

Annex 1

TERMS OF REFERENCE

Position: Project Coordinator VNM10P03

1. BACKGROUND

The project “Support to improve equitable access to comprehensive sexual and reproductive health information and services and rights for vulnerable populations” (abbreviated: VNM10P03 project) is a collaborative project between United Nations Population Fund (UNFPA) and the Ministry of Health, the period of the project is from 2022-2026 according to Decision 1621/QĐ-BYT dated June 23, 2022 of the Ministry of Health. The overall objective of project is to support the Ministry of Health to improve equitable access to quality SRHR information and services for vulnerable populations including in the humanitarian development nexus through development and monitoring of the implementation of evidence- and human right based and gender-transformative policies and programmes.

2. OBJECTIVE

An effective implementation of the project requires the recruitment of a project coordinator who will be able to assist the director and deputy director with all aspects of project management, monitoring, and supervision.

3. OUTPUT OF THE DUTY

Under the supervision of the Project Director and Deputy Project Director, the project coordinator will perform the following duties:

- Responsible for project operation management in accordance with the Project Document and the policies/procedures on project management and implementation prescribed by the Government and UNFPA, in order to ensure the completion of project objectives, outputs and activities.

- Responsible for drafting the operation plan for each specified period of the project to submit to the Project Director for consideration and making decision.

- Assist the Project Director in implementing and monitoring the application of the project action plan. To work with UNFPA/other international implementing agencies (if any) in developing and coordinating action plans among the different operational sections to achieve results.

- Responsible for drafting monthly, quarterly and annual project progress reports to submit to the Project Director for consideration and making decision, ensuring accuracy of the reports and submission of said reports to sponsors and management agencies on time.

- Support the agencies involved in the project implementation in the formation of contracts, development of annual and quarterly plans, implementation and monitoring of project activities.

- Coordinate with sponsors, regulatory agencies, partners and other stakeholders in advocating for additional resources, project implementation process; organize periodic or ad-hoc meetings as well as progress review meetings with sponsors, partners and stakeholders during project implementation to track, monitor and manage the progress of project implementation.

- Support UNFPA and the Project Management Unit on the procedures for receiving the project's procurement goods so that the procedures are in accordance with the Government and donor's regulations.

- Participate in field trips to monitor and evaluate the progress of project activities.

- Perform other tasks assigned by the Project Director in accordance with the duties stated in the TOR to achieve the project objectives.

4. SCOPE OF WORK

Support the Project Director and Deputy Director in managing and supervising all project activities.

5. METHOD OF WORKING

The coordinator will coordinate the implementation of the project under the supervision of the Project Director and Deputy Director.

The coordinator will work full-time at the Office of the Project Management Unit in Hanoi and conduct field trips to the project sites.

6. IMPLEMENTATION PLAN

The recruited coordinator will work until the end of the project and complete the project closing report as well as perform the project closing tasks.

The contract is a one-year agreement and will be renewed annually based on the

candidate's capability

7. REQUIREMENTS OF CAPACITY AND WORK EXPERIENCE

- The candidate has at least a university degree in health sector or development and management related fields, with at least 6 years of experience in managing ODA project implementation. Experience working with the UN or international organizations is encouraged.

- Candidate who has a master's degree in healthcare or related fields and have at least 6 years of experience working in the health sector or related fields of management and development is preferred.

- The candidate has experience in project planning, design, monitoring, reporting, monitoring and evaluation. Having experience working with projects of the Ministry of Health is an advantage.

- The candidate has experiences in teamwork, coordination and network building.

- Ability to work independently, analyze and synthesize reports well.

- Proficient in English (especially speaking and writing skills).

8. RELATED PAYMENT CONDITIONS

- The remuneration for the Coordinator is paid according to the requirements of the appropriate capacity and work experience as mentioned in this TOR and in accordance with the cost norms applied by the UN system in Vietnam.

- Other related costs are applied in accordance with the Cost Norms and regulations of HPPMG.

9. REQUIREMENTS FOR APPLICATIONS

Application form includes:

- Job application.

- Detailed Curriculum Vitae (01 Vietnamese version and 01 English version).

- Related diplomas and certificates.

- Health certificate (within 30 days).

- Photo 4 x 6 (02 pcs, taken within 60 days).
- Envelope stating the position applied for: “Project Coordinator VNM10P03”; including address and phone number of the candidate.

Candidate applications must be submitted no later than 5:00 p.m on 03 January, 2023, to the address: Room 201, Toserco Building No. 2 Nui Truc, Kim Ma Ward, Ba Dinh, Hanoi; phone number: 0243.823.7299; or send an electronic version in .pdf format to email address: duanunfpa@gmail.com. In the event they are accepted, candidates are responsible for the accuracy of their application documents.

After the deadline for submitting the above documents, the VNM10P03 Project Management Unit will hold an interview to select the position of Project Coordinator. Details of time and interview results will be notified directly to candidates who submit complete documents and meet the criteria and conditions in this Terms of Reference.

DIRECTOR

Phan Le Thu Hang