

TERMS OF REFERENCE

Job Title:	Senior Policy Advisor (North)
Type of Assignment:	Full-time employment for Vietnamese national
Duty Station:	Hanoi with frequent travel to program provinces
Working Locations:	Hanoi, Bac Ninh, Hai Duong, Vinh, Son La, Hoa Binh, Lang Son
Assignment Duration:	24 months starting April 2012
Donor:	German Federal Ministry of Economic Cooperation and Development
Executing Agencies:	Vietnam Ministry of Construction Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
Employer:	GFA Consulting Group GmbH
Program Title:	Wastewater and Solid Waste Management in Provincial Centers
Component:	Technical Cooperation Component 2 - Advisory services to provincial governments in the field of urban wastewater management

ABOUT THE PROGRAM

GFA Consulting Group GmbH has been assigned by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH to provide consultancy services for the ODA program 'Wastewater and Solid Waste Management in Provincial Centers' (WMP), sponsored by the German government.

The overall goal of the program is the enhancement of environmental conditions through the provision of improved wastewater facilities, comprehensive and efficient wastewater management, the improvement of customer services, and gradual changes of community awareness and behavior patterns.

The German Development Bank (KfW) has allocated some 160 Million Euro for financial cooperation (FC) to support the augmentation of wastewater and solid waste collection and treatment facilities in currently 9 provincial cities in Vietnam.

Complementary to the FC module, the German Government has committed a technical cooperation (TC) module implemented via GIZ and the Vietnam Ministry of Construction (MoC). The TC module capacity development efforts follow a multi-level approach focusing the advisory services on national-(macro-), provincial-(meso-) and utility-/community-(micro-) level. Each level is addressed by a separate TC component aiming to:

1. Implement a series of activities to support policy development processes and to strengthen staff capacities of the MoC (TC-Component 1);
2. Support the implementation of national regulations and laws on provincial level in direct cooperation with local government authorities of the nine program provinces/cities (TC Component 2);
3. Provide advisory services to strengthen the management and operational capacities and the service quality of urban wastewater utilities in 9 cities (TC Component 3).

The advisory services at meso and micro level (TC Components 2 & 3) are carried out by GFA Consulting Group GmbH, a Germany-based consulting firm subcontracted by GIZ.

BACKGROUND OF THIS ASSIGNMENT

Component 2 of the technical cooperation module will work in direct cooperation with key decision makers and authorities (People's Committees, People's Councils, Line Departments and Bureaus, Mass Organizations) in the nine program provinces (Meso-Level). The component will cover the following core areas of advice:

- Development of strategic medium-term 'Provincial Sector Development Plans' (PSDP) in three new program provinces;
- Assessment, adaptation and improvement of the institutional landscape in all nine program provinces;
- Facilitation of political change processes on provincial and sub-provincial level;
- Support the implementation of national laws and regulations on provincial/city level, in particular Government Decree 88/2007/ND-CP and Circular 09/2009/TT-BXD;
- Support the introduction of performance-based management contracts between owners and operators of urban wastewater facilities to ensure financial autonomy of urban wastewater utilities;
- Introduction of wastewater tariff systems in program provinces;
- Facilitate inner-provincial and inter-provincial communication, information flow and professional exchange among stakeholders;
- Facilitate communication, information flow and exchange of lessons-learned between provincial and national Government levels;
- Dissemination of the idea of decentralized wastewater treatment as an important supplement to centralized urban wastewater management planning;
- Support the program's efforts to up-scale results and achievements from local to national level;

The effective and efficient implementation of activities requires a high degree of political and cultural sensitivity as well as intensive coordination with the other program components and participating stakeholders at all levels.

The advisory team of TC component 2 is scheduled to commence its activities in April 2012 and will be active for a fixed period of 24 months. The component's international full-time team leader has the overall implementation responsibility and is supported by two national Senior Policy Advisors with duty stations in Hanoi and Can Tho respectively.

SCOPE OF WORK

The *Senior Policy Advisor (North)* is a senior consultant and reports to the Team Leader of TC Component 2. In close coordination with the Team Leader and other team members the *Senior Policy Advisor (North)* shall support the due implementation of all related activities in a demand responsive and pro-active manner.

Indicative Activities

The following is a tentative listing of activities to be conducted under the assignment. However, these activities might be altered or adjusted in accordance with actual requirements:

- Policy advice to provincial and urban authorities;
- Organization and facilitation of planning workshops, meetings, seminars, etc. with participation of high ranking Government officials;
- Design and preparation of missions to the provinces
- Organization and facilitation of study tours;
- Support team leader in the preparation of Provincial Sector Development Plans (PSDP);
- Establish communication links within and between provinces;
- Prepare and distribute newsletters to program stakeholders;
- Collect and provide team leader with sector-relevant information;
- Close coordination with the Component 3 (GFA), Component 1 (GIZ), and the Ministry of Construction
- Drafting strategy papers, minutes and reports, in cooperation with the team leader

Deliverables

The following is a tentative listing of periodic deliverables; this list might be altered or adjusted in accordance with actual requirements:

- Presentations on national and international conferences and workshops.
- Presentations on internal team meetings.
- Reports as required by team leader.

DUTY STATION & ASSIGNMENT PERIOD

The national *Senior Policy Advisor (North)* with duty station in the component's head office in Hanoi will be deployed in April 2012 for 24 months full time. The employment calls for willingness to a high frequency of travelling to aforementioned program locations.

REQUIRED QUALIFICATIONS AND AREAS OF COMPETENCE

Indispensable key qualifications of the *Senior Policy Advisor (North)* are:

- **seniority** in appearance
- **flexibility** in thinking
- **seriousness** in communication
- **integrity** in persuasion

Further requirements include:

- Vietnamese nationality;
- Higher university degree (Master's or higher) in sanitation, environment, civil engineering, state management, public administration, political science, social science or other related fields;
- High language proficiency in written and spoken English;
- A minimum of 15 years practical working experience, preferably in ODA projects or comparable fields;
- At ease when working with local authorities and high-ranking local politicians;
- A professional, serious, structured and diplomatic style of bringing forward ideas, discussing and mitigating between opposing thoughts;
- High degree of flexibility in accepting and adapting new ways of thinking and to lobby for and initiate innovative state management approaches and change processes in line with national directives;
- A deep understanding of the political and administrative system of Vietnam;
- Experience in the urban water or wastewater management sector is a strong advantage but not an obligatory requirement;
- Willingness to perform under high pressure, flexibility in working time and ability to integrate in an international team of professionals;
- Ability to deliver reports in English and/or Vietnamese of highest quality and in time;
- Competence in basic word processing and other office software applications (e.g. MS Office family);

Knowledge of the German language and / or GIZ's management tool "Capacity Works" would be an asset.



APPLICATIONS

Interested and qualified candidates are invited to send their curriculum vitae (CV) in English either by email or by post, to the following address **before March 02, 2012:**

GIZ/GFA Waste Water & Solid Waste Management in Provincial Centers
Phuc Loc Building (5th Floor)
No 69 Lane 27 Dai Co Viet, Hanoi, Vietnam
Email: info@wwm-gfa.org

Note:

- Please state "Application for Position as Senior Policy Advisor " in the subject line of your Email.
- For further information please visit our website <http://www.wastewater-vietnam.org>
- Only short-listed applicants will be contacted.