

GOVERNMENT OF VIETNAM
PROJECT PREPARATION AND START-UP SUPPORT FACILITY (PPSSF)

Terms of Reference

Job Title: Training Coordinator (National, 40 person-months),
Reporting to: Ms. Nguyen Yen Hai, Director, Project Coordination Unit,
Ministry of Planning and Investment

A. Background

1. The Government of Viet Nam is seeking consulting services to the Ministry of Planning and Investment (MPI) to provide assistance and support to the Project Coordination Unit (PCU), which was established in the Foreign Economic Relations Department (FERD) of MPI, for the management of the PPSSF. The consulting services will be provided by a team of individual national and international consultants working cohesively and together under the overall leadership of an International Team Leader, who reports directly to the Director of the PCU.

2. A team of individual consultants will provide support to the PCU in (i) formulation, preparation, review, approval of subprojects which are mostly consulting services to prepare Investment Projects to be financed by the Asian Development Bank (ADB); (ii) collaboration with executing agencies/implementing agencies (EA/IA) of subprojects for monitoring implementation of those subprojects; and (iii) capacity building for PCU, EAs/IAs and project implementation units (PIU) to carry out their responsibilities under the PPSSF.

B. Scope of Services

3. The Training Coordinator will work under the guidance of the Team Leader/Deputy Team Leader in close cooperation with other individual consultants to support PCU in capacity building activities to achieve PPSSF outcomes and outputs.

C. Detailed Tasks and Responsibilities

4. The Training Coordinator is responsible for, but not limited to:

- i. Reviewing and assessing training needs in each capacity building areas;
- ii. Preparing trainees selection criteria and list of trainees in consultation with relevant PCU consultants;
- iii. Preparing quarterly and annual training plans and cost estimates;
- iv. Organizing in consultation with relevant consultant training courses and workshops in accordance with the plan including invitation to trainees from relating line agencies, executing agencies/implementing agencies, provincial government agencies and project implementation units, arrangement for training location and logistic and any other training requirements;
- v. Preparing upon completion of the training session training and evaluation reports;
- vi. Acting as facilitator during training sessions; and
- vii. Advising PCU of any new training requirements that may arise during PPSSF implementation.

D. Deliverables

5. The Training Coordinator has to deliver the following reports and documents:
- i. Quarterly and annual training plans along with cost estimates; and
 - ii. Training and evaluation report upon completion of the training sessions;

E. Qualifications and Experience

6. The following qualifications and experience will be required:
- i. Bachelor degree with proven capacities and experience in developing and delivering training programs in various competency areas;
 - ii. Experience of at least 10 years in development projects preferably under Official Development Assistance (ODA) financing including proven experience in capacity building programs in Vietnam;
 - iii. Good knowledge of and working experience with multinational development banks preferably ADB or World Bank, especially with regard to procedures and requirements related to capacity building;
 - iv. Ability to develop and maintain effective interaction with high level government officials, project implementation units and implementing agency officers, and international and national consultants;
 - v. Excellent interpersonal, writing, and communication skills;
 - vi. Ability to work in English and Vietnamese essential.

F. Timelines

7. The assignment will be for a total period of 40 months on intermittent basis starting around 15 July 2014 until 30 December 2019. The consultant is expected to provide a first input of about five months in 2014. Inputs in the subsequent years will be based on the PPSSF implementation progress.

G. Location of Assignment

8. The assignment will be in Hanoi, Viet Nam. Local travel within Viet Nam will be required on an as-needed basis.