender Equality Department (GED), MOLISA

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5. **National Implementing Partner:** Gender Equality Department (GED), MOLISA

- Contact address: 12, Ngo Quyen, Hoan Kiem, Hanoi

- Phone/Fax: 04.38253875/ Fax: 04.38253875

6. **Name of the Co-Implementing Partner(s):**

a) Family Department, Ministry of Culture, Sports and Tourism (MOCST)

- Contact address: 51 Ngo Quyen, Hoan Kiem, Hanoi

- Phone/Fax: 04.39438231

b) Department of Social, Population and Family Affairs; Central Vietnam Farmers' Union (VFU)

- Contact address: 09 Ton That Thuyet, Cau Giay district, Hanoi

- Phone/Fax: 04.37958035

c) Department of Social Evil Prevention and Control, MOLISA.

- Contact address: D25, alley 8B, Ton That Thuyet, Dich Vong Hau ward, Cau Giay district, Hanoi.

- Phone/Fax: 04.39342033

7. **Estimated Project duration:** 6/2017 –12/2021

8. **Project location:** National coverage

9. **Total project budget:** 4,297,305 USD, including:

9.1 **Total grant ODA:** 3,757,083 USD

a. Secured funds: 2,320,798 USD

b. Additional resource to be mobilised: 1,436,285 USD

9.2 **Counterpart funding:** 12,155,000,000VND (equivalent to 540,222 USD), including:

a. In cash: 5,125,000,000VND (equivalent to 227,777 USD)

b. In kind: equivalent to 7,030,000,000VND (equivalent to 312,444 USD)

**ODA provision modalities:**

- |                    |                                     |
|--------------------|-------------------------------------|
| Grant ODA          | <input checked="" type="checkbox"/> |
| Soft loan          | <input type="checkbox"/>            |
| Mixed grant & loan | <input type="checkbox"/>            |

## B – PROJECT INVESTMENT PROPOSAL USING UNFPA ODA

### I. Project context and justification

*1. Summary of the master plans, development plans of the beneficiaries (agencies, sectors, fields and localities) that are of direct relevance to the contents of the proposed project as well as the necessity, the role of the project in these plans*

#### *1.1. Gender based Violence and Domestic Violence*

Gender-based violence (GBV) and domestic violence (DV) are global issues occurring in all societies and in many forms such as violence in families, sexual assaults, women trafficking and sexual harassment in schools and workplaces, child marriage, forced marriage, gender-based abortion, etc. Although men and boys are also affected, women and girls are the main sufferers of GBV and DV. According to the national survey on DV against women in Vietnam conducted by the General Statistics Office (GSO) in 2010, 58% of ever-married women aged from 18-60 have experienced violence at least once in their lives. The study has confirmed that the violence against women in Vietnam is a serious problem. However, this is only the figures on violence against women within family settings. The big concern is that up to 87% of women suffering from violence do not seek any support from public service providers.

The underlying cause of GBV and DV is gender inequality. Although other factors, such as alcoholism, drug abuse and economic pressures also contribute to the increase of violence, the power, the voice and resource distribution inequalities between men and women have maintained violent behaviours.

The cost of GBV in terms of health, property, income as well as the stability of the family and society is enormous and significantly affects social cohesion, slows down economic growth and contributes to increasing the poverty rate.

In order to address the situation above to effectively implement the Law on Gender Equality (2006), the Law on DV Prevention and Control (2007), the Government has instructed the relevant functional agencies to develop and implement many solutions such as: completing related laws and policies<sup>1</sup>; enhancing communication activities to raise public awareness; and developing and piloting models of GE and prevention and response to GBV and DV in the community.

Specifically, during the project cycle from 2012-2016, UNFPA supported MOLISA, MOCST, Ministry of Public Security (MPS), Vietnam Women's Union (VWU) and Central Vietnam Farmers' Union (VFU) to implement activities to prevent and respond to GBV and DV. Collaborative activities focused on supporting and advocating for the formulation of relevant policies and intervention programmes<sup>2</sup>; piloting the community-based minimum package on DV prevention and control in Ben Tre and Hai Duong; developing and using the monitoring and evaluating framework toward the implementation of the National Action Plan on DV Prevention and Control up to 2020; Implementing communication campaigns on DV prevention and control, eliminating violence against women and girls and gender biased sex selection in Vietnam.

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<sup>1</sup>The National Strategy on GE (2011-2020); the National Programme on GE (2011-2015); the National Action Programme on GE (2016-2020); the Vietnam Family Development Strategy by 2020, with a vision to 2030; the National Action Plan on DVPC until 2020; the Inter-sectoral mechanism on DVPC; the GBV Prevention and Response Programme (2016-2020) with a vision to 2030; the Project on controlling SRB imbalance (2016-2025); the Project on Reducing DV in rural areas (2015-2020).

<sup>2</sup> The National Action Plan on DVPC until 2020; Inter-sectoral Coordination Regulation on DVPC; The Plan on GBV Prevention and Response (2016-2020) with a vision to 2030; the Project on Reducing DV in Rural Areas of Vietnam from 2015 to 2020

The implementation of the solutions above has shown positive results in the prevention and response to GBV and DV over the past time. However, there are still many challenges and obstacles to be solved to further improve the effectiveness of this work in the coming period, specifically as follows:

a) After nearly 10 years of implementing the GE Law, many positive changes have been made in the implementation of GE in Vietnam. However, there is still a gap between the law and the reality. Many of the provisions, including the provision of "GBV", in the Law have not been fully enforced or clarified, thus it is difficult for the law enforcement and application. Therefore, it is necessary to carry out the review of 10 years of implementing the GE Law to have the best evidence for the amendment and supplementation of the Law in the coming time. The amendment of the GE Law was already stipulated in the Prime Minister's Decision No. 251/QĐ-TTg dated 13/02/2014 on promulgation of the Government's plan to implement the Constitution of the Socialist Republic of Vietnam.

b) In 2013, with the technical support from UNFPA, the Ministry of Culture, Sports and Tourism (MOCST) hosted a workshop on "Review of five years of implementing the DVPC Law" to provide information on the DVPC Law implementation by ministries, departments, unions, relevant organizations and localities for 05 years after the DVPC Law took effect (2008-2013); At the same time, the workshop also aimed to withdraw lessons learned, good examples as well as difficulties and challenges as a basis for policy proposals, improvement and replication of DVPC interventions. In 2015, the Ministry continued to work with UNFPA to conduct an independent review of the DVPC Law implementation in the period 2008-2016, focusing on analysing the compatibility of the Law against international standards on human rights; the synchronization of this Law with other relevant laws, the response of the Law to the needs of DV victims and the practical effects of the DVPC Law implementation from the effective date of this Law up to June 2015. The results show that the Government has developed a relatively comprehensive policy and legal framework to implement the DVPC Law. However, the report also points out the incompatibility of the DVPC Law with international and regional human rights norms, as well as with other laws in Vietnam legal system, including the Constitution 2013 such as:

- The unclear division of state management responsibilities related to the laws on gender, marriage and family, child protection, elderly people and DVPC between the MOCST and the MOLISA has created overlaps in addressing GBV and DV related issues.

- The system of monitoring and evaluating the DVPC Law implementation has been set up and considered as a progressive step though not comprehensive yet. However, the statistics on DVPC work has not been fully documented and analysed.

- There has not been adequate investment from state budget resources in DV addressing programmes and action plans, thus the results of the implementation of the Law are still limited. Due to the lack of monitoring tools, it is not possible to clarify the accountability of agencies and organizations assigned to implement the DVPC Law; At the same time, the feasibility of some law enforcement policies is not high, causing many difficulties in the real implementation.

c) GBV and DV intervention programmes are almost still in the pilot phase and are not synchronously implemented and have limited resources; Some models and activities are at small scales and cannot meet practical needs. The number of victims accessing support services is low. Response services have also been implemented but are fragmented and do not meet the multi-sectoral approach to respond effectively to GBV. In addition, the lack of guidelines and regulations on standards related to the provision of services leads to inadequate implementation among units and localities in the implementation of GBV and DV prevention and control interventions.



d) In 2010, under the support of international organizations, the General Statistics Office (GSO) (under the Ministry of Planning and Investment (MPI)), for the first time, conducted a national survey on DV against women. Up to this point, although the data are rather old, they are still the only official data source we have to refer to when we develop DVPC policies and programmes. The limitation is that this survey only addresses the situation of women experiencing DV within family setting, but does not cover the other types of violence against women and girls in the family and in the society. In addition, there should be enough scientific evidence to understand the situation and changes in the field of DVPC after nearly 10 years of implementation of related policies. It is therefore necessary to conduct a repeated national survey on GBV and DV to provide evidence for the development and improvement of relevant existing policies and legislation.

e) Over the past time, the lack of national data on GBV and DV has caused significant obstacles to the formulation, monitoring and evaluation of the implementation of DV and GBV prevention and response policies and programmes and the accountability of state authorities. It is therefore necessary to develop a national database on GBV and DV based on existing survey data, studies and annual administrative reporting systems of units and localities. This database will be used for reporting and assessing the effectiveness of implementing GBV prevention and response policies and programmes at the national level as well as at the ministries, sectors and localities and regions.

e) Behaviour change communication (BCC) on GE is identified as one of the key tasks in GBV/DV prevention and response to GBV. However, over the past time, communication activities as well as intervention programmes have mostly focused on the victims of violence rather than the perpetrators. Men are identified as the primary perpetrators and they should be seen as a solution to stop violence through changing their perceptions and behaviours. In addition, the behaviour change of policy makers will also be an important factor for the development and improvement of policies and laws on GBV/DV prevention and response. Additionally, the awareness changes among people, especially men and boys, will also provide the basis for better and more effective implementation of policies, laws and programmes, and all of this will help the GBV/DV prevention and response to be more active and effective. As farmers account for 70% of the country's population and male farmers make up more than 75% of the total membership of the VFU, male farmers play an important role in the prevention and response to GBV/DV in the coming time.

g) Child marriage and sex selection remain a matter of concern in Viet Nam. Although the Marriage and Family Law regulates that the age of marriage for women must be 18 years and older, the Viet Nam Multiple Indicator Cluster Survey (MICS) shows that the proportion of young women between 15-19 years having been married or living with their partners without marriage is 5.4% (2006) and 10.3% (2014). The 2014 MICS survey also shows that the rate of early marriage among ethnic minority people in mountainous areas is higher (29.5%) than that among ethnic minorities in general while the child marriage rate among Kinh and Hoa communities accounts for only 6.5%. Child marriage is linked to the dropout rate and premature births: 73% of women aged 15-19 are married or live with their partners without marriage and do not go to school or only finish elementary school. To address this situation, the Government has approved the project "Reducing the rate of child marriage and cousin marriage in ethnic minority areas in the period 2015-2025" with the target of reducing the child marriage rate by 2-3% per year and cousin marriage rate by 3-5% per year in ethnic minority areas with high rates of child marriage and cousin marriage<sup>3</sup>.

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<sup>3</sup> Decision No. 498/QĐ-TTg dated 14/4/2015 of the Prime Minister

In Vietnam, the sex ratio at birth (SRB) has increased from 106.2 boys per 100 girls in 2000 to 112.8 boys per 100 girls in 2015<sup>4</sup> and this trend is continuing to increase. The pressure in having a son in addition to the development of medical technology has led to an imbalanced SRB. The 2009 data showed that this ratio was 110.2 for the first birth, 109 for the second birth, and 115.5 for the third birth (and even 132 if the first two children are females). The sex selection right at the first birth is most likely to occur in urban areas. The issue of SRB imbalance has really concerned the Vietnamese Government in recent years and has been mentioned in legal documents such as Population Ordinance, Decree No. 104/2003/ND-CP dated September 16, 2003 of the Government detailing the implementation of some articles of the Population Ordinance and the Law on GE. At the beginning of 2016, the Government approved the Project "Controlling SRB imbalance for the period of 2016-2025"<sup>5</sup>.

Although the Government of Vietnam has taken measures to solve the problems of child marriage and SRB imbalance, this situation is still very complicated. In order to effectively address these issues, attention should be paid to the root causes of gender inequality. Therefore, it is important to collect more evidence on gender inequality impacts on child marriage and SRB imbalance for timely and effective interventions.

## *1.2. Support the development of the Law on Sex Work Prevention and Control*

### *a) Context*

The Ordinance on Sex Work Prevention and Control was promulgated by the Standing Committee of the National Assembly on March 17, 2003, effective from July 1, 2003. After nearly 15 years of implementation, the Ordinance on Sex Work Prevention and Control has achieved certain results, but it still has weaknesses in the new context and does not meet new requirements.

On the other hand, from 2003 up to now, the National Assembly has promulgated the Law on HIV/AIDS Prevention and Control, the Law on Human Trafficking Prevention and Control, the Law on Handling of Administrative Violations. The above-mentioned legal documents have made important adjustments in sex work prevention and control policies (permitting the implementation of harm reduction measures against sex workers and intensifying the handling of human traffickers for prostitution purposes, not applying administrative sanctions measures to sex workers ...). In particular, the Constitution 2013 emphasizes the assurance of human rights in the formulation of legal policies, especially for the vulnerable groups. The practice also shows that prostitution-related problems cannot be solved only by administrative and criminal measures, but they need to be addressed with new perspectives, which emphasize social solutions to guarantee equality in access to and use of social services by sex workers.

When addressing the sex work-related issues in the current context, in addition to ensuring social security and order, the primary concern is to intensify the implementation of preventive and harm reduction activities and the prevention of GBV among sex workers. At the same time, it is important to build an appropriate, accessible and friendly social service system for sex workers when they want to change their jobs/lives.

Therefore, the promulgation of the Law on Sex work Prevention and Control is essential as it will be a basis for the implementation of measures and solutions to ensuring GE and human rights, in line with the Universal Declaration of Human Rights.

### *b) Legal foundation*

- On March 30, 2015, the Government Office issued Official Letter No. 2133/VPCP-KGVX notifying the Prime Minister's directives in assigning the Ministry of Labour, War Invalids

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<sup>4</sup> According to the main results of the Survey on Population Change and Family Planning 2015

<sup>5</sup> Decision No. 468/QĐ-TTg dated 23 March of the Prime Minister

and Social Affairs to assume the prime responsibility and coordinate with other relevant agencies to develop the Law on Sex Work Prevention and Control.

- On 12/9/2016, the Minister of Labour, Invalids and Social Affairs issued the Decision No. 1191/QĐ-LĐTBXH to set up an Advisory Board and a Task Force Group in developing the Law on Sex Work Prevention and Control, and Decision No. 1595/QĐ-LĐTBXH dated 21/11/2016 promulgating a plan on developing the Law on Sex Work Prevention and Control. It is expected that the Law proposal will be completed in 2019-2020.

***2. Overview of other programmes and projects that have been or are being implemented with different funding sources for the purpose of assisting in addressing the relevant issues of the lead agency and project implementing agency (ies) to avoid duplication and ensure the coordination and sharing of results among different projects to maximize the effectiveness.***

In the period 2011-2015, related agencies have implemented a number of projects as follows:

<b>Implementer</b>	<b>Donor</b>	<b>Project name</b>	<b>Budget</b>	<b>Duration</b>
MOLISA	UNFPA	Project VNM8P04 for the period 2012-2016 “Supporting MOLISA to address some health and social problems in vulnerable population groups”	434,000 USD	2012-2016
	KOICA	Developing models of preventing and controlling violence against women and girls in Vietnam	2,560,000 USD	2016-2019
	CARE International in Vietnam	Project: Developing models of "enhancing access to social services for female sex workers in Quang Ninh, Ho Chi Minh City and Can Tho"	1.2 bil VND	7/2014 – 6/2017
	ILO	Project: "developing and piloting support models to ensure the rights of workers in service businesses"	1.2 bil VND	2016-2018
	PLAN in Vietnam	Project: "Supporting the research and development of policies and piloting community integration models for sexually exploited young women in Hanoi"	124,000 USD	2013-2015

MOCST	AECID	Communication and education to strengthen the implementation of Law on DVPC	490,200 EUR	12/2009 - 12/2012
	UNFPA	Developing a national response to DV	1,059,000 USD	2012-2016
VFU	UNFPA	Strengthening the role of social organizations in Vietnam in response to GBV and some important population issues"	1,100,000 USD	2012-2016
	Government of Vietnam (GoV)	Reducing DV in rural areas of Vietnam	14,880,000,000 VND	2015-2020

### ***3. The lessons drawn from the previous national cooperation programmes between the UN and Vietnam***

The cooperation programme between UNFPA and GoV (2012-2016) shows that UNFPA has provided tremendous support for the implementation of the priorities identified by MOLISA. This support is considered very practical and effective, contributing to improving the capacity of related government staff in the implementation of programmes on GE promotion and GBV prevention & control. Some lessons can be drawn from the process of cooperation as follows:

- Continue to enhance communication and education activities to raise awareness on gender equality and GBV/DV prevention and control. Sex work issues need to be considered on human rights-based approach. Men and boys should be considered as important factors in ending violence against women and girls.
- There should be a comprehensive legislative system on gender equality, GBV/DV prevention and control as well as addressing sex work-related issues on the human rights based approach in compliance with the international requirements and in accordance with the socio-economic development conditions in Vietnam. This will be a legal framework to help the state management agencies to effectively implement their assigned functions and tasks.
- The system of GBV prevention and control services currently is still too limited to meet the real needs. This system is still in the pilot stage or only focuses on DV victims. Therefore, it is important to standardize these services, to create favourable conditions for social organizations to get involved in the provision of services in the community, to increase the availability and accessibility of services, and to connect community-based services to public services.
- It is necessary to develop a database on GBV prevention and control through developing

data collection instruments across the country and collecting evidence through surveys.

- It is crucial to avoid duplication/overlapping and enhance the quality of activities by strengthening coordination among UN partner agencies and other stakeholders through developing effective partnerships among GoV, UN agencies, donor community and relevant organizations.

- Finally, the preparation of master/annual/quarterly plans and proper monitoring of the implementation of the plans are the keys to achieving the project goals/objectives as well as having appropriate adjustments if problems arise.

#### ***4. Overview of the issues to be addressed within the scope of the proposed project.***

In order to focus on the implementation of gender equality, prevention of GBV/DV and sex work-related issues on the human rights based approach, it is important to address some following issues within the proposed project:

- Improve the legislative system on gender equality, prevention of GBV/DV and sex work-related issues on the basis of human rights to ensure conformity with Vietnam's Constitution 2013, international regulations to which Vietnam is a member, and the socio-economic development conditions of the country.

- Develop standards for GBV prevention and control services to ensure the accessibility and availability of the services to increase socialization in providing services for GBV victims and perpetrators.

- Carry out a national survey on violence against women and girls across the country to provide evidence for policy advocacy, programmes and raise awareness of related agencies and stakeholders at various levels and sectors.

- Develop a GBV database as the basis for helping the state authorities to monitor the GBV prevention and control on a national scale.

- Change the perceptions and behaviours of policy makers and the public, especially men and boys about GBV through behaviour change communication campaigns and advocacy activities.

- Support the evidence on the impact of gender inequality on child marriage and SRB imbalance as basis for developing effective intervention programmes.

#### ***5. The direct beneficiaries of the proposed project include:***

- The capacity of staff of the central agencies will be improved through managing, planning, implementing and coordinating the project activities. This will have indirect effects on the people as the beneficiaries of the project's main results.

- The GBV victims/perpetrators will benefit from GBV prevention and control services.

## **II. Rationale for the selection of the supporting UN Agency**

### ***1. Relevance of the project contents and objectives to the mandate and programme priorities of the supporting UN Agency***

In the CP9, UNFPA is committed to supporting national priorities, including: (i) improving the capacity, health, ethics and lifestyle of Vietnamese people to develop a high-quality human resource; (ii) effectively implement gender equality and the advancement of women; care and protection of children's rights; (iii) ensuring a comprehensive, rigorous and transparent legislative system to meet the needs of socio-economic development and international integration. The activities proposed by MOLISA and other related agencies are in line with the priorities on gender equality and the advancement of women.

## ***2. Reasons for the selection and comparative advantages of the UN agency in terms of technology, managerial experience, policy advice, etc. in the sector/ field***

At the global level, UNFPA is the lead UN agency in assisting countries in the fields of population/family planning/reproductive health care, gender equality, prevention and response to GBV, and sex work. Moreover, as the lead agency in formulating and implementing the Action Plan of the International Conference on Population and Development (ICPD), UNFPA has the responsibility to support countries to address emerging population issues. In Vietnam, the comparative advantage of UNFPA in population, gender equality, reproductive and sexual health and sex work has been proven over nearly 40 years of working with central and local governmental agencies, and socio-political organizations of Vietnam in formulating and implementing policies and laws related to population and development on the basis of respecting the national cultural identity and national ownership. UNFPA is one of the first donors applying the national execution modality and fund raising capacity. UNFPA in Vietnam has many years' experience in providing technical support for partner agencies and applying results-based monitoring and evaluation procedures.

## ***3. Conditions required by the supporting UN Agency's policy guidelines (if any) and Viet Nam's capacity of response***

In the cooperation between UNFPA and Vietnam for the period of 2017-2021, with its specific characteristics and priorities, UNFPA has a number of requirements that are different from the regulations of Vietnam. Below are UNFPA's requirements and MOLISA's response on meeting such conditions:

3.1. In addition to applying the current ODA management regulations of the Government of Vietnam, the project will be implemented and managed under the Harmonized Programme and Project Management Guidelines (HPPMG). This is the result of the "Delivering as One" (DaO) - a joint initiative between United Nations and Vietnam on Harmonization of Programme and Project Management Procedures applicable to programmes/projects funded by 03 United Nations agencies (UNDP, UNICEF and UNFPA) for Vietnam. This document contains some contents different from current regulations of Vietnam (such as bidding threshold, asset management...). The document was approved by the Prime Minister and signed by the Minister of Planning and Investment in July 2010 and revised in July 2016. MOLISA finds that the application of the HPPMG enables the enhancement of the roles and responsibilities of MOLISA and its stakeholders with specific, clear, and mutually agreed (harmonized) regulations. HPPMG helps to avoid the application of concurrent management mechanism, increase transparency, in line with the Paris Declaration and the Hanoi Core Statement on Aid Effectiveness in Viet Nam. The document clearly identifies and enhances the role of national execution and the cooperation between UN agencies and Vietnamese implementing agencies. Currently, none of HPPMG's signatories have declared to withdraw from this regulation. Thus, this regulation is still valid. Therefore, MOLISA request for continuing to apply this regulation to the project in the period 2017-2021.

3.2. Basically, the cost norms will follow the agreement between the United Nations agencies and the aid management agency of Vietnam. The project will apply the cost norms under the UN-EU Guidelines for Financing of Local Costs signed by the representatives of the Government of Viet Nam, the United Nations and the European Union in Vietnam (the latest version is the UN/EU cost norm signed in 2015). These documents are updated and agreed by both UN and Government agencies. These norms have been implemented effectively by all United Nations and EU-funded programmes and projects. These norms reflect the traditionality and specificity of the cooperation between UN agencies and also reflect the Vietnam's perspective through consultative meetings and consensus in the development

process. These norms and regulations are very specific, clear and in line with Vietnam's current practical conditions, which will surely help the project implementation.

3.3. Given the typical features of the cooperation between Vietnam and UN agencies and the application of the HPPMG, including the detailed description of the operational and budget planning processes as well as the management of implementation, UNFPA recommends that the preparation of the Project Investment Proposal (PIP) should follow the new provisions of Decree 16/2016/ND-CP dated 16 March 2016 of the Government, and not develop a Project Document. PIP is a joint document of both Vietnam and UNFPA, which is a basis for the development of AWP, QWP and follow-up activities. This approach in previous cycles has been proven to be consistent with the aid providing characteristics of UNFPA (with two funding sources: Regular Resources (RR) and Other Resources (OR)) as well as ensuring greater flexibility in providing technical assistance in policy advocacy in a rather long project life (5 years).

3.4. As mentioned above, UNFPA's secured fund is not 100% guaranteed but depends on UNFPA Headquarters' availability and resource mobilization during the project implementation. Given that UN agencies are not direct aid providers and a global financial crisis, UNFPA cannot guarantee the availability of 100% secured fund for the project. This has been indicated during the past 40 years of cooperation with the GoV, and the GoV understands this and has always coordinated with UNFPA in resource mobilization. UN agencies in Viet Nam are now proposing a policy that guarantees at least 20% of secured fund upon approval of the PIP and will use the approved PIP to mobilize more fund for the project. According to UNFPA's announcement and commitment, the secured fund available for the project is 2,320,798USD, equivalent to 61.7% of the total committed ODA for the project in five years. UNFPA, with its priorities and strengths, has committed to mobilize more funds based on the lessons learned from the previous cycle. This is the trend and typical characteristics of UN agencies, including UNFPA. In order to take advantage of UNFPA's valuable technical assistance, MOLISA will work closely with UNFPA and other relevant agencies to mobilize resources for the project, if authorized by the Government. In addition, the MPI has discussed with UNFPA about using the available funds for the high priority activities in the early years of the project. Each year, MPI coordinates with UNFPA to review the project implementation, including the mobilization of resources so that appropriate solutions are available to optimize UNFPA's grant.

3.5. The approach UNFPA has proposed for the interventions under this project will be evidence-based approach, further strengthening the international human rights commitments to which Vietnam is a member, the principles of equality and the compatibility to Vietnam's cultural context.

3.6. During the implementation of the project activities, evidences should be developed with high quality because they are the basis for policy development. Therefore, UNFPA and other implementing agencies will jointly undertake a number of key studies through national and international open bidding (if needed). UNFPA and MOLISA will provide technical assistance in all steps of the process. This will improve the study quality and the study results will be more widely applied.

3.7. According to the HPPMG, the activities are mainly undertaken by the Vietnamese side. For the activities that are difficult for the Vietnamese side to carry out, UNFPA will help to implement these activities with the participation of relevant Vietnamese agencies. In the project, some activities are related to recruiting international experts, organizing study tours overseas, etc. MOLISA finds these activities difficult, especially the international contract signing procedures. Therefore, MOLISA has requested UNFPA to take charge of these activities and UNFPA has accepted the request.

3.8. The participating agencies must ensure sufficient resources (counterpart funding) as committed according to the project proposal. MOLISA and concerned agencies find that this condition is appropriate for achieving the project outcomes and will secure and contribute counterpart funding resources as committed.

In conclusion, many of the above mentioned requirements are in line with the practice of cooperation between Viet Nam and UN agencies over the years and are already approved by competent authorities. Some of the requirements, as mentioned in point 3.6 above, will help to improve the quality of research and strengthen the utilization of those research results although the process and procedures will require participants to be active and dynamic to ensure that the project progress will be achieved. If approved by the Government, MOLISA and other Vietnamese agencies, with decades of experience working with UNFPA and other UN agencies, surely can implement and meet all of the above requirements to implement the project effectively.

### **III. Objectives and key indicators**

#### ***1. Long-term objective:***

To support the development and implementation of evidence and human rights-based laws, policies and programmes on prevention and response to Gender-based Violence, Domestic Violence and sex work related issues.

#### ***2. Short-term objectives and key indicators***

*a) Objective 1: To support the generation of evidence for developing and/or improving the effectiveness of implementation of the Law on Gender Equality, the Law on Domestic Violence Prevention and Control, policies and programmes on DV/GBV prevention and response.*

- **Indicator 1.1:** Number of reports and guidelines on GBV/DV prevention and response developed and used for policy and programme development.

*Baseline (2017): [Documents available before 2017 to be analysed]*

*Target (2021): [04 new documents to be proposed by 2021]*

*Means of verification: Annual reports of MOLISA and MOCST; and independent evaluation reports*

- **Indicator 1.2:** Number of evidence-based recommendations on GBV/DV available and used for policy advocacy and programme development.

*Baseline (2017): [Recommendations available before 2017 to be analysed]*

*Target (2021): [04 new recommendations to be proposed by 2021]*

*Means of verification: Annual reports of MOLISA and MOCST; and independent evaluation reports*

- **Indicators 1.3:** Number of reports from the repeated survey on GBV/VAW/G developed and used for policy and programme development.

*Baseline (2017): [Documents available before 2017 to be analysed]*

*Target (2021): [01 new report to be proposed by 2021]*

*Means of verification: Annual reports of MOLISA and MOCST; and independent evaluation reports*



*b. Objective 2: To improve coordination capacity and accountability of government agencies and relevant organizations on GBV/DV prevention and response.*

- **Indicator 2.1:** Number of guidelines on GBV/DV handling procedure developed and used for laws, policies and programmes development.

*Baseline (2017): [Documents available before 2017 to be analysed];*

*Target (2021): [03 new documents to be proposed by 2021]*

*Means of verification: Annual reports of MOLISA and MOCST; and independent evaluation reports*

- **Indicator 2.2:** Number of tools to monitor and evaluate activities on strengthening GE and GBV interventions developed and used for measuring the effectiveness of the activities.

*Baseline (2017): [Documents available before 2017 to be analysed];*

*Target (2021): [01 new document to be proposed by 2021]*

*Means of verification: Annual reports of MOLISA and independent evaluation reports*

*c. Objective 3: To raise awareness and support behaviour change in policy makers and the community, especially men, on GBV/DV prevention and response.*

- **Indicator 3.1:** Number of new initiatives in partnership with socio-political organizations, social organizations and the private sector to promote the involvement of policy makers, men and boys in GBV/DV prevention and response.

*Baseline (2017): [Initiatives before 2017 to be analysed];*

*Target (2021): [02 new initiatives to be proposed by 2021]*

*Means of verification: Annual reports of VFU and independent evaluation reports*

- **Indicator 3.2:** The increased number of male farmers participating in the "Responsible father" model and in GBV prevention and response.

*Baseline (2017): [Documents available before 2017 to be analysed];*

*Target (2021): [Number of male farmers participating in the "Responsible father" model increased]*

*Means of verification: Annual reports of VFU and independent evaluation reports*

- **Indicator 3.3:** Number of lessons learned/policy recommendations on mobilization of men in prevention of violence and gender discrimination provided for programme and policy development.

*Baseline (2017): [Lessons learned before 2017 to be analysed];*

*Target (2021): [02 recommendations to be proposed by 2021]*

*Means of verification: Annual reports of VFU and independent evaluation reports*

*d. Objective 4: To support the development and improvement of evidence and human rights based laws, policies and programme addressing sex work related issues.*

- **Indicator 4.1:** Number of policy proposals/study reports completed and used for the development of the law, policies and programmes on sex work.

*Baseline (2017): [Documents available before 2017 to be analysed];*

*Target (2021): [01 policy proposal and 01 study report to be proposed by 2021]*

*Means of verification: Annual reports of MOLISA and independent evaluation reports*

- **Indicator 4.2:** Availability of the draft law on sex work using the evidence and human rights based approach submitted to the National Assembly for review and approval.

*Baseline (2017): [Recommendations available before 2017 to be analysed];*

*Target (2021): [The draft Law to be submitted by 2021]*

*Means of verification: Annual reports of MOLISA and independent evaluation reports*

*e. Objective 5: Management and monitoring of the project implementation to ensure the investment effectiveness.*

The annual and quarterly project planning, disbursement and implementation according to PIP ensures the project will be implemented on schedule, achieve expected results and comply with current regulations on cooperation between Viet Nam and UNFPA.

#### **IV. The project's major outputs under the components and/or key activity groups and estimated allocation of the project resources.**

***1. Objective 1: To support the generation of evidence for developing and/or improving the effectiveness of implementation of the Law on Gender Equality, the Law on Domestic Violence Prevention and Control, policies and programmes on DV/GBV prevention and response.***

*a) Expected result 1: A report on the review of 10-year implementation of the GE Law from GBV perspective developed, printed and disseminated.*

##### ***Group of activities:***

1.1. Conduct an independent study to review the implementation of the GE Law from the GBV perspective, which will be used as a reference in the overall evaluation report on 10-year implementation of this Law.

*In this activity, the project will support MOLISA for the availability of a report reviewing the implementation of the GE Law from the GBV perspective, by hiring independent consultants, consultation and finalization of the document. This report will be used as a reference material during the development of an overall evaluation report on 10-year implementation of the GE Law. This report will also be widely disseminated.*

*In this process, evidence provided by social organisations on their GE/GBV studies will be used as inputs for the development of this report.*

*UNFPA will support MOLISA in hiring an international consultant as an independent evaluation team leader, who will be in collaboration with national consultants to review documents, develop review tools, collect and analyse data, finalise the report as well as present the review results at the consultation and dissemination workshops. In addition, UNFPA will support the translation, editing and quality assurance of the report translation, as well as all other activities and materials needed for the review process.*

Estimated budget: 115,000 USD, in which

National implementing modality (NIM): (MOLISA) 55,000 USD

To be implemented by UNFPA (DIM): 60,000 USD

*b) Expected result 2: The proposed amendment to the Law on Domestic Violence Prevention and Control included in the programme agenda of the National Assembly.*

##### ***Group of activities:***

## 1.2. Provide evidence and advocate for amending the Law on DVPC.

*In this activity, the project will support MOCST in organising inter-sectoral monitoring missions, workshops, policy dialogues, study visits, etc, to provide evidence for the inclusion of the proposed amendment to the Law on DVPC into the programme agenda of the Government and the National Assembly. During the process, the evidence provided by social organisations through their researches on GE/DV will be used as inputs for the development of the proposed amendment.*

*UNFPA will support MOCST and other stakeholders in organising or participating in international conferences, inviting international experts to present at workshops/policy forums, facilitating experience exchange to learn international experience and good practices in advocating for the inclusion of the amendment of the DVPC Law in the programme agenda of the Government and the National Assembly.*

Estimated budget: 115,000 USD, in which

National implementing modality (NIM): MOCST 85,000 USD

To be implemented by UNFPA (DIM): 30,000 USD

*c) Expected result 3: The GE Law amended*

### **Group of activities:**

## 1.3. Develop an evidence based amendment to the GE Law.

*Based on the evaluation report on the 10-year implementation of the GE Law, the project will support MOLISA to develop a proposed amendment to the GE Law for submission to the relevant authority for consideration and approval, through consultations with national and international experts.*

*The evidence provided by social organisations through their researches and activities will be used as inputs for the development of the proposed amendment to the GE Law.*

*UNFPA will support MOLISA in organising or participating in international conferences, inviting international experts to present at the seminars/policy forums, organising experience exchange to ensure that the revised GE Law will be in line with international standards/commitments, relevant national laws and policies as well as the actual context, and GBV contents will be fully reflected in the revised GE Law.*

Estimated budget: 70,000 USD, in which

National implementing modality (NIM): MOLISA 60,000 USD

To be implemented by UNFPA (DIM): 10,000 USD

*d) Expected result 4: The Law on DVPC revised.*

### **Group of activities:**

## 1.4. Develop a proposed evidence based amendment to the Law on DVPC.

*Based on evidence provided after 10-year implementation of the DVPC Law, the project will support MOCST to develop a proposed amendment to the DVPC Law for submission to the relevant authority for consideration and approval, through consultations with national and international experts..*

*The evidence provided by social organisations through their researches and activities will be used as inputs for the development of the proposed Amendment to the DVPC Law.*

*UNFPA will support MOCST in organising or participating in international conferences, inviting international experts to deliver presentations at the seminars/policy*

*forums, organising experience exchange to ensure the revised DVPC Law will be in line with international standards/commitments, relevant national laws and policies as well as the actual situation.*

Estimated budget: 70,000 USD, in which

National implementing modality (NIM): MOCST: 60,000 USD

To be implemented by UNFPA (DIM): 10,000 USD

*e) Expected result 5: Availability of studies on social behavioural changes related to son preference, the consequences of SRB imbalance and child marriage.*

***Group of activities:***

1.5. Conduct studies on the social consequences of prenatal sex selection and child marriage

*In this activity, the project will support MOLISA in collaboration with social organisations to conduct studies on behavioural changes related to son preference, the consequences of SRB imbalance and child marriage. The results of these studies will provide evidence for developing appropriate intervention programmes to change gender-biased sex selection behaviours, developing strategies for responding to the consequences of imbalanced SRB in Vietnam, as well as developing policies and programmes to address the problem of child marriage.*

*UNFPA will assist MOLISA in hiring international experts to conduct these studies. In addition, Vietnam is currently selected as one of six countries participating in the piloting global programme on addressing SRB imbalance. One of the three main outcomes of this programme is to "The existing knowledge base on sex ratio imbalance through demographic, socio-cultural, operational and policy research at national and regional levels expanded". Therefore, UNFPA Viet Nam will support MOLISA in partnering with international and regional research institutions to exchange experiences and research findings as well as throughout the research process.*

Estimated budget: 115,000 USD

National implementing modality (NIM): MOLISA 40,000 USD

To be implemented by UNFPA (DIM): 75,000 USD

1.6. Publish and disseminate the study reports on behavioural changes related to son preference, the consequences of SRB imbalance, and child marriage.

*The project will support MOLISA in printing and publishing study reports on behavioural changes related to son preference, the consequences of SRB imbalance and child marriage. These study reports will be disseminated to managers and policy makers as a basis for policy development and effective interventions.*

*UNFPA will support MOLISA in inviting international experts to present and share study reports at dissemination workshops; in translating the reports; editing and quality assurance of the translations; as well as other activities and materials needed throughout the study process.*

Estimated budget: 15,000 USD, in which

National implementing modality (NIM): MOLISA: 10,000 USD

To be implemented by UNFPA (DIM): 5,000 USD

g) *Expected result 6: The national repeated survey on GBV/violence against women and girls conducted.*

**Group of activities:**

1.7. Conduct a repeated national survey on GBV/violence against women and girls nationwide.

*In 2010, a national study on domestic violence against women in Viet Nam conducted by the General Statistics Office (GSO) with the support of the UN provided a general picture on violence against women in Viet Nam in that time. However, this study only investigated violence against women within families, and many other types of violence outside families were not studied to assess the impacts of such types of violence on women in particular and the development of the society in general. Within the scope of this activity, the project will assist MOLISA in leading the repeated survey on violence against women and girls both within and outside the family context, with the participation of Social - Environmental Statistics Department (GSO), to better reflect the current situation, the economic cost of GBV and relationship between GBV and women's empowerment. The survey results will also be used to assist state management agencies in proposing appropriate policies and interventions.*

*UNFPA will assist MOLISA in hiring an international expert(s) as a survey team leader(s), inviting technical advisers from international and regional UNFPA and WHO to participate in the whole survey process, and connecting this activity to relevant regional projects to share experiences as well as survey results.*

Estimated budget: 650,000 USD, in which

National implementing modality (NIM): MOLISA 500,000 USD

To be implemented by UNFPA (DIM): 150,000 USD

1.8. Publish and disseminate the report of the national repeated survey on GBV/VAWG.

*The project will support MOLISA in publishing and disseminating the survey report to share information about the current situation of violence against women and girls as well as propose recommendations to policy makers and state management agencies.*

*UNFPA will support MOLISA in inviting international experts and technical advisers from UNFPA and WHO to deliver presentations at the dissemination workshop. UNFPA will also support the translation of the survey reports, the editing and quality assurance of the translation, as well as other activities and materials needed during the whole survey.*

Estimated budget: 50,000 USD, in which

National implementing modality (NIM): MOLISA 30,000 USD

To be implemented by UNFPA (DIM): 20,000 USD

**2. Objective 2: To improve coordination capacity and accountability of government agencies and relevant organizations on GBV/DV prevention and response.**

a) *Expected result 1: Standards on GBV prevention and response finalized*

**Group of activities:**

2.1. Develop some standards in GBV prevention and response

*The Proposal on Gender-based Violence Prevention and Response (2016-2020), with a vision to 2030, has been approved by the Prime Minister<sup>6</sup>, in which some standards for GBV prevention and response should be developed. Within the framework of this activity, the*

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<sup>6</sup>Decision No. 1464/QĐ-TTg dated 22/7/2016 by the Prime Minister

*project will assist MOLISA in coordinating with Ministry of Public Security, Ministry of Education and Training and relevant ministries in studying, piloting and developing some standards for GBV prevention and response services for the approval and application nationwide. In this project, GBV response services will include social services (including GBV prevention and response in schools), police's services and coordination services. Lessons learned from social organisations on the implementation of community-based models will be used as reference in the development of these standards.*

*These standards will be used by social organisations for community-based service delivery models.*

*UNFPA will assist MOLISA in hiring international experts, organising or participating in international conferences to ensure that the standards for GBV response services will be developed in accordance with international standards as well as the real situation of Vietnam.*

Estimated budget: 315,000 USD, in which

National implementing modality (NIM): MOLISA: 265,000 USD

To be implemented by UNFPA (DIM): 50,000 USD

*b) Expected result 2: A software for online data collection and reporting on GE and GBV interventions developed, tested and applied widely.*

***Group of activities:***

2.2. Develop a software for collecting and reporting online information and data on GE and GBV prevention/response activities.

*At present, data collection on GE and GBV activities is mainly done through administrative reporting channels with different guidelines, forms or individual surveys, which has led to the inconsistent or delayed data among statistical agencies. In this activity, the project will support MOLISA in developing a software to help functional agencies to pilot the online data collection and reporting on GE and GBV activities in ministries, sectors and localities.*

Estimated budget: 23,185 USD, in which

National implementing modality (NIM): MOLISA 23,185 USD

To be implemented by UNFPA (DIM):

2.3. Support to pilot the online data collection and reporting on GBV in some ministries, sectors and localities.

*Based on the newly developed data collection software, the project will support MOLISA in piloting data collection in some ministries, sectors and localities as a basis to finalize the software nationwide.*

*UNFPA will support MOLISA in applying international good practices and lessons learned in developing and piloting a system of online collection and reporting of data on GE in Vietnam.*

Estimated budget: 25,000 USD, in which

National implementing modality (NIM): MOLISA 20,000 USD

To be implemented by UNFPA (DIM): 5,000 USD

*c) Expected result 3: Capacity in developing policies on GE and GBV improved.*

***Group of activities:***

2.4. Organise South - South and North - South exchange on GE, GBV and harmful practices.

*In order to strengthen the capacity in GBV prevention and response and learn experiences from other countries, the project will organise study visits and experience exchange. Within the scope of this activity, MOLISA, MOCST and VFU will be able to improve their capacity through exchange of experience with several countries.*

*UNFPA will support MOLISA in organising all study visits and exchanges of experience.*

Estimated budget: 105,000 USD, in which

National implementing modality (NIM):

To be implemented by UNFPA (DIM): 105,000 USD (this activity is based overseas)

**3. Objective 3: To raise awareness and support behaviour change in policy makers and the community, especially men, on GBV/DV prevention and response.**

*a) Expected result 1: Communication campaigns on GBV prevention and control conducted.*

**Group of activities:**

3.1. Organise communication campaigns on GBV prevention and response in November and December every year.

*The Prime Minister approved the Action Month on Gender Equality and Gender-based Violence Prevention and Response from Nov 15<sup>th</sup> to Dec 15<sup>th</sup> every year<sup>7</sup>, under which MOLISA assumes the leading role and coordinates with relevant agencies in organising this Action Month. In this activity, the project will support MOLISA in organising a communication campaign in various forms in the Action Month. MOCST, VFU and social organisations will be the main agencies in coordination with MOLISA to carry out some activities in the campaign.*

*UNFPA will assist MOLISA in hiring an international expert(s) to design communication strategies for the Action Month, including the development of impact assessment plans and indicators. In addition, international lessons and experiences on GBV prevention and control communication will be also considered and applied in the process.*

Estimated budget: 400,000 USD, in which

National implementing modality (NIM): MOLISA 320,000 USD

To be implemented by UNFPA (DIM): 80,000 USD

3.2 VFU will organise communication and policy advocacy activities to attract men to participate in the prevention and response to GBV.

*In this activity, the project will support VFU in organising communication events in June and November every year to attract men's participation and gradually change men's perceptions and behaviours in GBV prevention and response.*

*This activity will be coordinated closely with activities involving men and boys in the project implemented by VUSTA within the framework of UNFPA's 9<sup>th</sup> Country Programme.*

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<sup>7</sup>According to Decision No. 1696/QD-TTg dated 02/10/2015 approving the National Programme on Gender Equality (2016-2020).

*UNFPA will support VFU in hiring an international expert(s) to help with mobilising men and boys' participation in VFU's communication activities on GBV prevention and response.*

Estimated budget: 80,000 USD, in which:  
Co-implementing partner (CIP) VFU: 70,000 USD  
To be implemented by UNFPA (DIM) : 10,000 USD

*b) Expected result 2: The "Responsible Father" model with the participation of male farmers developed, piloted and replicated nationwide.*

**Group of activities:**

3.3. Design a community-based "Responsible Father" model and prepare implementation plan.

*In this activity, the project will provide technical support for VFU in designing a community-based "Responsible Father" model. This model will be developed based on the existing effective models of VFU. Male farmers will be provided with necessary knowledge and skills to become responsible fathers and good husbands who have positive attitudes and behaviours on GE, and say NO to violence; they will also be provided with agro-forestry-fishery extension knowledge and credits to develop production to increase income for their families.*

*UNFPA will support VFU in hiring international experts to develop the "Responsible Father" programme that is relevant to the Vietnamese context, the capacity and needs of VFU.*

Estimated budget: 30,000 USD, in which:  
Co-implementing partner (CIP)-VFU: 5,000 USD  
To be implemented by UNFPA (DIM): 25,000 USD

3.4. Pilot the "Responsible Father" model in three localities representing the North-Central-South regions of Vietnam. In these provinces, GBV is a major problem and local governments have high political commitment in piloting the model.

*In this activity, UNFPA's fund will be used to provide technical assistance and improve the capacity of the central, provincial, district and local staff in designing and implementing the model. This activity will be combined with activities under the VUSTA-implemented "Responsible Fathers" project in urban areas to achieve the goals set out in UNFPA's CP9.*

*Meanwhile, the Government of Viet Nam will support the operation of the piloted community-based "Responsible Father" model in the three provinces from 2017 - 2020 under the framework of the Government funded project "Reduction of Domestic Violence in Rural Areas in Vietnam for the period 2015 - 2020". The estimated budget of this Government funded project is 1.4 billion VND.*

Estimated budget: 100,000 USD, in which:  
Co-implementing partner (CIP) - VFU: 80,000 USD  
To be implemented by UNFPA (DIM): 20,000 USD

3.5. Review the implementation of piloted model and advocate for the replication of the model in the whole country.

*In this activity, the project will provide technical assistance for VFU to review the implementation of the piloted model in the three provinces and propose the replication of the model nationwide within the framework of the Project "Reduction of Domestic Violence in Rural Areas in Vietnam for the period 2015 - 2020".*

Estimated budget: 20,000 USD, in which:  
Co-implementing partner (CIP): VFU: 20,000 USD  
To be implemented by UNFPA (DIM)



**4. Objective 4: To support the development and improvement of evidence and human rights based laws, policies and programme addressing sex work related issues.**

In the workplan of the Government and the National Assembly for the period of 2016-2020, MOLISA is assigned by the Government to co-ordinate with other relevant agencies in developing the Law on Sex Work, which will be used to replace the current Ordinance on Sex Work Prevention and Control. UNFPA, with its comparative advantages as a leading UN agency in ensuring gender equality, preventing and mitigating the harms of GBV, especially for women, and ensuring and respecting human rights in line with legislation, will provide technical assistance to support the above aspects in the process of developing, disseminating and approving the Law on Sex Work Prevention and Control.

*Expected result 1: Scientific evidence and human rights-based approaches integrated and applied in the development of the Law on Sex Work.*

**Group of activities:**

4.1. Provide evidence to support the development of the human rights based Law on Sex Work.

*Support MOLISA in conducting a review on the rights issues in current sex work-related policies and interventions, to provide evidence for policy recommendations in the draft Law on Sex Work.*

*MOLISA will take the leading role and coordinate with relevant ministries, sectors and agencies in implementing this activity with technical assistance from UNFPA.*

*UNFPA will assist MOLISA in recruiting an international expert as the team leader in collaboration with national experts. The international expert will also have presentations at advocacy workshops to ensure that the Law on Sex Work will be developed taking into account of the human rights-based approach.*

Estimated budget: 70,000 USD, in which

Co-implementing partner (CIP): Department of Social Evils Prevention & Control: 20,000 USD

To be implemented by UNFPA (DIM): 50,000 USD

4.2. Support the drafting and approval of the Law on Sex Work.

*Given the new approach in developing the Law, it is important to have a communication and advocacy strategy. In this regard, MOLISA will take the leading role and coordinate with the Ministry of Justice, the Office of the Government, the National Assembly's Committees (the Committee on Social Affairs, the Judiciary Committee ...) and related ministries and agencies and social organizations in carrying out this activity.*

*UNFPA will work with other development partners to assist MOLISA in inviting international experts to participate in advocacy events to ensure that the Law on Sex Work will be developed taking into account of the human rights-based approach.*

Estimated budget: 230,000 USD, in which

Co-implementing partner (CIP): Department of Social Evils Prevention & Control: 200,000 USD

To be implemented by UNFPA (DIM): 30,000 USD

#### 4.3. Conduct experience exchanges in advocating for the development of sex work-related law and policies

*Sex work is a social issue taking place not only in Vietnam but also in other countries. Every country has different ways of addressing it. Therefore, in the drafting of the Law on Sex Work, in addition to conduct a review on the current situation in Vietnam, learning experience from other countries in the region and in the world is also essential. In this activity, the project will support the members of the Law Drafting Board and the Law Editing Board to participate in experience exchanging and learning activities at home and abroad in the formulation of related policies.*

*UNFPA will support MOLISA to organise this experience learning and exchanging visit.*

Estimated budget: 90,000 USD, in which

Co-implementing partner (CIP): Department of Social Evils Prevention & Control:

To be implemented by UNFPA (DIM): 90,000 USD (this activity is based abroad)

#### ***5. Objective 5: Management and monitoring of the project implementation to ensure the investment effectiveness***

5.1. In addition to the direct execution of some of activities under the groups of activities mentioned in above specific objectives, as per MOLISA's proposal and based on its own strengths, UNFPA Office will provide direct technical assistance and management support to the project as follows:

*a) UNFPA technical experts-* Programme Officers play an important role in providing direct quality technical assistance to the Project through the coordination, liaising and monitoring of professional activities of the project carried out by Viet Nam and international agencies. These Officers directly take part in some researches and policy advocacy activities carried out by UNFPA. In addition, they play very important role in mobilizing additional fund for the project and programmes. Therefore, the project will cover salary, allowances and insurances of UNFPA Programme Officers and Programme Associate who are in-charge of this project.

Estimated budget: 770,898 USD

##### *b) General management support activities:*

As agreed at the management level of the CP9, the project will cover expenses of a number of general management activities at programme level (e.g. Audit, CP9 Evaluation, Micro Assessment on Financial Management Capacity, Periodical Spot-Checks, etc.) that will be jointly implemented by UNFPA, the relevant UN agencies and the Government Aid Agencies. In addition, the UNFPA office will use a part of the project budget to cover a part of the operational expenses of UNFPA Viet Nam Office (e.g. office rental, postages and other office administrative, maintenance and logistical expenses).

Estimated budget: 168,000 USD.

Estimated budget of the group of activity 5.1: 938,898 USD (in which 600,798 USD is from Regular Resources (RR), and 338,100 USD is from the Mobilized Resources (OR))

#### 5.2 Administrative and managerial support for the PMU

a) In addition to the counterpart contribution for the administrative and managerial support of the PMU and the personnel involved in the project, the project budget will be used to pay salary for 02 Project staff (01 Coordinator and 01 Project Accountant).

The Project Coordinator is a staff of NIP, who is assigned to work full-time for the project. The project will support 50% of the salary for this position from the project budget; the rest of the salary will be contributed by the Line Agency/National Partner.

The Project Accountant will be recruited following procedures in HPPMG and will work full-time at the PMU Office.

The above mentioned positions will meet the requirements and perform the tasks according to the TOR for each position.

b) Support project management activities such as project monitoring and periodical project reviews.

Estimated budget: 130,000 USD.

## **V. The Project's Financial Mechanism**

### **1. ODA:**

1.1. Non-refundable ODA from UNFPA is 3,757,083 USD, of which the regular resource (RR) is 2,320,798 USD and the mobilized resource is 1,436,285 USD.

1.2. UNFPA's ODA to be provided for MOLISA will be managed by MOLISA in accordance with local financial management regulations and HPPMG.

The budget directly executed by UNFPA will follow the financial management mechanism of the donor. MOLISA will report the use of the budget to the relevant governmental agencies of Vietnam.

### **2. Counterpart funding:**

2.1. Counterpart funding: 12,155,000,000VND (equivalent to 540,222USD)

*In which:*

- In kind: equivalent to 7,030,000,000VND (312,444 USD)

- In cash: 5,125,000,000VND (227,777 USD)

*(Refer to Annex 2 on the in-kind counterpart funding structure)*

2.2. Counterpart funding sources: From the allocated budget of MOLISA, MOCST and VFU.

## **VI. Management and implementation arrangements for the proposed project**

### **1. Organizational structure:**

1.1. MOLISA as the Line Agency/National Implementing Partner is responsible for the following tasks:

- Making decision on the project management structure according to the State's regulations on ODA management.

- Appraising and approving the master plan and annual work plan after the Prime Minister approves the PIP.

- Approving the plan on allocating the annual counterpart funding of the project.

- Implementing the bidding in accordance with the current law on bidding.

- Being responsible for losses, waste, corruption and wrongdoings in the management and use of ODA and preferential loans under its management.

- Organize the monitoring and evaluation of the implementation, ensuring that the programme is implemented on schedule, with the best quality and achieving the set objectives.

- Performing other tasks according to current regulations on the management and use of ODA and preferential loans.

1.2. The Gender Equality Department (GED) as the National Implementing Partner (NIP) is the focal point in charge of management and coordination of the whole project in accordance with the regulations of the Government of Viet Nam and UNFPA. In addition, GED also directly implements some specific activities related to the management of project implementation, policies and plans. Some main tasks of GED are as follows:

- Organizing the project management and implementation apparatus based on the decision of MOLISA.
- Being responsible for the management and efficient use of funding sources for the project from the preparation and implementation until the project is operationalized.
- Preparing and submitting the project master plan and annual work plans to MOLISA for approval.
- Developing and approving quarterly work plans for the project management, monitoring and evaluation.
- Carrying out the bidding according to the current bidding regulations.
- Coordinating with UNFPA Vietnam and relevant agencies to monitor and evaluate the project implementation.
- Coordinate with organizations within and outside MOLISA to implement MOLISA guidelines in project management and implementation.
- Being responsible for activities related to gender equality, GBV prevention and control.

1.3. Co-implementing partners (CIPs): Department of Family (under MOCST), Social Affairs - Population, Family (under VFU), Department of Social Evils Prevention and Control (under MOLISA) have the following main tasks:

- Department of Family, a unit under the MOCST, already implemented activities of its field in cooperation with UNFPA in previous programme cycles. The Department will be responsible for activities related to DVPC, preparing proposals on amending the Law on DVPC.

- Department of Social, Population & Family Affairs - a unit under VFU - already implemented activities of its field in cooperation with UNFPA in previous programme cycles. This Department will be responsible for activities that involve men and boys in the prevention and response to GBV.

- The Department of Social Evils Prevention and Control (under MOLISA), a unit under MOLISA, already implemented activities of its field in cooperation with UNFPA. The department will be in charge of activities related to sex work.

- In addition to providing technical and financial support to partners in the implementation of the project activities, UNFPA will be responsible for direct implementation of some activities as agreed between MOLISA and UNFPA in this document and these activities are also reflected in the work plans of this project. UNFPA will be accountable to the UNFPA Executive Board for its activity implementation.

## **2. Management and implementation arrangements:**

- To ensure the project activities, a Project Steering Committee (PSC) will be established. The PSC is comprised of leaders of involving ministries (MOLISA, MOCST, VFU and UNFPA Viet Nam). The Project Steering Committee members work on a part-time basis.

The Steering Committee will be responsible for guiding, directing and monitoring the implementation of the project activities.

- MOLISA will establish 01 PMU to manage and use the UNFPA's grant in accordance with the Government's current regulations on ODA management and use and HPPMG. The PMU is set up to assist MOLISA in managing the implementation and coordination of project activities through the implementation of the project annual activities.

- The PMU has some key personnel positions as follows: Director, deputy directors, members as leaders/specialists representing the units involved in project implementation, project accountant. In addition, the PMU may recruit a number of contracted staff to support the management and implementation of the project. These staff will receive salaries or allowances from the counterpart funds or UNFPA's grant. MOLISA will appoint the GED Director to be the Project Director; two deputy-directors of the project include one representative of the GED leaders and one representative of the leaders of the Department of Social Evils Prevention and Control, and specialists of the two departments to be involved in the project implementation on a part-time basis.

- The specific functions and tasks of the PMU will be elaborated under the guidance in Decree No. 16/2016/ND-CP, Circular No. 12/2016/TT-BKHDT of MPI guiding the implementation of some articles of the Government's Decree No. 16/2016/ND-CP dated 16 March 2016 on the management and use of Official Development Assistance (ODA) and preferential loans of foreign donors and HPPMG and will be issued by MOLISA after the establishment of the PMU. Some of the key tasks of the PMU are as follows:

+ Being accountable to the Line Agency/National Partner and NIP for the management and organization of the project activities.

+ Having stamps and bank accounts at commercial banks and Treasury according to applicable regulations in order to conduct transactions within the project scope for different funding sources.

+ Synthesizing the project plans from the CIPs and other participating units (work plan, budget plan, bidding plan, other plans) and submitting those plans to competent authorities for approval as well as monitoring of the implementation of these plans;

+ Guiding the relevant units to carry out their activities after the project is approved; disbursing the ODA and counterpart funding of the project according to the approved plan and current regulations on project management.

+ Being responsible for synthesizing data/reports of CIPs and other participating units; reporting periodically or on an ad-hoc basis according to the current regulations of the government on ODA project/programme reporting and when requested by competent authorities.

+ Being, on behalf of the NIP, the focal-point agency to work with UNFPA and other non-MOLISA agencies in the project implementation.

+ Monitoring and evaluating the project activities.

### **3. Briefly summarize the working relationships between the participating parties in project management and implementation**

#### ***3.1. Line Agency/National Partner***

MOLISA is the Line Agency/National Partner responsible for general monitoring, approving the project plan, guiding the project management and implementation in accordance with the Government's current ODA management regulations and the National Implementation Modalities (NIM) as set out in the HPPMG.

### **3.2. NIP (GED)**

The Project Owner (NIP) as GED will:

- coordinate, manage and guide CIPs and other implementing partners to take overall responsibility for the project implementation and achieved results;
- urge the implementing agencies to implement the project properly according to the Government's current ODA management regulations and HPPMG;
- synthesize, prepare and submit the project work plans, budget plans and the periodical bidding plans to the Line Agency/National Partner for approval;
- report on the project implementation, including the disbursement and financial situation in accordance with the Government's regulations on ODA management and use as well as HPPMG.
- sign, on behalf of the Line Agency/National Partner, the Responsibility Contracts with CIPs under the provisions of the HPPMG as well as cooperation agreements with other agencies when implementing individual activities.
- regularly monitor the activities of the PMU, CIPs and other implementing agencies. Be responsible for the activities of the PMU.

### **3.3. CIPs**

Co-implementing partners (CIPs) will be involved in the implementation of the project activities as assigned in the PIP and Annual Work Plan (AWP) as well as the signed Responsibility Contract. The contract will specify the responsibilities and rights of the parties during the implementation of the project components assigned to the CIPs. Based on the PIP and the approved Project Work Plan, CIPs will implement the project activities according to the annual work plan (AWP) and budgets; provide timely feedback for the PMU (on behalf of the NIP) about any arising problems; receive technical assistance from the PMU and other partners (if any) to ensure the quality and objectives of the project activities. CIPs will work with the PMU to develop annual and quarterly work plans of the project, contributing to the outcomes outlined in UNFPA's 9th Country Programme and use the plans as the basis for evaluating the project implementation. CIPs will announce the implementation plan for each activity in a timely manner so that the PMU can conduct necessary monitoring and support activities.

Coordination among implementing agencies: The lead agency takes the main responsibility and closely cooperates with other agencies and units involved in the implementation of activities.

The project will be jointly coordinated and each unit of the project will work closely with other ministries such as the MOCST, Ministry of Health, Ministry of Education and Training, Ministry of Public Security, Ministry Justice and VFU to meet the needs of GBV/DV prevention and response and to address sex work-related issues based on the human rights approach.

UNFPA will provide technical assistance and monitoring during the implementation of the project activities as specified in the HPPMG, particularly in policy review and development. In addition, UNFPA will provide technical assistance for the Vietnamese agencies regarding how to mobilize the participation of the beneficiaries in the formulation and implementation of policies based on international experience and Vietnam's context.

The recruitment of contractors for implementing the project activities under NIM must be in compliance with the provisions of the HPPMG or UNFPA's specific regulations (in the

case of Direct Implementation Modality (DIM)) on the basis of close coordination between NIP, UNFPA and other stakeholders

#### **4. Main mechanisms of developing and implementing project work plans and managing financial resources**

##### ***4.1. Main mechanisms of developing and implementing project work plans***

The formulation and implementation of the project work plan (AWP/ BWP, QWP, activity plan, contractor selection plan ...) follow the provisions of the HPPMG and current regulations of the Government on ODA management. The annual and quarterly workplans of the project will be synthesized by the PMU and developed from the respective work plans of the participating agencies with support from the GED and UNFPA. The AWP is based on this PIP and reflects the activities to be implemented within the timeframe of the AWP and implementing agencies. The AWP will be approved by leaders of MOLISA and UNFPA. AWP usually cover 12 months, however, it can be 24 months (2-year plan). The signed AWP is the basis for developing the contractor selection plans and quarterly work plans.

##### ***4.2. Main mechanisms of managing financial resources***

a) This project complies with the UN's operating guidelines and financial management procedures, particularly the HPPMG and the UN-EU Harmonized Approach to Cash Transfers (HACT). These documents are the main reference documents for financial and administrative management rules and regulations for implementing the Hanoi Core Statement on Aid Effectiveness, simplifying the project management system, reducing intermediary money management and transfer steps, while matching the typical characteristics of the project (many units participating in the project and most of them have their own bank accounts). At the same time, the project also complies with Vietnamese government's current regulations on financial management for non-refundable ODA.

The PMU will open a bank account and have its own stamp to receive grants and be responsible for the project's accounting and financial management. The account opened at commercial banks is used to receive and use UNFPA's financial support. The account at the State Treasury is used to receive and use counterpart funding of the project. The PMU is responsible for receiving funds, managing finance, keeping records/vouchers and settling financial transactions with donors in accordance with the current regulations of the Government of Vietnam and at the request of donors. The CIPs also have their own stamps and open bank account with a bank selected by CIPs for conducting transactions related to the project activities.

b) The invoices/vouchers of the project activities will be recorded to the PMU and the project will fulfil tax and other financial obligations in accordance with the Government's current regulations as well as the Government's commitments towards the donors.

c) The fund recipients will report on the receipt or use of funds to the PMU periodically or upon request.

#### **5. Basic mechanism for project monitoring, monitoring and evaluation, and reporting.**

- Within the framework of this project, the Project Director is the primary person responsible for regular monitoring and evaluation of the project in general and the AWP in particular.

- The GED will serve as the lead agency in charge of monitoring the project implementation in coordination with the governmental aid management agency and UNFPA Vietnam Office.

- The progress, outcomes, outputs and impacts of the project will be monitored and measured regularly based on pre-defined set of indicators and targets to ensure that the project objectives will be achieved and resources will be utilized effectively.

- Over the course of project implementation, UNFPA and PMU will regularly exchange information about the project monitoring and evaluation. This frequent exchange aims to ensure the quality of the activity implementation and adjust the activities and implementation methods or overcome the arising unexpected issues. To ensure the quality of the activity implementation, the following three types of monitoring and evaluation activities will be implemented:

+ **Monitoring by the PMU:** It is the daily functions of the PMU to monitor the progress of the project and, when necessary, to apply corrective measures.

+ **Monitoring by the NIP or Line Agency** is part of routine project monitoring carried out by the NIP or Line Agency (MOLISA) to monitor the project implementation in general. And when necessary, NIP or Line Agency will provide solutions and orientations to adjust the implementation. The PMU will be responsible for organizing these monitoring visits.

+ **Inter-sectoral monitoring** is carried out by the NIP or the Line Agency in conjunction with the government's aid management agencies and/or UNFPA: The monitoring contents and methods are the same to the type of monitoring described above.

+ **Monitoring by the UNFPA Office, including the Financial Spot Check (FSC):** This activity is undertaken by the UNFPA Office in the role of the donor. Every year, MOLISA in collaboration with the UNFPA Office will hold a conference to review the project implementation and identify priorities for the following year. In 2018, based on actual needs, there may be a mid-term review (MTR) for the whole programme. The MTR will be an important opportunity to review the results of the project's implementation, evaluate the fund raising capacity and make timely adjustments if necessary.

- The project reporting is carried out in accordance with the Government's general regulations on ODA management and HPPMG. Participating agencies are responsible for providing data and information for the PMU to synthesize, process and develop a joint report. Reporting deadlines and requirements are specified in the responsibility contract and management regulations of the Government and UNFPA applicable to the project.

## **VII. Preliminary analysis of project feasibility**

### ***1. Feasibility***

- The project is implemented in a comprehensive manner and focused on the priority issues of Viet Nam and UNFPA. This approach is consistent with the orientation of both the Government of Viet Nam and UNFPA so that the project will be easily implemented and applied in practice.

- The activities of the project aim at contributing to solving emerging issues in the society, meeting the practical needs of social development in accordance with the Government's development policies and programmes which are being and will be implemented in the period 2016-2020.

- CIPs have had many years of practical experience in preventing and responding to GBV/DV, formulating legislation, and have also participated in various UN projects in their respective strengths. The CIPs are committed to allocating human and financial resources to ensure that the project is implemented effectively.

- UNFPA is an experienced agency in the field of GE, prevention and response to GBV/DV that will enable the project activities to be implemented with a high quality and meet all requirements of the donor and the Government of Vietnam.



## ***2. Effectiveness from the implementing partners***

- All project activities aim to ensure gender equality to ensure human rights for all project beneficiaries. The project will contribute to improving the legal framework on gender equality, GBV/DV prevention and response and sex work using human rights-based approach, contributing to the social stability and socio-economic development of the country. The project outcomes will contribute positively to implementing the National Strategy on Gender Equality for the period of 2011-2020.

- The project implementers' capacity in implementing, managing and coordinating the project will also be improved, which will contribute to enhancing the state management agencies' capacity in gender equality, GBV/DV prevention and control and addressing sex work related issues based on human rights, benefiting victims of violent behaviours.

## ***3. Economic, environmental and social implications for the sector, area and locality***

All project activities aim to ensure GE, prevention of and response to GBV/DV, and solve issues using human rights-based approach for all beneficiaries of the project. Therefore, the project implementation will contribute to:

- improving the legal framework on GE, GBV/DV and sex work, contributing to the national socio-economic stability and development.

- raising the awareness of policy makers, leaders at all levels, awareness of people, especially men and boys, in the implementation of GE and prevention of and response to GBV/DV, contributing to improving the life quality for the people.

The implementing partners' capacity in project implementation, management and coordination will also be strengthened, thereby increase the effectiveness of the implementation of relevant policies and laws, contributing to benefiting the people. The implementing partners will also have the opportunity to access international experiences and expertise in the field of GE, prevention and response to GBV/DV and addressing sex work issues using human rights-based approach. The staff directly working in the project will improve their professional capacity and project management skills.

## ***4. Sustainability of the project***

- The project objectives and outcomes will meet the Government's priorities in the next Socio-economic Development Plan (SEDP). At the same time, the project objectives and outcomes are also one part of the Government's action plans in GE, prevention of and response to GBV/DV and sex work. As a result, the project implementation will, on the one hand, support the Government to do its work better and more efficiently while also ensuring the ownership of state management agencies and the sustainability of the project.

- The integration of the project activities into the state management of GE, DVPC and sex work issues will ensure the continuous implementation of related policies and programmes and this will be strictly monitored after the project closure.

- Inter-sectoral coordination in the project implementation will contribute to increasing the awareness, support and commitment of leaders at all levels and related sectors, facilitating the allocation of both human and financial resources for implementing GBV/DV prevention programmes and addressing sex work related issues./.

..... date... month... 2017

**Director of Gender Equality Department**

(Sign and stamp)

## ANNEX I: BUDGET ALLOCATION BY ACTIVITY

No	Objective/group of activities	GED	MOCST	VFU	DSEP	UNFPA	Source		Total
							Regular	Mobilised	
I	Objective 1: To support the generation of evidence for developing and/or improving the effectiveness of implementation of the Law on Gender Equality, the Law on Domestic Violence Prevention and Control, policies and programmes on DV/GBV prevention and response.								
1.1	Conduct an independent study to review the implementation of the GE Law from the GBV perspective, which will be used as a reference in the overall evaluation report on 10-year implementation of this Law.	55,000				60,000	115,000		115,000
1.2	Provide evidence and advocate for amending the Law on DVPC.		85,000			30,000	115,000		115,000
1.3	Develop an evidence based amendment to the GE Law.	60,000				10,000	70,000		70,000
1.4	Develop a proposed evidence based amendment to the Law on DVPC.		60,000			10,000	70,000		70,000
1.5	Conduct studies on the social consequences of prenatal sex selection and child marriage	40,000				75,000	100,000	15,000	115,000
1.6	Publish and disseminate the study reports on behavioural changes related to son preference, the consequences of SRB imbalance, and child marriage.	10,000				5,000		15,000	15,000

No	Objective/group of activities	GED	MOCST	VFU	DSEP	UNFPA	Source		Total
1.7	Conduct a repeated national survey on GBV/violence against women and girls nationwide.	500,000				150,000	250,000	400,000	650,000
1.8	Publish and disseminate the report of the national repeated survey on GBV/VAWG.	30,000				20,000		50,000	50,000
<b>II</b>	<b>Objective 2: To improve coordination capacity and accountability of government agencies and relevant organizations on GBV/DV prevention and response.</b>								0
2.1	Develop some standards in GBV prevention and response	265,000				50,000	195,000	120,000	315,000
2.2	Develop a software for collecting and reporting online information and data on GE and GBV prevention/response activities.	23,185						23,185	23,185
2.3	Support to pilot the online data collection and reporting on GBV in some ministries, sectors and localities.	20,000				5,000		25,000	25,000
2.4	Organise South - South and North - South exchange on GE, GBV and harmful practices.					105,000	105,000		105,000
<b>III</b>	<b>Objective 3: To raise awareness and support behaviour change in policy makers and the community, especially men, on GBV/DV prevention and response.</b>								0
3.1	Organise communication campaigns on GBV prevention and response in November and December every year.	320,000				80,000	100,000	300,000	400,000

No	Objective/group of activities	GED	MOCST	VFU	DSEP	UNFPA	Source		Total
3.2	VFU will organise communication and policy advocacy activities to attract men to participate in the prevention and response to GBV.			70,000		10,000		80,000	80,000
3.3	Design a community-based "Responsible Father" model and prepare implementation plan.			5,000		25,000	30,000		30,000
3.4	Pilot the "Responsible Father" model in localities representing the North-Central-South regions of Vietnam			80,000		20,000	100,000		100,000
3.5	Review the implementation of piloted model and advocate for the replication of the model in the whole country.			20,000			20,000		20,000
<b>IV</b>	<b>Objective 4: To support the development and improvement of evidence and human rights based laws, policies and programme addressing sex work related issues.</b>								0
4.1	Provide evidence to support the development of the human rights based Law on Sex Work.				20,000	50,000	70,000		70,000
4.2	Support the drafting and approval of the Law on Sex Work.				200,000	30,000	160,000	70,000	230,000
4.3	Conduct experience exchanges in advocating for the development of sex work-related law and policies					90,000	90,000		90,000
<b>V</b>	<b>Objective 5: Management and monitoring of the project implementation to ensure the investment effectiveness</b>								0
5.1	Technical assistance and management support of					938,898	600,798	338,100	938,898

No	Objective/group of activities	GED	MOCST	VFU	DSEP	UNFPA	Source		Total
	UNFPA								
5.2	Support administration and management for the PMU Office	130,000					130,000		130,000
<b>TOTAL</b>		<b>1,453,185</b>	<b>145,000</b>	<b>175,000</b>	<b>220,000</b>	<b>1,763,898</b>	<b>2,320,798</b>	<b>1,436,285</b>	<b>3,757,083</b>

## **ANNEX II: JOB DESCRIPTION FOR PROJECT PERSONNEL**

### **1. Project Accountant cum Secretary**

Position: Project Accountant cum Secretary

Report to: Project Coordinator

The Project Accountant cum Secretary is recruited by the Project Director (PD) based on the consultation with UNFPA and MPI in accordance with the common procedures specified in the Harmonized Programme and Project Management Guidelines (HPPMG).

The Project Accountant cum Secretary works fulltime at the Project Office under direction of the PD and supervision of the Project Coordinator (PC) to assist the Project Management Unit (PMU) in implementation of the project activities during the entire project cycle.

#### **Specific tasks and responsibilities**

1. Maintain the Accounting books and records to help classification and filing of financial transactions as well as to ensure common results of the project accounting works and development of the project regular reports and reports as per request;
2. Maintain the project cash book including monitoring of the project expenditure and balance of the Accounting books;
3. Regular update of all project financial data in order to provide financial reports, regulations, exchange rates, expenditure and disbursement to the development of project budget planning and monitoring of budget expenditure;
4. Process payment for the project activities when approved by authorities;
5. Closely monitor project budget in order to ensure the payment is implemented in line with the allocated budget;
6. Close collaborate with the PC to prepare and submit the project financial reports, project annual non-consumable equipment asset, annual budget reports, and annual expenditure reports in accordance with regulations on financial management of both the GoV and UN;
7. Participate in regular asset inventory of the project equipment and report all collected information. Ensure internal control for all project activity related financial transactions;
8. Participate in field visits and prepare reports on project budget as required;
9. Assist the project audit, ensure the audit findings of project financial management are properly fixed;
10. Organize and maintain the project financial filing system so as the PMU and concerned bodies could have access easily;
11. Assist the PC to develop, carry out and monitoring the implementation of the project work plans.
12. Assist the PC in the project administrative management and implementation: record and draft meeting minutes, draft correspondent letters, draft the project reports as required, collect and process project related data, and contact to counterparts when authorized;

13. Provide administrative and logistic assistance to national and international consultants, collect data, consolidate and prepare documents for reporting, meetings, traveling, etc;
14. Assist the project annual equipment asset;
15. Organize and maintain the project filing system for convenient access of the PMU and concerned bodies;
16. Other tasks as required by the Project Director.

**Qualification**

- At least possessing a college diploma in Accounting.
- Ability to work independently, creative, good communication
- Ability to prepare reports, analyses, and consolidates information.
- Familiar and utilization of computer and accounting soft wares, office soft wares such as Microsoft Word, Excel, PowerPoint, etc. and Internet.
- Experience in working with UN supported projects or having worked for an international organization in Vietnam is preferable.
- Fluent in verbal and written English for the work

### ANNEX III: ESTIMATED COUNTERPART FUNDING

#### A. Ministry of Labour, Invalids and Social Affairs (Unit: mil VND)

No	Contents	Estimated annual budget					Total 05 years
		2017	2018	2019	2020	2021	
<b>I.</b>	<b>In cash</b>						
1	Allowance for 06 part-time project staff (01 steering committee member; 01 Director; 02 deputy-directors; 01 coordinator; 01 assistant)	200	300	300	300	300	1,400
2	Expenditures for the PMU, MOLISA's functional units to monitor some project activities (including per diem, transportation fees, hotel according to the State Budget regulations)	50	70	70	70	70	330
3	Petrol for vehicles (DSEP)	100	100	100	100	100	500
4	Photocopy, printing, stationery	25	25	25	25	25	125
Total in cash		375	495	495	495	495	2,355
<b>II</b>	<b>In kind</b>						
1	Equipment repair and maintenance	5	10	10	10	10	45
2	Staff training	200	200	200	200	200	1,000
5	In kind (land line, internet, working office...)	200	200	200	200	200	1,000
Total in kind		405	410	410	410	410	2,045
<b>Total</b>		<b>780</b>	<b>905</b>	<b>905</b>	<b>905</b>	<b>905</b>	<b>4,400</b>



**B. Ministry of Culture, Sports and Tourism (Unit: mil VND)**

No	Contents	Estimated annual budget					
		2017	2018	2019	2020	2021	Total 05 years
<b>1</b>	<b>In cash</b>						
1.1	Allowance for 05 part-time project staff (01 steering committee member; 01 deputy-director; 01 assistant; 01 accountant; one secretary)	110	220	220	220	220	<b>990</b>
1.2	Expenditures for the PMU, MOCST's functional units to monitor some project activities (including per diem, transportation fees, hotel according to the State Budget regulations)	20	50	50	50	50	<b>220</b>
	<b>Total 1</b>	<b>130</b>	<b>270</b>	<b>270</b>	<b>270</b>	<b>270</b>	<b>1,100</b>
<b>2</b>	<b>In kind</b>						
2.1	Equipment repair and maintenance	5	10	10	10	10	<b>45</b>
2.2	Photocopy, printing, stationery, communication (telephone, internet)	10	20	20	20	20	<b>90</b>
2.3	Staff training	100	100	100	100	100	<b>500</b>
2.4	Working office, PMU meeting room, electricity & water, other equipment	100	200	200	200	200	<b>900</b>
	<b>Total 2</b>	<b>215</b>	<b>330</b>	<b>330</b>	<b>330</b>	<b>330</b>	<b>1,535</b>

**C. Vietnam Farmers' Union (Unit: mil VND)**

No	Contents	Estimated annual budget					Total 05 years
		2017	2018	2019	2020	2021	
	<b>In cash</b>						
1	Allowance for 05 part-time project staff (01 steering committee member; 01 deputy-director; 01 assistant; 01 accountant; one secretary)	120	220	220	220	220	<i>1,000</i>
2	Equipment repair and maintenance	10	15	15	15	15	<i>70</i>
3	Petrol for vehicles	100	100	100	100	100	<i>500</i>
4	Photocopy, printing, stationery, communication (telephone, internet)	20	20	20	20	20	<i>100</i>
	<b>Total</b>	<b>250</b>	<b>355</b>	<b>355</b>	<b>355</b>	<b>355</b>	<b>1,670</b>
	<b>In kind</b>						
1	Allowance for part-time project staff	200	400	450	450	450	<i>1,950</i>
2	Working office, PMU meeting room, electricity & water, other equipment	200	200	200	200	200	<i>1,000</i>
3	Staff training	100	100	100	100	100	<i>500</i>
	<b>Total</b>	<b>500</b>	<b>700</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>3,450</b>