

TERMS OF REFERENCE
for the Position:
Coordinator of Vietnam Urban Forum(VUF)
17/05/2012

1. Background

In 2000 and 2001 the *Vietnam Urban Forum* (VUF) was conceptualized as a medium for policy dialogue and structured exchanges on urban development issues. VUF became operational in 2003, when a Memorandum of Understanding (MoU) was signed by key stakeholders in Vietnam's urban development process, after agreeing to establish an Executive Board (EB) and the operational objectives of VUF.

The overall objective of the VUF, as stated in the MoU of 2003, is: "to promote dialogue for sharing of experience and knowledge among government agencies, science/professional, social/political and non-government organisations, entities and individuals of all economic sectors and the donors, with the aim of actively contributing to the formulation and implementation of policies on urban development and management, (...), and improving the effectiveness of urban development and management activities."

With the specific objective to sustainably institutionalize the VUF as an operational national forum to discuss contemporary urban issues and policies in Vietnam, the MOC, supported by Cities Alliance (CA) and UN HABITAT has taken steps to strengthen the VUF by establishing a functional Forum Secretariat within the Urban Development Agency (UDA-MOC). The Secretariat will be responsible for the implementation of the day-to-day work of the Vietnam Urban Forum. The Forum Coordinator will work at the Forum Secretariat together with at least two other full-time staffs.

In order to achieve the project objective, a number of outcomes will be secured through this project. These are: (i) Vietnam Urban Forum is institutionally strengthened: Forum Secretariat and Steering Committee are sustainably established and operational; work is based on an agreed long-term Strategy and Operating Plan; the VUF is re-launched with a broad membership base; (ii) VUF is operating as a regular platform and appreciated collaborative mechanism for systematic and structured dialogue and knowledge exchange on urban issues between a wide range of stakeholders to inform urban policy formulation in Vietnam; (iii) Regularly updated information about the state of urban development, urban sector investments and activities in Vietnam is widely communicated; (iv) Good practices and lessons learned are made available for replication and upscaling.

The Urban Development Agency (UDA) within Ministry of Construction (MOC) takes the main responsibilities for implementing this project in 2011 – 2013, with funding assistance from Cities Alliance and UN HABITAT.

2. Basic Function of the Position

The Coordinator will actively manage the coordination works of VUF activities and work in close cooperation with the Secretary General of the Executive Board (EB). He/she is responsible to the EB of VUF and will work in close cooperation with the EB, staffs of the Secretariat, members of the VUF and other key partners. The purpose/aim of the Coordinator's work is to support the EB in the overall operational management of the Vietnam Urban Forum and more specifically be responsible for the effective coordination, planning, preparation and implementation of activities in line with the Memorandum of Understanding (MoU) and the Project Document (approved CA-proposal from 23 May 2011).

3. Duties and Responsibilities

In consultation with the Executive Board and the Chairman of VUF, the Coordinator will be responsible for the following duties:

1. Day-to-day management of the VUF Office, with an emphasis on excellent liaison functions with VUF members in accordance with the approved plans;
2. Functioning as a secretary to the Executive Board (EB) of VUF;
3. Supervise and guide all staff members of the VUF Secretariat and monitor the work of short-term experts/contractors working under VUF, prepare TORs, contracts and payment schemes;
4. Support the EB and facilitate a process to prepare and update a long-term strategy and annual work plans for the VUF, including necessary amendments to the MoU for submission to the EB;
5. Coordinate and organize VUF activities in consultation with the General Secretary of EB and facilitate broad participation of VUF members/ other stakeholders according to approved work plan. Develop activities portfolios, propose new activities for approval if necessary and carry out respective fund raising;
6. Organize policy dialogue, ODA coordination and support to urban sector, through preparing and conducting scheduled VUF meetings and regular stakeholder forums/workshops with strategic topics on key intervention areas and practical experiences in urban development and management, including an announcement through appropriate media and follow-up activities;
7. Membership Development: Coordinate professional relations with existing and potential partners (line ministries, local authorities, international donors, professional institutions, NGOs and private sector organizations) and carry out activities to widen the membership base and outreach of VUF; establish mechanisms to strengthen ownership of stakeholders and identify anchoring partners/linkages for networking on national and international level;
8. Consolidate and document the existing urban development planning and management experience and disseminate findings by organizing the editing and publication of regular information-communication media, including quarterly newsletters and annual key reports;

9. Oversee the design, implementation and maintenance of the VUF website and online information database on projects/initiatives, regulations and good practices; link information-communication with stakeholder participation;
10. Marketing and Communications: Coordinate media relations and suggest and implement visibility activities of VUF, including: (i) Drafting press advisories, press releases, coordinating interviews, monitoring media coverage, responding to journalists' inquiries and media requests; (ii) Identify and prioritize critical VUF objectives, products and activities that can achieve higher visibility through media support; (iii) Coordinate and plan activities with partners media networks;
11. Develop a financial framework with adequate resources for VUF's operational costs and financial sustainability. Within six months of mobilization, the consultant would have completed a medium and long-term strategy for financial sustainability, and identified potential risks. Supervise the management of VUF project financial resources (trust fund) and take responsibility for periodic financial reporting to EB and VUF members and the World Bank as required;
12. Establish regular routine reporting to EB and VUF members as well as the World Bank, in accordance with the grant agreement, and develop and implement monitoring procedures and mechanisms for periodical participatory assessment of VUF performance.

The Coordinator will be supported in the fulfillment of his work duties through the *Accountant*, the *Assistant cum Interpreter* and the *Knowledge Management Officer* of the Forum Secretariat (see respective TORs).

4. Qualifications and Experience

The candidate (male or female) should possess at least the following qualifications:

1. Vietnamese nationality, preferred age group 35-50;
2. Master or higher level degree in urban planning, urban management or related fields, such as architecture, economics, environment, infrastructure and construction; priority for PhD. or higher academic degree;
3. At least 10 years of relevant professional (post-graduate) working experience in urban development, urban planning and management field;
4. Solid knowledge and working experience in urban planning and management in Vietnam at city level and ministerial level;
5. Solid knowledge and working experience in dealing with foreign assistance projects in urban development;
6. Demonstrated experience working in an international cooperation context with a variety of stakeholders, such as senior government officials and international professionals, journalists, policy- and decision-makers;
7. Experience in foreign countries desirable;

8. Work experience in multi-disciplinary team, good inter-personal and team building skills;
9. Demonstrated ability in project organization and management, i.e. in preparing work-plans and budgets, organizing staff (permanent and short-term consultants), the ability to multitask effectively, and delegate responsibility for authorized assignments;
10. Excellent speaking and writing skills in both Vietnamese and English;
11. Computer literacy, including Windows Office, and data and information access through the internet.

5. Duration and Payment of Assignment

16-months full-time contract, with conditional positive assessment after six months probation, and with option of renewal subject to availability of funds. Work may require occasional weekend and/or evening work.

Pre-tax (gross) salary per month: 2,500 US\$

6. Duty Station

Duty station is Ha Noi, with local/ international travel when required.
