



USAID REDUCING POLLUTION ACTIVITY

Hanoi, 7 October 2021

RECRUIT

Project Approval Specialist

1. BACKGROUND

In support of Vietnam's efforts to address environmental pollution challenges, the five-year USAID Reducing Pollution Activity fosters locally-driven initiatives and facilitates capacity for local actors/networks to address environmental pollution challenges using a collective impact approach. Collective impact addresses complex challenges by mobilizing diverse actors to collaborate, identify ways to solve a shared problem, and take action based on their roles and comparative advantages. The Activity demonstrates clear connections between environmental benefits and other social benefits, including public health, employment, and sustainable economic growth.

Through this Activity, USAID expects to attain the following results:

- Strengthened networks of local organizations, government, private sector, and academic institutions working together to prevent, mitigate, and/or reduce environmental pollution; and
- Increased capacity of stakeholders to generate, share, and use pollution data to support policy/implementation solutions for locally-determined environmental pollution challenges.

2. PURPOSE AND OBJECTIVE

The USAID Reducing Pollution Activity has begun a process of project approval following the procedures outlined in Decree 56/2020/ND-CP on management and use of official development assistance (ODA) and concessional loans granted by foreign donors. The objective of this assignment is for the Project Approval Specialist to support the necessary steps needed to secure Project Approval.

3. RESPONSIBILITIES

The overall responsibilities of the Project Approval Specialist are to:

1. Lead the completion of project approval documents based on inputs and guidance from Winrock International project staff and Government of Vietnam counterparts at the Vietnam Environment Administration (VEA) under the Ministry of Natural Resources and Environment (MONRE);

2. Coordinate with key stakeholders within VEA, MONRE, relevant GVN ministries and departments to identify effective steps to follow to secure project approval in a timely manner; and
3. Work closely with Winrock and VEA counterparts to take the appropriate steps to finalize project approval in line with Decree 56/2020/ND-CP.

The specific tasks expected to be undertaken, include, but are not limited to:

- a. Review project documents, including the program description from Winrock and USAID, Decree 56/2020/ND-CP, relevant guidance on project approval from USAID/Learns, and related GVN regulations and policies.
- b. Support VEA in preparing the necessary official documents for submission to MONRE and related ministries for project approval.
- c. Keep close contact with designated counterparts at VEA, MONRE, and other GVN ministries and departments as appropriate to seek guidance and feedback on the development of a project document and overall project approval process.
- d. Facilitate 2 technical meetings to solicit feedback and discussion on draft project document (one for initial draft, and one for final version prior to submission for approval)
- e. Guide and support the USAID Reducing Pollution Activity team (including Winrock and the designated authorities within VEA and MONRE) to prepare responses to feedback collected and improve the project document in accordance with the current guidelines and policies.
- f. Review and finalize the project document, and ensure it is in line with the appropriate GVN policies and guidelines.
- g. Liaise with MONRE and VEA leadership as necessary to secure project approval.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE

- Experience working in Vietnam on natural resource management and environmental protection
- Demonstrated experience and track record in developing and securing ODA/project approval in Vietnam. Experience with the Ministry of Natural Resources and Environment (MONRE) and/or USAID-funded projects preferred.
- Bachelor's degree at minimum. Master's degree preferred.
- An energetic, forward-thinking and creative individual with high ethical standards and appropriate professional image.
- An extremely well organized and self-directed individual with sound technical skills, analytical ability, good judgment, and strong operational focus
- Excellent writing, speaking, and reading skills in English; demonstrated report writing skills in English is required.
- Position is for Vietnam Nationals only.

5. PERIOD OF IMPLEMENTATION

This task will last from **15 October 2021** to **30 March 2022**, with a total of **35 working days**.

6. DELIVERABLES AND TIMEFRAME

No.	Deliverables	Estimated Date
1	Brief summary report (in English) following document review, including project document, related policies and guidance	15-30 October
2	Weekly updates on contacts made, and current progress	End of each week
3	Completed project document (in English and Vietnamese) and supporting official documents (in Vietnamese) for submission to MONRE and relevant Ministries for project approval	Mid November 2021
4	Facilitate technical meeting to review draft project document	End of November 2021
5	Brief summary report (in Vietnamese and English) of comments received from GVN counterparts on project document	End of December 2021
6	Written response (in Vietnamese and English) to GVN comments, and revised project document based on this feedback	Mid January 2022
7	Facilitate appraisal meeting to review draft project document prior to final submission for approval	Late February 2022
8	Follow up with MONRE and VEA to get updates and decision of final approval of project document	February-March 2022

7. HOW TO APPLY

Interested candidates with the right qualifications and motivation are invited to send letter of interest, a full CV in English to the following email address:

vietnamjobs@winrock.org with subject line of **“Your full name - Project Approval Specialist” no later than 12 October, 2021.**

Only shortlisted candidates will be contacted for interview.