



FAO/GLOBAL ENVIRONMENT FACILITY PROJECT DOCUMENT



Countries: Vietnam

Project Title: Building capacity to eliminate POPs pesticides stockpiles in Vietnam

GEF Project ID: 3105

FAO Project ID: 608898

FAO Project Symbol: GCP/VIE/040/GFF

GEF Agency: Food and Agriculture Organization of the United Nations (FAO)
United Nations Development Programme (UNDP)

Other Executing Partners: Ministry of Natural Resources and Environment (MONRE)

GEF Focal Area: POPs

GEF Strategic Program:

Duration: Two years

Estimated Starting Date: April 2011 (FAO components); (UNDP project 1/10/2009)

Estimated Completion: March 2013 (FAO components); (UNDP project 1/03/2013)

Financing Plan:

GEF Allocation:	USD 4 300 800
UNDP GEF Allocation	USD 3 957 580
FAO GEF Allocation	USD 343 220
Co-financing:	
Government of Vietnam (GoV) in kind	USD 4 220 000
GoV (cash)	USD 2 170 109
FAO (cash and in kind)	USD 100 000
UNDP	USD 110 000
Total Co-financing	USD 6 600 109
Total Project Budget:	USD 10 900 909

RECORD OF ENDORSEMENT ON BEHALF OF THE GOVERNMENT:

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Date of endorsement: 16 August 2007

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GLOSSARY OF ABBREVIATIONS

CBD	Convention for Biodiversity
DARD	Provincial departments of agriculture and rural development (under the Provincial People's Committees)
DONRE	Provincial departments of natural resources and environment (under the Provincial People's Committees)
DPP	Department of Plant Protection (under MARD)
DSENRE	Department Of Science, Education Natural Resources and Environment
ExA	Executive Agency
FAO	Food and Agriculture Organization
FSP	Full Size Project
GDOC	General Department of Customs (under the Ministry of Finance)
GEF	Global Environment Facility
IA	Implementing Agency
IPM	Integrated Pest Management
IVM	Integrated Vector Management
M&E	Monitoring and Evaluation
MARD	Ministry of Agriculture and Rural Development
MOC	Ministry of Construction
MOD	Ministry of Defense
MOET	Ministry of Education and Training
MOIT	Ministry of Industry and Trade
MOH	Ministry of Health
MOST	Ministry of Science and Technology
MOT	Ministry of Trade
MPI	Ministry of Planning & Investment
MSP	Medium Size Project
NINST	National Institute for Natural Sciences and Technology
NIP	National Implementation Plan for the Stockholm Convention
NSC	The National Steering Committee for Stockholm Convention on POPs
PDF	Programme Development Facility
PMU	Programme Management Unit
POPs	Persistent Organic Pollutants
PPCs	Provincial People Committees
SD	Sustainable Development
SDPP	Sub Department of Plant Protection (at provincial level)
STAMEQ	Directorate for Standards Measures and Quality
STAP	Scientific and Technical Assessment Panel
TOR	Terms of Reference
UNDP	United National Development Programme
UNDP CO	UNDP Country Office
VCC	Vietnam Corporation on Chemicals
VEA	Vietnam Environment Administration (under MONRE)

1. BACKGROUND

The Government of Vietnam has faced serious constraints in dealing with stockpiles of POPs pesticides, including constraints due to funding, access to appropriate technologies, and coordination among multiple ministries and agencies. While some stockpiles are housed in sheds or other buildings, in some communities with particularly large stockpiles, the lack of suitable infrastructure resulted in the burial of POPs pesticides stockpiles. An estimated 1140 tonnes of POPs pesticides have been located in five such sites, and it is certain that there are more such sites in the country. The buried stockpiles are of far greater concern than above-ground stockpiles both because of their size and because there is far less control over storage conditions, resulting in much larger potential and actual human health problems. This project will eliminate all known stockpiles of POPs pesticides in Vietnam. However, the destruction of known stockpiles is an incomplete response for two reasons. First, it is clear that there are a potentially large number of additional, as yet unknown stockpiles, meaning that a one-off destruction process will be inadequate in dealing with additional stockpiles as they are discovered. Second, there is a major continuing problem of illegal importation of pesticides which may contain substantial amounts of POPs. Consequently, as important as the destruction of known stockpiles, is the need to build capacity both to destroy additional stockpiles as they are discovered, and to eliminate continued importation of illegal POPs pesticides. Capacity to eliminate continued importation is needed on both the demand side, to reduce and ultimately eliminate demand for such pesticides, and on the supply side, to eliminate the source of the pesticides. Supply-side management will require bilateral cooperation with neighbouring states, China, Lao PDR and Cambodia.

FAO and UNDP are joint GEF Agencies assisting Vietnam in the implementation of this project. UNDP is the lead GEF Agency, and the project is fully described in the UNDP-GEF Project Document which is attached as **Annex 6**. The project document contains the situation analysis, including the policy, institutional and stakeholder analysis, the project strategy, rationale, goals, objective outcomes and project description, risks, monitoring and evaluation, project progress reporting and more.

The description of the project which follows below focuses on those outcomes, outputs and activities for which FAO is responsible. The FAO Results Framework, Work Plan and Oracle budget are attached as **Annexes 1, 2 and 3**. An *Aide Memoire*, attached as **Annex 5**, reflects the agreements reached by the Government of Vietnam (as represented by the Ministry of Natural Resources and Environment (MONRE), the UNDP Office in Vietnam and FAO on the implementation modalities for the project. It also provides updated information on the stockpiles of obsolete pesticides, and reiterates assumptions and risks based on these findings.

Project progress reporting, financial reporting, monitoring and evaluation will be carried out in accordance with the policies and procedures of the respective GEF Agency. Procedures to be followed for the FAO components are described below.

2. SUMMARY OF PROJECT STATUS

A review of the project goals, outcomes and outputs as defined in the original Project Document during the inception phase, has identified a number of areas that were highlighted in the *Aide Memoire*. The issues presented below have a direct impact on the indicators which are used to monitor delivery of the outcomes as defined in the project document. It is therefore important to set out the assumptions on which the results framework, work plan and budget for the FAO-managed GEF contribution are based and also provide an updated evaluation of the risks which now face the project:

3. ASSUMPTIONS

- i. Project Impact / Goal: the project document states the following objective “*to remove capacity barriers to the sustainable elimination of POPs pesticides in Vietnam*”. This will contribute to the broader **Goal** of “*support to sustainable development in Vietnam through the elimination of POPs from the environment.*” Furthermore, Outcome 2 is defined as “*All known stockpiles are destroyed*”. The project document goes on to define the scope of the project to be the disposal of the known stockpiles of 1140 metric tonnes of POPs and obsolete pesticide waste from 5 locations. This reflected the situation at the time of project preparation in 2007 / 2008. Since that time more work has continued on developing a more detailed picture of the scale of the problem facing Vietnam. This work has so far identified 1153 locations where pesticides are either stored or are reported as being buried. The number of tonnes of pesticides and heavily contaminated soils requiring treatment is as yet unknown. The site at Lang Ai is a good example where the original 2007 inventory indicated approx. 150 tonnes of obsolete stocks. Safeguarding works completed by the GoV, including the excavation of the original burial site has now secured an estimated 1000 tonnes of mixed pesticide and soils at this one location. It is likely that this scenario will be repeated across the country resulting in a massive increase in the volume of materials requiring treatment. The validity of the PDO is therefore in question as the current inventory has indicated a much larger number of sites than originally anticipated with many posing a direct risk to public health and the environment due to leakage of pesticides into ground water;
- ii. Approximately 200 tonnes of stocks have been sent for disposal via the Holcim cement factory funded through the GoV contribution to the project. It is therefore assumed that the project and that this process has resulted in the environmentally sound disposal in line with the requirements of the Basel and Stockholm Conventions;
- iii. Linked to point i. above it is therefore assumed that the total amount of waste sent for disposal under this project will be a minimum of 1140 tonnes of pesticides and highly contaminated soils from a minimum of 5 hot-spots identified by the risk classification process. The risk classification and selection of the sites to be included in the safeguarding and disposal phase of the project will be completed before midterm review (end of 2011). This will meet the objective as defined in the original project document. The total volumes will include the 200 tonnes already sent for disposal through local contracting;
- iv. It is assumed that this variation to the original PDO is acceptable based on the new data collected between project formulation in 2007 and launch / inception in October 2010. The proposed change is acceptable on technical and risk reduction grounds and is endorsed by all stakeholders in Vietnam;
- v. FAOs inputs will be targeted to assisting the PMU in key areas related to the development

of a system for site assessment which incorporates the best aspects of the many systems existing in the market with a focus on meeting the needs of the GoV (Output 1.11 in the original project document). This will ensure that the risk based prioritisation process will adequately categorise all contaminated sites and develop a series of strategies which can be adopted by the government beyond the scope of this phase of the project. The implementation of the strategies at the high risk hot-spots will be supported by the GEF resources mobilized under UNDP as part of Outcome 2 and by subsequent funding for the other locations;

- vi. For the purposes of the safeguarding and disposal contract, it is assumed that the GoV and UNDP will reach agreement on a sole-source contract with the existing supplier which has successfully disposed of the 200 tonnes of obsolete stocks funded by GoV. This will be subject to them proving that they meet the technical requirements set out in the bid specification (developed in collaboration with FAO) and are able to demonstrate cost benefit compared to the export option. Civil society concerns will also need to be addressed and a public consultation process completed to ensure stakeholders are supportive of this proposal. This will potentially allow for more materials to be sent for disposal than estimated in the original project document, but a minimum of 1140 tonnes from five priority sites should be included. It is noted that the procurement process to be followed will be subject to discussions locally between MONRE and UNDP based on existing agreements;
- vii. It is assumed that the GoV will develop a long term plan with the necessary resource allocation to address any large stockpiles of obsolete pesticides which remain in the country if contaminated sites are selected for remediation in preference to sites with large stockpiles such as the site at Lang Ai.

4. RISKS

- a) Failure to develop a system which adequately produces the risk categorisation of all the sites to allow identification of the hot-spots;
- b) The large number of contaminated sites and unknown volumes of waste make it impossible to accurately quantify the risks and ensure selection of the sites which pose the greatest risk for remediation as hot-spots under this project;
- c) The local disposal contractor is unable to meet the technical and financial review and so international competitive bidding is used to select the contractor with associated time delay and additional costs for transportation and final disposal;
- d) Failure of companies to fulfill licensing requirements set out by GoV means that bidding is restricted and unproven companies are able to bid in preference to international companies with a proven track record;
- e) Budget allocation for safeguarding and disposal services is inadequate to meet the needs of remediation of the hot-spots;
- f) Large quantities of POPs remain untreated due to preferential selection of hot-spots based on the acute risk posed to public health and environment from other locations.

5. PROJECT OBJECTIVES AND GOALS

The **Objective** of this project is “to remove capacity barriers to the sustainable elimination of POPs pesticides in Vietnam”. This will contribute to the broader **Goal** of “support to sustainable development in Vietnam through the elimination of POPs from the environment”.

6. ACTIVITIES SUPPORTED BY FAO MANAGED GEF FUNDS

Annex 1 provides a detailed results framework for the FAO supported outputs. **Annex 2** provides a timeline and work plan for implementation of the outputs. **Annex 3** provides a detailed budget breakdown of inputs to be provided through the FAO managed contribution in support of project implementation. The funds under FAO management will be used to support the following outputs as defined in the original project document:

Output 1.1. *Qualified agencies selected to provide excavation, re-packaging, temporary storage, transportation and sampling/testing services.* FAO will support the development of technical specifications for safeguarding and disposal of all priority wastes in accordance with the requirements of the Basel and Stockholm Conventions and in line with international best practice as set out in documents such as the Holcim – GTZ guidance on the disposal on pesticides and POPs through co-incineration by cement kiln. The technical specifications will be applicable to both sole-sourcing of suppliers based on technical and financial evaluations or by international competitive bidding through international tendering.

Output 1.2. *Staff of government agencies trained in appropriate technologies and application of standards and guidelines.* It has been agreed that two representatives from MONRE will participate in an international training arranged by FAO on the systems to be employed during the supervision of contractors implementing safeguarding and disposal operations involving obsolete pesticides and POPs. The training will act as a training of trainers allowing national PMU staff to support an international consultant who will later provide training to a wider group of participants from a variety of involved line ministries in Vietnam. This will provide a multiplier effect and allow for greater dissemination of information and skills within the project implementation team.

Output 1.7. *Establishment of a POPs pesticide management information system.* MONRE has confirmed that it is developing a national system for contaminated site registration beyond the limits of POPs and pesticides. MONRE has confirmed that it has no requirement for the installation of the Pesticide Stock Management System (PSMS) as set out in the original project document. Discussion with the crop protection service in MARD has confirmed that they welcome the installation of PSMS to allow them to track the amounts and types of pesticides entering the country. PSMS will therefore be installed at MARD to assist in the long term management of pesticides and as a pesticide registration tool for the future.

Output 1.10. *Development of awareness on illegal trade.* This output has been revised during project inception to now include the development of an overall communications and awareness strategy for POPs and obsolete pesticides based on guidance developed as part of the Africa Stockpiles Programme (ASP). FAO will facilitate the development of the strategy and link with MONRE to facilitate roll-out of the strategy through use of other budgets.

Output 1.11. *Technical and managerial guidelines are prepared governing treatment of contaminated sites.* During project inception the use of a variety of risk assessment and site

categorization tools was reviewed. The conclusion was reached that none of the tools on the market today adequately address the needs of the project in Vietnam. It was therefore agreed with MONRE that the FAO contribution would support the review of the existing systems to develop an easily applied tool which will adequately assess the comparative risk from all affected sites in Vietnam and also provide guidance on typical remediation strategies which could be applied based on the risk profile.

Output 1.12. *Stakeholder platform is established for preparation for a nation-wide empty container management programme.* During project inception it was agreed that FAO would support the completion of a container management feasibility study to determine the most appropriate mechanism to adequately manage pesticide / POPs containers in the future. The implementation of the strategy will be subject to government approval and subsequent funding from other sources. Ultimately the system will need to be taken over by the pesticide industry and be self-financing if it is to be sustainable.

Output 3.2. *Line agency staff trained in management of POPs pesticides. Training will also include aspects of IPM and IVM, with linkages built to parallel IPM and IVM initiatives led by FAO.* Following discussions with MONRE and MARD post the mission it has been agreed that this output will focus on the development of capacity within the various national and provincial structures to better control pesticide management. A training of trainers for 20 staff will be completed to assist in the inspection and importation of pesticides based on the adherence to the requirements of existing national regulations and the International Code of Conduct for the Distribution and Use of Pesticides (the Code) published by FAO and WHO. This will enable MARD at all levels to better control pesticide import, distribution and use of pesticides in the future. The component will include a stakeholder consultation to define the issues facing MARD in Vietnam, the development of an action plan to address the priority needs and the completion of a training of trainer's session to provide tools to address these key actions.

7. FINANCING PLAN – OUTCOME AND OUTPUT BUDGET BREAKDOWN

The detailed project budget is provided in **Annex 3**. A summary of budget allocations to outcomes and outputs is presented below:

	Output Budget USD	Outcome Budget USD	Percentage	Co finance USD
Outcome 1: Improved capacity building facilitates elimination of POPs pesticides stockpiles		240,845	71.18%	557,764
Output 1.1: Development of tender specification	23,120			
Output 1.2: National staff trained in appropriate technologies and application of standards and guidelines	35,350			
Output 1.7: POPs pesticides management information system operational	16,770			
Output 1.10: Communications and Awareness	18,075			
Output 1.11: Contaminated sites assessed	115,220			
Output 1.12: Design for an empty container management system approved	32,310			
Outcome 3: Improved chemicals management prevents importation and use of POPs pesticides		72,775	21.20%	168,537
Output 3.2: Pesticide life-cycle review	72,775			
		29,600	8.62%	68,550
Project Management	29,600			
Totals	343,220	343,220		794,850

The original breakdown of the FAO managed budget allocation was Outcome 1 was USD 248 000 and for Outcome 3 was USD 95 220, inclusive of project management costs. The revised allocations based on the needs of the project as redefined during the project inception phase represents a minor variation and is within what would be expected for a project of this complexity. Project management has been separated out of Outcome 3.

8. IMPLEMENTATION ARRANGEMENTS

The Food and Agriculture Organization (FAO) will be the GEF implementing and executing agency of the components of the project for which it is responsible. As the GEF Agency, FAO will be responsible for project oversight to ensure that GEF policies and criteria are adhered to and that the project meets its objectives and achieves expected outcomes and outputs as established in the project document in an efficient and effective manner. FAO will report on the project progress to the GEF Secretariat and financial reporting will be to the GEF Trustee. FAO will closely supervise and carry out supervision missions of the project (through the Lead Technical Unit (LTU –see below) and the GEF Coordination Unit in the Investment Center Division (TCI)), and monitor project progress and provide technical support (through FAO's Agriculture and Consumer Protection Department).

Executing Responsibilities (Budget Holder): The project will be executed by the Ministry of Natural Resources and Environment (MONRE) (Component 1) and Ministry of Agriculture and Rural Development (MARD) (Component 3). AGPM will schedule project implementation support missions in accordance with the work plan. FAO Vietnam will serve as the budget holder of the project and will ensure timely operational, administrative and financial management of the project's resources, including the disbursement of funds. The FAO Representative will designate a project operations officer and establish a multi-disciplinary Project Task Force within FAO to support the project. AGPM, the Legal Office (LEGN), other relevant FAO technical divisions, and the GEF Coordination Unit will participate in the Project Task Force. The BH will work in close consultation with execution partners – MONRE (which hosts the Project Management Unit – PMU) and MARD (the Plan Protection Department PPD), and the FAO Lead Technical Officer (LTO) and LTU (see below) for the management of the resources channeled through FAO. Financial reporting and operations, procurement of goods and contracting of services for project activities financed by these resources will be implemented in accordance with FAO rules and procedures. Final approval of use of GEF resources, in accordance with FAO rules and procedures, rests with the Budget Holder.

The FAO Lead Technical Unit (LTU) will be AGP. The LTU will provide technical backstopping to the project and will follow-up closely on implementation progress and ensure delivery of technical outputs and outcomes, and undertake regular backstopping missions. They will review and provide clearance to (i) the Terms of Reference (TOR) of consultancies, Letters of Agreement (LoA) and contracts; (ii) the selection of the consultants and NGOs to be contracted or with whom a LoA will be signed in relation to the execution of limited activities funded by GEF resources; (iii) all technical reports; and (iv) Project Progress Reports monitoring outputs as established in the Project Results Framework, implementation reviews and financial reports.

The FAO GEF Coordination Unit in TCI will review and approve Project Progress Reports, implementation reviews and financial reports and budget revisions.

The FAO Finance Division will clear budget revisions, provide annual Financial Reports to the GEF Trustee and, in collaboration with the FAO GEF Coordination Unit, call for Project funds on a six-monthly basis from the GEF Trustee.

Main execution partner: Ministry of Natural Resources and Environment (MONRE) as designated in Decree No. 91/2002/ND-CP dated 11 November 2002, is the principal government agency having an overall mandate for resource and environmental strategy,

legislation and policy formulation, resource and environmental institution building, environmental impact assessment, resource and environmental research, environmental quality standards, data collection and management. MONRE is charged with inspection, developing guidelines for provinces and sectors, and international cooperation for resource and environmental protection. Based on its function and tasks, MONRE has responsibility to guide the management of POPs and POP-pesticides in their whole life cycle from the import to export, production, handling, transportation, treatment and disposal. And Vietnam Environment Administration (VEA) which is under MONRE is responsible for the preparation of national action plans, development of guidelines, implementation of state management activities for pollution prevention and control, environmental monitoring and emergency response. *As the national focal point for the UNDP component of the project, MONRE is accountable to the Government and UNDP for ensuring (a) the substantive quality of the project, (b) the effective use of both national and UNDP resources allocated to it, (c) the availability and timeliness of national contributions to support project implementation and (d) the proper coordination among all project stakeholders, particularly national parties.*

- For the GEF budget portion granted through UNDP, MONRE will be responsible for financial management and apply the NEX modality for project implementation.
- For the GEF budget portion granted through FAO, the FAO's direct management modality will be applied, and FAO will be responsible for financial management and reporting as required legally.

MONRE through the project management unit (PMU) will work with FAO to ensure coordination of all inputs in line with a single annual work plan developed under the UNDP supported components. The PMU will work in direct cooperation with FAO related to implementation of all activities as defined in Component 1, supported through FAO managed funds.

Project Executive Board (PEB): The PEB will make all necessary decisions and provide guidance for implementation of project activities, including approval of the overall project work-plan, and budget revisions.

The National Steering Committee for Stockholm Convention on POPs (NSC) will provide overall supervision to the implementation of this project. To undertake this responsibility, the NSC will nominate its appropriate members representing MONRE, MARD and MPI to form the PEB together with a representative of UNDP-CO and FAO. The NSC member representing MONRE will be the chairperson of the PEB. The PEB will meet every six-months, or more often on an *ad-hoc* basis, if deemed necessary.

National Project Director (NPD): MONRE will appoint a senior official at directorial level of VEA to be the NPD. The NPD will be responsible to the PEB for overall management and implementation of the project.

Project Management Unit (PMU): The PMU will be responsible for the overall organization and implementation of all project activities and will be accountable to the NPD. The Project office will be located in the main building of VEA and equipped as needed by the project. The Project Office will consist of following positions:

- Project Manager (PM) (recruited, 48 months, full-time)
- Project Assistant (PA) (recruited, 48 months, full-time);
- Project Secretary/ Accountant (recruited, 48 months, full time).

Other execution partners

Ministry of Agriculture and Rural Development (MARD) according to Decree No. 86/2003/ND-CP dated 18 July 2003, is responsible for governmental management of activities related to agriculture, forestry, water resources and rural development, and terrestrial national parks and protected areas, including coastal wetlands. MARD plays an important role in the control and reduction of sources of pollution originating from agricultural activities and the use of chemical fertilizers. The main agencies related to the management of POPs and chemicals are the Department of Plant Protection, the Department of Veterinary Services, and the Institute of Plant Protection. Annually, MARD checks and publishes lists of new pesticides permitted to be used, and those which are subject to limited use or are prohibited in Vietnam, based on advice received from the National Consultative Council on Pesticides, and with the participation and cooperation of relevant ministries and sectors. MARD will work with FAO to ensure the successful implementation of Component 3 of the project.

9. OVERSIGHT, MONITORING, EVALUATION AND MONITORING

Monitoring and evaluation of progress in achieving project results and objectives will be done based on the targets and indicators established in the Project Results Framework (**Annex 1**). The project monitoring and evaluation system will also facilitate learning and generation of knowledge necessary for the preparation of follow-on phases for the scaling-up of adoption by farmers of good adaptation practices.

a. Review and Evaluation

Evaluation

As mentioned above, UNDP will take the lead in organizing the mid-term and final evaluations, in close consultation with the FAO Evaluation Office. The FAO Evaluation Office will review the Terms of Reference for the evaluation team and participate in the selection of the independent consultants that would carry out the evaluation. The cost of evaluation, including the recruitment of national and international consultants, will be borne by the UNDP-managed GEF resources. FAO's costs will be covered by the fee.

A mid-term review will be undertaken after two years of project implementation. The review will determine progress being made towards achievement of objectives, outcomes, and outputs, and will identify corrective actions if necessary. It will, *inter alia*:

- a. review the effectiveness, efficiency and timeliness of project implementation;
- b. analyze effectiveness of implementation and partnership arrangements;
- c. identify issues requiring decisions and remedial actions;
- d. identify lessons learned about project design, implementation and management;
- e. highlight technical achievements and lessons learned; and
- f. propose any mid-course corrections and/or adjustments to the implementation strategy as necessary.

An independent final evaluation will take place three months prior to the terminal review meeting of the project partners and will focus on the same issues as the mid-term review. In addition, the final evaluation will review project impact, analyze sustainability of results and whether the project has achieved its adaptation objectives and benchmarks. The evaluation will furthermore provide recommendations for follow-up actions.

b. Monitoring Responsibilities and Information Sources

Monitoring of project progress and outcomes will be a central function of the PMU and will be supported at the country level by the Project Coordinator and the technical monitoring assistant. Specific monitoring tasks will be defined in the Annual Work Plan (AWP).

The FAO LTU and GEF Coordination Unit will provide oversight and monitor the progress of the project largely through the review of recording and verification of inputs, including financial disbursements and technical levels-of-effort, and the Project Progress Reports (PPR), Annual Project Implementation Reviews (PIR) (see below) and periodic supervision and backstopping missions. Financial inputs (disbursements) will be largely drawn from FAO's financial management system, while technical inputs will be drawn from PPRs and PIRs, and reports produced by the project. The monitoring system will specifically compare financial disbursements to technical activities programmed in the annual Work Plans and identify and assess any significant discrepancies between the two.

Project Reporting, Monitoring and Evaluation

Project progress and financial reporting, monitoring and evaluation will be carried out in accordance with the policies and procedures of the respective GEF agencies. All project progress reporting requirements to GEF will be coordinated and supported by UNDP as principal GEF Agency for the project. It was agreed during the inception phase that FAO would provide inputs during the preparation of all reports submitted to GEF and that any evaluations of the project would include inputs from the FAO Evaluation Office. The FAO Evaluation Office will participate in the preparation of the Terms of Reference for the mid-term and final evaluations and the consultants that would be recruited with UNDP GEF resources. The reports to be completed include the annual Project Implementation Reports (PIRs), the Mid Term Review (MTR) and the project terminal report. Both GEF Agencies will provide financial reports directly to the GEF Trustee on the utilization of the funds for which they are responsible. Financial management will be conducted in accordance with the rules and procedures of the respective GEF Agencies. The PMU will prepare quarterly project progress reports for the project as a whole which will be submitted to UNDP and FAO.

Specific reports that will be prepared in relation to M&E include: (i) Project Progress Reports; (ii) Quarterly project implementation reports to be completed by the FAO Budget Holder; (iii) Project Implementation Reviews; (iv) Technical Reports; (v) Co-financing Reports; and (vi) Terminal Report.

Quarterly Project Implementation Reports (QPIRs)

The Budget Holder (BH) will prepare quarterly project implementation reports (QPIRs) and submit them to the Lead Technical Unit (LTU) (AGP), the GEF Coordination

Unit/Investment Centre Division and the Regional Office for Asia and the Pacific (RAP) for review.

Project Progress Reports (PPRs)

The Project Management Unit will prepare quarterly reports for submission to UNDP and FAO which will report on progress achieved for the project as a whole. The reports will also be utilized to identify constraints, problems or bottlenecks that impede timely implementation and take appropriate remedial action. PPRs will be prepared based on the systematic monitoring of output and outcome indicators identified in the Project Results Framework. The FAO LTO will review the progress reports and circulate them to the Project Task Force members and the FAO GEF Coordination Unit for clearance.

Project Implementation Review (PIR)

UNDP will take the lead in preparation the annual Project Implementation Review (PIR). FAO will provide inputs on the outputs and activities under its responsibility in a timely manner. The PIR will be shared with the FAO LTU and FAO GEF Coordination Unit and with UNDP/GEF Asia Pacific Regional Center in Bangkok (APRC) for review. Once agreed, UNDP-APRC will officially submit the PIR to the GEF Secretariat and the GEF Trustee.

Technical Reports

Technical reports will be prepared to document and share project outcomes and lessons learned. The drafts of any technical reports must be submitted by the PC/PMU or executing partners to the FAO LTU and the FAO GEF Coordination Unit for review and comments, prior to finalization and publication. Copies of the technical reports will be distributed to the national executing partners and other Project partners as appropriate. These will also be posted on the project website and FAO FPMIS.

Co-financing Reports

The Project Management Unit will be responsible for collecting the required information and reporting on in-kind and cash co-financing provided by the Government of Vietnam and other sources of co-financing. The report will be provided to FAO and UNDP and reflected in the annual PIR.

Terminal Report

Within two months of the Project completion date, the PMU, with support from the LTO/LTU, will prepare a draft Terminal Report, including a list of outputs detailing the activities taken under the Project, lessons learned and any recommendations to improve the efficiency of similar activities in the future. This report will specifically include the findings of the final evaluation as described above.

10. FINANCIAL MANAGEMENT AND REPORTING

Financial Records. FAO shall maintain a separate account in United States dollars for the project's resources showing all income and expenditures. Expenditures incurred in a currency

other than United States dollars shall be converted into United States dollars at the United Nations operational rate of exchange on the date of the transaction. FAO shall administer the project in accordance with its regulations, rules and directives.

Financial Reports. The Budget Holder shall prepare six-monthly project expenditure accounts and final accounts for the project, showing amount budgeted for the year, amount expended since the beginning of the year, and separately, the un-liquidated obligations as follows:

- Details of project expenditures on a component-by-component and output basis, reported in line with project budget codes as set out in the Project Document, as at 30 June and 31 December each year.
- Final accounts on completion of the project on a component and output-by-output basis, reported in line with project budget codes as set out in the Project Document.
- A final statement of account in line with FAO Oracle project budget codes, reflecting actual final expenditures under the project, when all obligations have been liquidated.

The BH will submit the financial reports for review and monitoring by the LTU and the FAO GEF Coordination Unit. Financial reports for submission to the donor (GEF) will be prepared in accordance with the provisions in the GEF Financial Procedures Agreement and submitted by the FAO Finance Division.

Budget Revisions. Semi-annual budget revisions will be prepared by the BH in consultation with the FAO Representation in Mali in accordance with FAO standard guidelines and procedures.

Responsibility for Cost Overruns. The budget holder is authorized to enter into commitments or incur expenditures up to a maximum of 20 percent over and above the annual amount foreseen in the project budget under any budget sub-line provided the total cost of the annual budget is not exceeded.

Any cost overrun (expenditure in excess of the budgeted amount) on a specific budget sub-line over and above the 20 percent flexibility should be discussed with the FAO GEF Coordination Unit with a view to ascertaining whether it will involve a major change in project scope or design. If it is deemed to be a minor change, the budget holder shall prepare a budget revision in accordance with FAO standard procedures. If it involves a major change in the project's objectives or scope, a budget revision and justification should be prepared by the Budget Holder for discussion with the GEF Secretariat.

Savings in one budget sub-line may not be applied to overruns of more than 20 percent in other sub-lines even if the total cost remains unchanged, unless this is specifically authorized by the FAO GEF Coordination Unit upon presentation of the request. In such a case, a revision to the project document amending the budget will be prepared by the Budget Holder.

Under no circumstances can expenditures exceed the approved total project budget or be approved beyond the NTE date of the project. Any over-expenditure is the responsibility of the Budget Holder.

Audit. The project shall be subject to the internal and external auditing procedures provided for in FAO financial regulations, rules and directives and in keeping with the Financial Procedures Agreement between the GEF Trustee and FAO.

The audit regime at FAO consists of an external audit provided by the Auditor-General (or persons exercising an equivalent function) of a member nation appointed by the governing bodies of the Organization and reporting directly to them, and an internal audit function headed by the Inspector-General who reports directly to the Director-General. This function operates as an integral part of the Organization under policies established by senior management, and furthermore has a reporting line to the governing bodies. Both functions are required under the Basic Texts of FAO which establish a framework for the terms of reference of each. Internal audits of imprest accounts, records, bank reconciliation and asset verification take place at FAO field and liaison offices on a cyclical basis.

ANNEXES

ANNEX 1:	PROJECT RESULTS FRAMEWORK
ANNEX 2:	PROVISIONAL WORK PLAN
ANNEX 3:	PROJECT BUDGET
ANNEX 4:	AIDE MEMOIRE
ANNEX 5	TERMS OF REFERENCE
ANNEX 6:	UNDP PROJECT DOCUMENT

ANNEX 1: PROJECT RESULTS FRAMEWORK

Project Goal	Support sustainable development in Vietnam through the elimination of POPs from the environment				
Project Strategy	Objectively verifiable indicators				
	Indicator (original text in grey)	Baseline (original text in grey)	Target (original text in grey)	Source of Verification (original text in grey)	Risks and Assumptions (as listed in the approved Project Document in grey plus updates from the FAO inception mission)
<p>Project objective (from approved project document):</p> <p><i>To remove capacity barriers to the sustainable elimination of POPs pesticides in Vietnam.</i></p> <p>This results framework relates to the FAO managed outputs of the UNDP / FAO – GEF project 00060927 “Building capacity to eliminate POPs pesticides stockpiles in Vietnam”.</p> <p>The document has been prepared based on discussions with the project team in Vietnam during the inception phase of the project. The documents responds to the needs defined by the project team whilst maintaining the outputs presented in the original project document signed by the Government of Vietnam, FAO and UNDP.</p>	<p>Outcome 1:</p> <ol style="list-style-type: none"> Development of standards for safeguarding and disposal of obsolete pesticides. Development of capacity for the remediation of additional contaminated sites in the future. <p>Indicators for FAO components are:</p> <ul style="list-style-type: none"> 10 GoV personnel trained in supervision of safeguarding and disposal contractors; Publication of guidance on site prioritisation; Publication of technical specifications for safeguarding and disposal based on GoV prioritisation of affected sites. 	<p>Gov has expressed its intent to apply the Hatfield system for site risk assessment. Guidelines on development of tender specifications and supervision of safeguarding and disposal contractors are available from FAO. A number of systems for site evaluation exist and will be evaluated as part of the project.</p>	<p>The disposal of all identified stockpiles of POPs / pesticides using proven technologies plus the development of capacity to deal with future accumulations by the end of the project life.</p> <p>The FAO managed GEF funding will contribute to the overall outcome for the project by assisting in the development of risk profiling tools for assessment of contaminated sites (not hotspot priority locations) and the support for development of tender specifications for safeguarding and disposal of stocks by the time of the Mid Term Review of the project by UNDP / FAO GEF units.</p> <p>Please see note in Risk and Assumptions column related to Outcome 1.</p>	<ul style="list-style-type: none"> Issue of disposal certificates under Basel notification procedures and / or under Vietnamese permitting requirements. Publication of guidelines and translation into Vietnamese. <p>PIR and Mid Term Review reports will document progress on implementation. The FAO project will also adopt component specific M&E reporting based on meeting the milestones identified in the detailed work plan to be developed when the funds are released by GEF SEC .</p>	<p>The approved project document lists the following assumptions and risk:</p> <p>Assumptions:</p> <ul style="list-style-type: none"> External changes do not affect the viability of selected technologies Improved capacity addresses the demand-side dynamics for use of POPs pesticides Government maintains Decision 64 funding Government maintains application of international standards to minimize potential impacts on human health Mainstreaming POPs pesticides into improved chemical management eliminates illegal importation <p>Risks:</p> <ol style="list-style-type: none"> Existing inventories have significantly under-estimated total stockpiles, and post-project funding is inadequate to eliminate newly-found stockpiles. During project implementation, standards specified by the project document are not adhered to. No acceptable bids are received for destruction of the POPs pesticides within Viet Nam, or bids are more expensive than budgeted
	<p>Outcome 2:</p> <p>Issuance of disposal certificates under Basel Convention and GoV requirements.</p>	<p>GoV has successfully destroyed over 200 tonnes of POPs / obsolete pesticide waste since 2008 using the cement kiln operated by Holcim.</p>	<p>All known stockpiles destroyed and impacts on human health relieved – by mid 2011.</p> <p>No FAO input into this component. Please see the note in Risks and Assumptions column related to Outcome 2.</p>		

Project Goal	Support sustainable development in Vietnam through the elimination of POPs from the environment				
Project Strategy	Objectively verifiable indicators				
	Indicator (original text in grey)	Baseline (original text in grey)	Target (original text in grey)	Source of Verification (original text in grey)	Risks and Assumptions (as listed in the approved Project Document in grey plus updates from the FAO inception mission)
	<p>Outcome 3: By the end of the project the volumes of illegal pesticides confiscated are no more than 2 tonnes per month.</p> <p>Indicators for the FAO components are:</p> <ul style="list-style-type: none"> Gap analysis report post registration issues; Action plan for post registration issues; ToT of 20 staff to strengthen post registration inspection. 	<p>Nil</p> <p>Existing work on pesticide legislation to be reviewed.</p>	<p>Improvements to chemicals management results in prevention of future accumulation of POPs and obsolete pesticides.</p> <p>Training of trainers completed by mid 2012</p>	<p>Reporting from customs on quantities of materials seized.</p> <p>Reports from consultants and training certificates for MARD staff following ToT session.</p>	<p>d. Environmental and human health issues associated with transportation and destruction of POPs pesticides</p> <p>e. Lack of stakeholder acceptance (local, national) for selected destruction technology</p> <p>f. Reputational risk to UNDP and the GEF if the project fails</p> <p>g. Novel bio-remediation technologies prove not to be fully effective in eliminating POPs pesticides.</p>
Outcome 1:	Improved capacity facilitates elimination of POPs pesticides stockpiles				FAO would like to highlight the following additional assumptions and risks based on a review of the status of the project following the inception phase:
Output 1.1 from original project document (Output 1.5 in revised Log Frame from inception report): Qualified agencies selected to provide excavation, re-packaging, temporary storage, transportation and sampling/testing services	<p>Training in development of tender technical specifications completed by FAO personnel</p> <p>Tender specifications for hot spot remediation and remediation of lower risk sites developed based on review of risk profile and prioritisation of affected sites.</p>	<p>Examples of past technical specifications provided to project team</p> <p>Nil</p>	<p>Training completed in line with integrated work plan for the overall Outcome 1.</p> <p>All specification lists and standards reviewed by midterm review.</p>	<p>Training certificates for national project team members plus milestone marker met in FAO M&E plan for implementation</p> <p>Technical specification document completed and submitted to SC for verification / approval.</p>	<p>Assumptions</p> <p>iii. The 5 sites holding an estimated 1140 tonnes of stocks in the original project document is an estimate based on information available in 2007. This information is now known to be inaccurate with new inventory data indicating that there are over 3000 sites with pesticides and buried stocks with an un-quantified amount of contaminated materials. The site at Lang Ai is a good example where the original 2007 inventory indicated 150 tonnes. Safeguarding works completed by the GoV has now secured an estimated 1000 tonnes at this one location. It is likely that this scenario will be repeated across the country resulting in a massive increase in the volume of materials requiring treatment. The validity of the PDO is</p>
Output 1.2 from original project document (Output 1.6 in revised log frame from inception report): Staff of government agencies trained in appropriate technologies and application of standards and guidelines.	<p>Training certificates issued for 10 national staff - systems for management of disposal projects (theory)</p> <p>Training certificates issued for 10 national staff - systems for management of disposal projects (field training)</p>	<p>Nil</p> <p>Nil</p>	<p>Training completed by end of 2011.</p> <p>Training completed in line with integrated work plan for overall Outcome 1 (immediately before start of disposal implementation phase – Outcome 2)</p>	<p>Training certificates for national project team members plus milestone marker met in FAO M&E plan for implementation</p> <p>Training certificates for national project team members plus milestone marker met in FAO M&E plan for implementation</p>	
Output 1.3 from original project document (Output 1.8 in revised log frame from inception report): A monitoring plan for disposal of stockpiles	No FAO input defined in project document (FAO system for M&E of project implementation can be made available upon formal request and allocation of funds to cover cost of development of	Nil	Activity specific M&E tables developed in FAO format to allow systematic reporting on project implementation status by end of March 2010 (in line with work plan for	M&E tables and report formats submitted to SC for comment and adoption.	

Project Goal	Support sustainable development in Vietnam through the elimination of POPs from the environment				
Project Strategy	Objectively verifiable indicators				
	Indicator (original text in grey)	Baseline (original text in grey)	Target (original text in grey)	Source of Verification (original text in grey)	Risks and Assumptions (as listed in the approved Project Document in grey plus updates from the FAO inception mission)
	component level M&E plans to meet GEF reporting requirements)		Outcome 1).		<p>therefore in question as the current inventory has indicated a much larger number of sites than originally anticipated (more than 3000) with many posing a direct risk to public health and the environment due to leakage of pesticides into ground water;</p> <p>ix. Approx. 200 tonnes of stocks have been sent for disposal via the Holcim cement factory funded through the GoV contribution to the project. It is therefore assumed that the project and that this process has resulted in the environmentally sound disposal in line with the requirements of the Basel and Stockholm Conventions;</p> <p>x. Linked to point i. Above it is assumed that the total amount of waste sent for disposal under this project will be a <u>minimum</u> of 1140 tonnes of pesticides and highly contaminated soils from a <u>minimum</u> of 5 hot-spots identified by the risk classification process to be completed before midterm review (end of 2011). This will meet the objective as defined in the original project document. The total volumes will include the 200 tonnes already sent for disposal through local contracting;</p> <p>xi. It is assumed that this variation to the original PDO is acceptable based on the new data collected between project formulation in 2007 and launch / inception in 2010. The proposed change is acceptable on technical and risk</p>
Output 1.4: Testing and licensing of destruction facilities	No FAO input				
Output 1.5: MONRE/VEA establishes an effective consultation and coordination mechanism to oversee management of POPs in Vietnam	No FAO input				
Outcome 1.6: A regular and systematic monitoring programme covers POPs pesticides inventories	No FAO input				
Output 1.7 from original project document (Output 1.2 in revised log frame from inception report): Establishment of a POPs pesticide management information system	Project Management Unit confirm that they do not wish to use the FAO Pesticide Stock Management System (PSMS) (as set out in the original project document) to consolidate inventory data and complete risk profile based on assessment data. PSMS will be installed within MARD as a tool for management of future pesticide stocks imported into Vietnam. GoV to develop a separate tool for assessment of contaminated sites not focusing on a specific waste sector such as pesticides.	All existing inventory data has been imported to a single Excel table.	PSMS installed and operational for management of new pesticide imports by end of 2011 at MARD	Milestone met in component specific M&E plan	
Output 1.8: Specific activities associated with sound management, reduction and elimination of POPs incorporated in development strategies and programmes of key ministries and sectors.	No FAO input				
Output 1.9 (merged with output 1.10 from original project document):	No FAO input				

Project Goal	Support sustainable development in Vietnam through the elimination of POPs from the environment				
Project Strategy	Objectively verifiable indicators				
	Indicator (original text in grey)	Baseline (original text in grey)	Target (original text in grey)	Source of Verification (original text in grey)	Risks and Assumptions (as listed in the approved Project Document in grey plus updates from the FAO inception mission)
Communications strategy covering responsibilities of communities and the business sector.					<p>kii. reduction grounds and is endorsed by all stakeholders; FAOs inputs will be targeted to assisting the PMU in key areas related to the development of a system for site assessment which incorporates the best aspects of the many systems existing in the market with a focus on meeting the needs of the GoV. This will ensure that the risk based prioritisation process will adequately categories all contaminated sites and develop a series of strategies which can be adopted by the government beyond the scope of this phase of the project. The implementation of the strategies at the high risk hot-spots will be supported by the GEF resources and by subsequent funding for the other locations;</p>
Output 1.10 from original project document (Output 1.9 and 3.2 in revised log frame from inception report): Communications activities combined with Output 1.9 above and legal component combined with Output 3.2.	Development of communications and awareness strategy.	Nil	Complete strategy drafted and reviewed by stakeholders by end of July 2011	Milestone met in specific M&E plan. Draft strategy submitted to SC for adoption.	
Output 1.11 from original project document (Output 1.4 in revised log frame from inception report): Technical and managerial guidelines are prepared governing treatment of contaminated sites	Development of system for categorisation of contaminated sites (tool kit) based on a combination of existing methods including Hatfield Assessment, FAO site assessment and Conceptual Site Modelling developed by TAUW.	Nil	Tool kit developed by Mid Term Review (mid 2012)	Milestone met in component specific M&E plan. Tool kit submitted to SC for adoption.	
	Development of site-specific remediation methodologies across all affected sites via the application of site characterisation tool with PMU on sites identified in Vietnam to (training and practical application workshop).	Nil	Site specific remediation plans developed by application of tool kit by end of 2012.	Milestone met in component specific M&E plan. Site specific plans submitted to SC for adoption.	
	Contaminated sites remediated via Implementation of the remediation strategies based on risk reduction and national budget availability. (Not FAO activity– supported through Govt contribution)	Nil	National contract for implementation of site specific remediation plans awarded by GoV. End of 2013.	Milestone met in component specific M&E plan. SC approves use of national co-finance budget for implementation of the wider remediation plans for medium / longer term sites (not hotspots).	<p>iii. For the purposes of the safeguarding and disposal contract it is assumed that the GoV and UNDP will reach agreement on a sole-source contract with the existing supplier which has successfully disposed of the 200 tonnes of obsolete stocks funded by GoV. This will be subject to them proving that they meet the technical requirements set out in the bid specification (developed in collaboration with FAO) and are able to demonstrate cost benefit compared to the export option. Civil society concerns will also need to be addressed and a public consultation process completed to ensure stakeholders are supportive of this</p>
Output 1.12 from original project document (Output 1.4 in revised log frame from inception report): Stakeholder platform is established for preparation for a	Feasibility study published for container management needs in Vietnam.	Nil	Feasibility study released by end of 2011	Milestone met in component specific M&E plan	

Project Goal	Support sustainable development in Vietnam through the elimination of POPs from the environment				
Project Strategy	Objectively verifiable indicators				
	Indicator (original text in grey)	Baseline (original text in grey)	Target (original text in grey)	Source of Verification (original text in grey)	Risks and Assumptions (as listed in the approved Project Document in grey plus updates from the FAO inception mission)
nation-wide empty container management programme					iv. proposal. This will potentially allow for more materials to be sent for disposal than estimated in the original project document but a minimum of 1140 tonnes from 5 priority sites should be included; It is assumed that the GoV will develop a long term plan with the necessary resource allocation to address any large stockpiles of obsolete pesticides which remain in the country if contaminated sites are selected for remediation in preference to sites with large stockpiles such as the site at Lang Ai.
Outcome 2: 1140 tonnes of stockpiles are destroyed from 5 priority locations and impacts on human health relieved (based on remediation of high risk hot spots using GEF funding)					
Output 2.1–2.6	No FAO input identified in project document. Potential to assist in monitoring of implementation stages based on transfer of funds from project budget to cover FAO costs (training, travel and staff time).				
Outcome 3: Improved chemicals management prevents importation and use of POPs pesticides					Risks (See separate risk mitigation table):
Output 3.1: National chemicals safety standards	No FAO input as output has been deleted from revised log frame during project inception phase				<ul style="list-style-type: none">• Failure to develop a system which adequately produces the risk categorisation of all the sites to allow identification of the hot-spots;• The large number of contaminated sites and unknown volumes of waste make it impossible to accurately quantify the risks and ensure selection of the sites which pose the greatest risk for remediation as hot-spots under this project;• The local disposal contractor is unable to meet the technical and financial review and so international competitive bidding is used to select the contractor with associated time delay and additional costs for transportation and final disposal;• Failure of companies to fulfil licensing
Output 3.2: Line agency staff trained in management of POPs pesticides. Training will also include aspects of IPM and IVM, with linkages built to parallel IPM and IVM initiatives led by FAO.	National workshop report on status of post registration enforcement of regulations in Vietnam published	Previous work on pesticide legislation	National consultation workshop completed by end of August 2011, report by end of November 2011	Milestone met in component specific M&E plan	
	Action plan developed and Training of Trainers completed	Nil	Action plan developed by end March 2012, ToT completed by mid 2012.	Milestone met in specific M&E plan. Consultant report and pesticide / POPs management legislation gap analysis completed and submitted to SC for adoption.	
Output 3.3: A compendium of legal documents on POPs pesticides management for use by Customs and other key agencies involved in management and destruction of POPs pesticides	No FAO input (FAO system for capacity development in Customs available upon formal request and allocation of funds to cover cost of development of output work plans to meet GEF reporting requirements)				

Project Goal	Support sustainable development in Vietnam through the elimination of POPs from the environment				
Project Strategy	Objectively verifiable indicators				
	Indicator (original text in grey)	Baseline (original text in grey)	Target (original text in grey)	Source of Verification (original text in grey)	Risks and Assumptions (as listed in the approved Project Document in grey plus updates from the FAO inception mission)
Output 3.4: Bilateral task forces between Vietnamese border provinces and their Chinese counterparts	No FAO input (FAO system for capacity development in Customs available upon formal request and allocation of funds to cover cost of development of output work plans to meet GEF reporting requirements)				<ul style="list-style-type: none">requirements set out by GoV means that bidding is restricted and unproven companies are able to bid in preference to international companies with a proven track record;Budget allocation for safeguarding and disposal services is inadequate to meet the needs of remediation of the hot-spots;Large quantities of POPs remain untreated due to preferential selection of hot-spots based on the acute risk posed to public health and environment form other locations.
Outcome 3.5: Facilities for handling and storage of illegal pesticides developed at key border sites	No FAO input (FAO system for capacity development in Customs available upon formal request and allocation of funds to cover cost of development of output work plans to meet GEF reporting requirements)				
Outcome 3.6: Capacity to deal with new accumulations of obsolete pesticides	No FAO input				
	Activities				
Output 1.1: Development of tender specifications	1.1.1. Training of PMU members (5 members) on development of tender specifications for supply of safeguarding and disposal services				
	1.1.2. Drafting of tender specifications for remediation of 1150 tonnes of highly contaminated materials and stocks from hot spot priority sites (GEF funded)				
	1.1.3. Drafting of national tender specifications for remediation of lower risk locations under national co-finance contribution				
Output 1.2: Standards for implementation	1.2.1. Training of national staff (10 supervisors)on supervision of safeguarding and disposal implementation (Theory)				
	1.2.2. Training of national staff (10 supervisors) on supervision of safeguarding and disposal implementation (Field Training)				
	1.2.3. Follow-up on implementation of supervision of activities by national staff during implementation under Outcome 2 (Quality Assurance)				
Output 1.3: Monitoring training	No FAO inputs required (guidance on development and use of M&E system based on each outcome can be provided if required as an extension of the M&E system to be developed to monitor the FAO managed components)				
Output 1.4:	No FAO inputs required (guidance and standards for disposal provided under Outcome 1.2 are applicable)				
Output 1.5:	No FAO input required				
Output 1.6:	No FAO input required				
Output 1.7:	1.7.1. Installation of PSMS at MARD				
	1.7.2. Training of MARD personnel in use of PSMS				
	1.7.3. Management of pesticide imports by MARD using PSMS				
Output 1.8:	No FAO input required				
Output 1.9: (combined with 1.10)	No FAO input required				
Output 1.10: Communications and	1.10.1. Stakeholder consultation workshop				

Project Goal	Support sustainable development in Vietnam through the elimination of POPs from the environment				
Project Strategy	Objectively verifiable indicators				
	Indicator (original text in grey)	Baseline (original text in grey)	Target (original text in grey)	Source of Verification (original text in grey)	Risks and Assumptions (as listed in the approved Project Document in grey plus updates from the FAO inception mission)
awareness campaign	1.10.2. Drafting of communications strategy				
	1.10.3. Approval of communications strategy				
Output 1.11: Contaminated site assessment	1.11.1. Development of system for categorisation of contaminated sites based on Vietnam situation analysis				
	1.11.2. Development of site-specific remediation strategies through application of site categorisation system (1.11.1.)				
	1.11.3. Implementation of site specific remediation strategies in line with risk based prioritisation and availability of government budget (No FAO input required)				
Output 1.12: Development of empty container management systems	1.12.1. Review of national recycling capacity				
	1.12.2. Review of container management needs in Vietnam				
	1.12.3. Development of feasibility study for future container management needs in Vietnam				
Outcome 2:	No FAO input required				
Output 3.1:	No FAO input required				
Output 3.2: IPM training and review of pesticide legislation	3.2.1. Review of existing guidelines and stakeholder consultation				
	3.2.2. Development of prioritised action plan for strengthening post registration enforcement of regulations				
	3.2.3. ToT of staff to implement post registration regulations				
Output 3.3: Legal review	No FAO inputs required				
Output 3.4: Illegal trade	No FAO inputs required				
Output 3.5: Development of storage capacity	No FAO inputs required				
Output 3.6: Storage management	No FAO inputs required				

ANNEX 2: PROVISIONAL WORKPLAN

[illegible]

ANNEX 3: PROJECT BUDGET

	<i>Project symbol and title: UNDP / FAO / GEF Project: 00060927</i>					<i>Building Capacity to Eliminate POPs Pesticide Stockpiles in Vietnam</i>							
	Expenditures by Component								Expenditures by year				
Oracle Code	Description (ORACLE)	No. of units (months)	Outcome 1: Capacity building	Outcome 2: Safeguarding and Disposal	Outcome 3: Prevention	Project Management Costs	Unit cost	% GEF	Total GEF	Year 1	Year 2	Year 3	Total
	SALARIES PROFESSIONAL												
	Output 1.1. Development of tender specification		11,000						11,000				11,000
	Activity 1.1.1. - 1.1.3. Obsolete stocks specialist	1	11,000				11,000			11,000			11,000
	Output 1.2. Standards for safeguarding implementation		2,750						2,750				2,750
	Activity 1.2.1. - 1.2.3. Obsolete stocks specialist	0.25	2,750				11,000			2,750			2,750
	Output 1.7. POPs pesticides management information system		2,750						2,750				2,750
	Activity 1.7.1. - 1.7.3. PSMS specialist	0.25	2,750				11,000			2,750			2,750
	Output 1.11. Contaminated sites assessment		16,500						16,500				16,500
	Activities 1.11.1. - 1.11.3. Obsolete stocks specialist	1.5	16,500				11,000			16,500			16,500
	Output 1.12. Empty containers management		2,750						2,750				2,750
	Output 1.12.1. Container management specialist	0.25	2,750				11,000			2,750			2,750

	Output 3.2. Pesticide life cycle management support				8,250				8,250				8,250
	Activity 3.2.1. Post registration specialist	0.25			2750		11,000			2,750			2,750
	Activity 3.2.1. LEGN specialist	0.25			2750		11,000			2,750			2,750
	Activity 3.2.3. Pesticide life-cycle specialist	0.25			2750		11,000			2,750			2,750
	Project management			0	0	19,400			19,400				19,400
	National operations, financial and procurement officer	10				19,400	1,940			19,400			
5300	Salaries professional-budget	14	35,750	0	8,250	19,400			63,400	63,400	0	0	63,400
	SALARIES GENERAL SERVICE												
5500	Salaries general service-budget	0	0	0	0				0	0			0
	LOCALLY CONTRACTED LABOUR												
	(inputs)						0						0
	Salaries locally contracted labour		0	0	0		0		0		0	0	0
	CONSULTANTS												
	<i>International Consultants</i>												
	Output 1.2. Standards for safeguarding implementation		9,000						9,000				9,000
	Activity 1.2.1. Safeguarding consultant (theory training)	0.5	4,500				9,000			4,500			4,500
	Activity 1.2.3. Safeguarding consultant (Quality monitoring)	0.5	4,500				9,000			4,500			4,500
	Output 1.7. POPs pesticides management information system		4,500						4,500				4,500
	Activity 1.7.1. - 1.7.3. PSMS specialist	0.5	4,500				9,000			4,500			4,500
	Output 1.10. Communications and Awareness		9,000						9,000				9,000
	Activity 1.10.1. - 1.10.3. Communication consultant (training)	1	9,000				9,000			9,000			9,000

	Output 1.12. Empty containers management		18,000						18,000				18,000
	Activity 1.12.1. - 1.12.3. Container management consultant	2	18,000				9,000			18,000			18,000
	Output 3.2. Pesticide life-cycle management support			0	22500				22,500				22,500
	Activity 3.2.1. Post registration consultant	1			9000		9,000			9,000			9,000
	Activity 3.2.2. Pesticide legal consultant (regulation review)	1			4500		4,500			4,500			4,500
	Activity 3.2.3. Training of trainers expert	1			9000		9,000			9,000			9,000
5542	Sub-total	7.5	40,500	0	22,500				63,000	63,000	0	0	63,000
	National Consultants												
	Output 1.10. Communications and Awareness		1,000						1,000				1,000
	Activity 1.10.1. Communication consultant (training)	0.5	1,000				2,000			1,000			1,000
	Output 1.12. Empty containers management		2,000										2,000
	Activity 1.12.1. - 1.12.3. Container management consultant	1	2,000				2,000			2,000			2,000
	Output 3.2. Pesticide life-cycle management support				4,000				4,000				4,000
	Activity 3.2.1. national IPM consultant	1			2000		2,000			2,000			2,000
	Activity 3.2.2. national legal consultant	1			2000		2,000			2,000			2,000
5543	Sub-total	3.5	3,000	0	4,000				7,000	7,000	0	0	7,000
5570	Consultants-budget	11	43,500	0	26,500				70,000	70,000	0	0	70,000
5650	CONTRACTS												
	Output 1.11. Contaminated sites assessment		86,600						86,600	86,600			86,600

	Travel-duty (see footnote for breakdown of flights and DSA)												
	Output 1.1. Development of tender specification		10,920						10,920				10,920
	FAO staff		10,920							10,920			10,920
	Intl consultants									0			0
	National Consultants									0			0
	National staff									0			0
	Output 1.2. Standards for safeguarding implementation		22,400						22,400				22,400
	FAO staff		9,800							9,800			9,800
	Intl consultants		6,600							6,600			6,600
	National Consultants		0							0			0
	National staff		6,000							6,000			6,000
	Output 1.7. POPs pesticides management information system		8,320						8,320				8,320
	FAO staff		0							0			0
	Intl consultants		8,320							8,320			8,320
	National Consultants		0							0			0
	National staff									0			0
	Output 1.10. Communications and Awareness		6,875						6,875				6,875
	FAO staff		0							0			0
	Intl consultants		5,900							5,900			5,900
	National Consultants		975							975			975
	National staff									0			0
	Output 1.11. Contaminated sites assessment		10,920						10,920				10,920
	FAO staff		10,920							10,920			10,920
	Intl consultants		0										
	National Consultants		0										

	National staff		0										
	Output 1.12. Empty containers management		8,360						8,360				8,360
	FAO staff		0						0				0
	Intl consultants		8,360						8,360				8,360
	National Consultants		0						0				0
	National staff		0						0				
	Outcome 3.2. Pesticide life-cycle management support				26000				26,000				26,000
	FAO staff				15,200				15,200				15,200
	Intl consultants				8,200				8,200				8,200
	National Consultants				2,600				2,600				2,600
	National staff								0				0
	Project Management		0	0	0	5,200			5,200				5,200
	FAO staff					5,200			5,200				5,200
	Intl consultants												
	National Consultants												
	National staff												
5900	Travel Budget		67,795	0	26,000	5,200			98,995	98,995	0	0	98,995
	Training												
	3.2. ToT for pesticide life cycle support post registration				9,000								
5920	Training budget	0	0	0	9,000				9,000	4,500	4,500		9,000
6000	Expendable procurement Budget								0				
6100	Non expendable procurement												
6100	Expendable procurement budget								0				
6300	General Operating Expenses												
	Outcome 1		7,200						7,200				7,200

			7,200							7,200			7,200
	Outcome 3				3025				3,025				3,025
					3025					3,025	0		3,025
	Project Management		0		0	5000			5,000				5,000
						5000				5,000			5,000
6300	General Operating Expenses		7,200	0	3,025	5,000			10,225	15,225	0	0	15,225
	TOTAL BUDGET		240,845	0	72,775	29,600			343,220	338,720	4,500	0	343,220
	SUBTOTAL Output 1.1. Development of tender specification		23,120						23,120	23,120			23,120
	SUBTOTAL Output 1.2. Standards for safeguarding implementation		35,350						35,350	35,350			35,350
	SUBTOTAL Output 1.7. POPs PSMS system		16,770						16,770	16,770			16,770
	SUBTOTAL Output 1.10. Communications and Awareness		18,075						18,075	18,075			18,075
	SUBTOTAL Output 1.11. Contaminated sites assessment		115,220						115,220	115,220			115,220
	SUBTOTAL Output 1.12. Empty containers management		32,310						32,310	32,310			32,310
	SUBTOTAL Output 3.2. Pesticide life-cycle management				72,775				72,775	68,275	4,500		72,775
	SUBTOTAL Project Management		0		0	29,600			29,600	29,600			29,600
	TOTAL		240,845	0	72,775	29,600	343,220		343,220	338,720	4,500	0	343,220
	Pro doc totals		248,000		95,220		343,220						

ANNEX 4: AIDE MEMOIRE

Aide Memoire

Building Capacity to Eliminate POPs Pesticides in Vietnam

Project ID: 00060927 (Signed by Govt. of Vietnam, FAO and UNDP 15/10/2009)
FAO Project Symbol: GCP/VIE/040/GFF

Project Summary

Programme Period:	UNDP Strategic Plan 2008 – 2011
Programme Component:	Environment and Sustainable Development
Project Title:	Building capacity to eliminate POPs pesticides stockpiles in Vietnam
Project ID:	00060927; FAO project symbol: GCP/VIE/040/GFF
Project Duration:	(4 years) 2009 – 2012
Total Budget:	USD 10 900 909
Allocated Resources:	<ul style="list-style-type: none">• Govt (cash) USD 2 170 109• UNDP Regular: USD 110 000• Other (GEF): USD 4 300 800<ul style="list-style-type: none">○ UNDP allocation: USD 3 957 580○ FAO allocation: USD 343 220• In kind contribution (Govt.): USD 4 220 000• FAO (in kind): USD 100 000

Introduction

This document has been prepared in consultation with Government of Vietnam (as represented by the Ministry of Natural Resources and Environment, MONRE) and the UNDP office in Vietnam following extensive discussions on implementation modalities for the project. The following text summarises the understanding and conclusions reached by FAO, UNDP and the Govt. of Vietnam following two technical support missions completed by the Lead Technical Unit (LTU) at FAO (The Pesticide Risk Reduction Group) in May and October 2010. The supporting documentation (Results Framework, Work Plan and Budget) focus on the outputs supported by the GEF contribution channeled through FAO as defined in the original project document signed in October 2009 and form an integral part of the overall project inception report prepared by the national project management unit (PMU) during the October 2010 technical support mission.

Background

The project document entitled *Building Capacity to Eliminate POPs Pesticides in Vietnam* was signed by FAO on October 15 2009. The project goal is described as *supporting the sustainable development in Vietnam through the elimination of POPs from the environment*. The document sets out three main Outcomes as indicated below.

Outcome 1: Improved capacity facilitates elimination of POPs pesticides stockpiles

Outcome 2: All known stockpiles destroyed and impacts on human health relieved – by mid 2011.

Outcome 3: Improvements to chemicals management results in prevention of future accumulation of POPs and obsolete pesticides.

Within these Outcomes a series of Outputs are described. The project document indicates which Outputs are supported through UNDP managed GEF funds and which are supported through an FAO managed GEF allocation. The division of support between UNDP and FAO has resulted in the project GEF contribution being split between the two GEF Implementing Agencies. A total contribution of USD 4 300 800 has been approved by GEF with an allocation of USD 343 220 through FAO as a GEF Agency to cover support to the implementation of Outputs 1.1, 1.2, 1.7, 1.10, 1.11, 1.12 and 3.2 as defined in the original project document. Whereas the project document identifies which Outputs are supported through the FAO managed contribution, it does not provide the detailed explanation of what activities will be completed during project implementation or the timeline/work plan for implementation.

Project Reporting

Project progress and financial reporting, monitoring and evaluation will be carried out in accordance with the policies and procedures of the respective GEF agencies. All project progress reporting requirements to GEF will be coordinated and supported by UNDP as principal GEF Agency for the project. It was agreed during the inception phase that FAO would provide inputs during the preparation of all progress reports submitted to GEF and that any evaluations of the project would include inputs from the FAO Evaluation Office. The FAO Evaluation Office will participate in the preparation of the Terms of Reference for the mid-term and final evaluations and the consultants that would be recruited with UNDP GEF resources. The reports to be completed include the annual Project Implementation Reports

(PIRs), the Mid Term Review (MTR) and the project terminal report. Both GEF Agencies will provide financial reports directly to the GEF Trustee on the utilization of the funds for which they are responsible. Financial management will be conducted in accordance with the rules and procedures of the respective GEF Agencies. The PMU will prepare quarterly project progress reports for the project as a whole which will be submitted to UNDP and FAO.

For the resources channeled through FAO, the FAO Office in Vietnam (FAO budget holder) will provide quarterly project implementation reports (QPIRs) to the FAO lead technical unit (LTU), GEF Coordination Unit and FAO Regional office for Asia Pacific (RAP). Quarterly Project Progress Reports (PPRs) should also be prepared indicating which activities were covered by FAO and which by UNDP resources.

Project Coordination

During the inception mission (October 2010), it was confirmed that the National Project Steering committee included only representatives from government with neither GEF agency being represented. The principal forum for discussion on project implementation is via the Project Management Unit (PMU). It is via communication with this body that the two GEF Agencies formally meet with government to review progress and future work plans. It was agreed that UNDP and FAO locally would initiate a series of monthly meetings with representatives of the Project Management Unit (PMU) at the Ministry of Natural Resources and Environment (MONRE) to ensure project implementation is being carried out in accordance with the joint work plan. In addition, a series of quarterly reviews of progress will be needed to ensure there is no drift in the implementation schedule. FAO will support this process through targeted missions by the senior officer assigned from the Lead Technical Unit as part of the quarterly review/reporting process. The outputs from these missions will feed into the PPR prepared by the FAO Budget Holder.

Summary of Project Status

A review of the project goals, outcomes and outputs as defined in the original project document during the inception phase has identified the following areas which need to be highlighted in this AM. The issues presented below have a direct impact on the indicators which are used to monitor delivery of the outcomes as defined in the project document. It is therefore important to set out the assumptions on which the results framework, work plan and budget for the FAO-managed GEF contribution are based and also provide an updated evaluation of the risks which now face the project:

Assumptions:

- i. Project Impact / Goal: the project document states the following objective “*to remove capacity barriers to the sustainable elimination of POPs pesticides in Vietnam*”. This will contribute to the broader **Goal** of “*support to sustainable development in Vietnam through the elimination of POPs from the environment.*” Furthermore, Outcome 2 is defined as “*All known stockpiles are destroyed*”. The project document goes on to define the scope of the project to be the disposal of the known stockpiles of 1140 metric tonnes of POPs and obsolete pesticide waste from 5 locations. This reflected the situation at the time of project preparation in 2007 / 2008. Since that time more work has continued on developing a more detailed picture of the scale of the problem facing Vietnam. This work has so far identified 1153 locations where pesticides are either stored or are

reported as being buried. The number of tonnes of pesticides and heavily contaminated soils requiring treatment is as yet unknown. The site at Lang Ai is a good example where the original 2007 inventory indicated approx. 150 tonnes of obsolete stocks. Safeguarding works completed by the GoV, including the excavation of the original burial site has now secured an estimated 1000 tonnes of mixed pesticide and soils at this one location. It is likely that this scenario will be repeated across the country resulting in a massive increase in the volume of materials requiring treatment. The validity of the PDO is therefore in question as the current inventory has indicated a much larger number of sites than originally anticipated with many posing a direct risk to public health and the environment due to leakage of pesticides into ground water;

- ii. Approximately 200 tonnes of stocks have been sent for disposal via the Holcim cement factory funded through the GoV contribution to the project. It is therefore assumed that the project and that this process has resulted in the environmentally sound disposal in line with the requirements of the Basel and Stockholm Conventions;
- iii. Linked to point i. above it is therefore assumed that the total amount of waste sent for disposal under this project will be a minimum of 1140 tonnes of pesticides and highly contaminated soils from a minimum of 5 hot-spots identified by the risk classification process. The risk classification and selection of the sites to be included in the safeguarding and disposal phase of the project will be completed before midterm review (end of 2011). This will meet the objective as defined in the original project document. The total volumes will include the 200 tonnes already sent for disposal through local contracting;
- iv. It is assumed that this variation to the original PDO is acceptable based on the new data collected between project formulation in 2007 and launch / inception in October 2010. The proposed change is acceptable on technical and risk reduction grounds and is endorsed by all stakeholders in Vietnam;
- v. FAOs inputs will be targeted to assisting the PMU in key areas related to the development of a system for site assessment which incorporates the best aspects of the many systems existing in the market with a focus on meeting the needs of the GoV (Output 1.11 in the original project document). This will ensure that the risk based prioritisation process will adequately categories all contaminated sites and develop a series of strategies which can be adopted by the government beyond the scope of this phase of the project. The implementation of the strategies at the high risk hot-spots will be supported by the GEF resources mobilized under UNDP as part of Outcome 2 and by subsequent funding for the other locations;
- vi. For the purposes of the safeguarding and disposal contract, it is assumed that the GoV and UNDP will reach agreement on a sole-source contract with the existing supplier which has successfully disposed of the 200 tonnes of obsolete stocks funded by GoV. This will be subject to them proving that they meet the technical requirements set out in the bid specification (developed in collaboration with FAO) and are able to demonstrate cost benefit compared to the export option. Civil society concerns will also need to be addressed and a public consultation process completed to ensure stakeholders are supportive of this proposal. This output will be part of Outcome 2 supported through UNDP resources. This will potentially allow for more materials to be sent for disposal than estimated in the original project document, but a minimum of 1140 tonnes from 5 priority sites should be included, funded through Component 2 (UNDP resources);
- vii. It is assumed that the GoV will develop a long term plan with the necessary resource allocation to address any large stockpiles of obsolete pesticides which remain in the country if contaminated sites are selected for remediation in preference to sites with large stockpiles such as the site at Lang Ai.

Risks:

- Failure to develop a system which adequately produces the risk categorisation of all the sites to allow identification of the hot-spots;
- The large number of contaminated sites and unknown volumes of waste make it impossible to accurately quantify the risks and ensure selection of the sites which pose the greatest risk for remediation as hot-spots under this project;
- The local disposal contractor is unable to meet the technical and financial review and so international competitive bidding is used to select the contractor with associated time delay and additional costs for transportation and final disposal;
- Failure of companies to fulfill licensing requirements set out by GoV means that bidding is restricted and unproven companies are able to bid in preference to international companies with a proven track record;
- Budget allocation for safeguarding and disposal services is inadequate to meet the needs of remediation of the hot-spots;
- Large quantities of POPs remain untreated due to preferential selection of hot-spots based on the acute risk posed to public health and environment from other locations.

Activities Supported by FAO Managed GEF Funds

Annex 1 provides a detailed results framework for the FAO supported Outputs. **Annex 2** provides a time line and work plan for implementation of the Outputs. The Outcome and Outputs budget below provides a breakdown of how the GEF resources through FAO will be managed in support of project implementation. The funds will be used to support the following outputs as defined in the original project document:

Output 1.1. *Qualified agencies selected to provide excavation, re-packaging, temporary storage, transportation and sampling/testing services.* FAO will support the development of technical specifications for safeguarding and disposal of all priority wastes in accordance with the requirements of the Basel and Stockholm Conventions and in line with international best practice as set out in documents such as the Holcim – GTZ guidance on the disposal on pesticides and POPs through co-incineration by cement kiln. The technical specifications will be applicable to both sole-sourcing of suppliers based on technical and financial evaluations or by international competitive bidding through international tendering.

Output 1.2. *Staff of government agencies trained in appropriate technologies and application of standards and guidelines.* It has been agreed that two representatives from MONRE will participate in an international training arranged by FAO on the systems to be employed during the supervision of contractors implementing safeguarding and disposal operations involving obsolete pesticides and POPs. The training will act as a training of trainers allowing national PMU staff to support an international consultant who will later provide training to a wider group of participants from a variety of involved line ministries in Vietnam. This will provide a multiplier effect and allow for greater dissemination of information and skills within the project implementation team.

Output 1.7. *Establishment of a POPs pesticide management information system.* MONRE has confirmed that it is developing a national system for contaminated site registration beyond the limits of POPs and pesticides. MONRE has confirmed that it has no requirement for the installation of the Pesticide Stock Management System (PSMS) as set out in the original project document. Discussion with the crop protection service in MARD has confirmed that

they welcome the installation of PSMS to allow them to track the amounts and types of pesticides entering the country. PSMS will therefore be installed at MARD to assist in the long term management of pesticides and as a pesticide registration tool for the future.

Output 1.10. *Development of awareness on illegal trade.* This output has been revised during project inception to now include the development of an overall communications and awareness strategy for POPs and obsolete pesticides based on guidance developed as part of the Africa Stockpiles Programme (ASP). FAO will facilitate the development of the strategy and link with MONRE to facilitate roll-out of the strategy through use of other budgets.

Output 1.11. *Technical and managerial guidelines are prepared governing treatment of contaminated sites.* During project inception the use of a variety of risk assessment and site categorization tools was reviewed. The conclusion was reached that none of the tools on the market today adequately address the needs of the project in Vietnam. It was therefore agreed with MONRE that the FAO contribution would support the review of the existing systems to develop an easily applied tool which will adequately assess the comparative risk from all affected sites in Vietnam and also provide guidance on typical remediation strategies which could be applied based on the risk profile.

Output 1.12. *Stakeholder platform is established for preparation for a nation-wide empty container management programme.* During project inception it was agreed that FAO would support the completion of a container management feasibility study to determine the most appropriate mechanism to adequately manage pesticide / POPs containers in the future. The implementation of the strategy will be subject to government approval and subsequent funding from other sources. Ultimately the system will need to be taken over by the pesticide industry and be self-financing if it is to be sustainable.

Output 3.2. *Line agency staff trained in management of POPs pesticides. Training will also include aspects of IPM and IVM, with linkages built to parallel IPM and IVM initiatives led by FAO.* Following discussions with MONRE and MARD post the mission it has been agreed that this output will focus on the development of capacity within the various national and provincial structures to better control pesticide management. A training of trainers for 20 staff will be completed to assist in the inspection and importation of pesticides based on the adherence to the requirements of existing national regulations and the International Code of Conduct for the Distribution and Use of Pesticides (the Code) published by FAO and WHO. This will enable MARD at all levels to better control pesticide import, distribution and use of pesticides in the future. The component will include a stakeholder consultation to define the issues facing MARD in Vietnam, the development of an action plan to address the priority needs and the completion of a training of trainer's session to provide tools to address these key actions.

Outcome and Output Budget Breakdown

A summary of budget allocations to outcomes and outputs is presented below. The detailed budget can be found in the FAO Project Document.

	Output Budget	Outcome Budget	Percentage	Co finance
Outcome 1: Improved capacity building facilitates elimination of POPs pesticides stockpiles		240,845	71.17%	557,764
Output 1.1: Development of tender specification	23,120			
Output 1.2: National staff trained in appropriate technologies and application of standards and guidelines	35,350			
Output 1.7: POPs pesticides management information system operational	16,770			
Output 1.10: Communications and Awareness	18,075			
Output 1.11: Contaminated sites assessed	115,220			
Output 1.12: Design for an empty container management system approved	32,310			
Outcome 3: Improved chemicals management prevents importation and use of POPs pesticides		72,775	21.20%	168,537
Output 3.2: Pesticide life-cycle review	72,775			
		29,600	8.62%	68,550
Project Management	29,660			
Totals	343,220	343,220		794,850

The original breakdown of the FAO managed budget allocation was Outcome 1 was USD 248 000 and for Outcome 3 was USD 95 220, inclusive of project management costs. The revised allocations based on the needs of the project as redefined during the project inception phase represents a minor variation and is within what would be expected for a project of this complexity. Project management has been separated out of Outcome 3.

Signed:

Date:

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On Behalf of FAO

Name:

Position:

Signed:

Date:

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On Behalf of UNDP

Name:

Position:

ANNEX 1: PROJECT RESULTS FRAMEWORK

Project Goal	Support sustainable development in Vietnam through the elimination of POPs from the environment				
Project Strategy	Objectively verifiable indicators				
	Indicator (original text in grey)	Baseline (original text in grey)	Target (original text in grey)	Source of Verification (original text in grey)	Risks and Assumptions (as listed in the approved Project Document in grey plus updates from the FAO inception mission)
<p>Project objective (from approved project document):</p> <p><i>To remove capacity barriers to the sustainable elimination of POPs pesticides in Vietnam.</i></p> <p>This results framework relates to the FAO managed outputs of the UNDP / FAO – GEF project 00060927 “Building capacity to eliminate POPs pesticides stockpiles in Vietnam”.</p> <p>The document has been prepared based on discussions with the project team in Vietnam during the inception phase of the project. The documents responds to the needs defined by the project team whilst maintaining the outputs presented in the original project document signed by the Government of Vietnam, FAO and UNDP.</p>	<p>Outcome 1:</p> <ol style="list-style-type: none"> Development of standards for safeguarding and disposal of obsolete pesticides. Development of capacity for the remediation of additional contaminated sites in the future. <p>Indicators for FAO components are:</p> <ul style="list-style-type: none"> 10 GoV personnel trained in supervision of safeguarding and disposal contractors; Publication of guidance on site prioritisation; Publication of technical specifications for safeguarding and disposal based on GoV prioritisation of affected sites. 	<p>Gov has expressed its intent to apply the Hatfield system for site risk assessment.</p> <p>Guidelines on development of tender specifications and supervision of safeguarding and disposal contractors are available from FAO. A number of systems for site evaluation exist and will be evaluated as part of the project.</p>	<p>The disposal of all identified stockpiles of POPs / pesticides using proven technologies plus the development of capacity to deal with future accumulations by the end of the project life.</p> <p>The FAO managed GEF funding will contribute to the overall outcome for the project by assisting in the development of risk profiling tools for assessment of contaminated sites (not hotspot priority locations) and the support for development of tender specifications for safeguarding and disposal of stocks by the time of the Mid Term Review of the project by UNDP / FAO GEF units.</p> <p>Please see note in Risk and Assumptions column related to Outcome 1.</p>	<ul style="list-style-type: none"> Issue of disposal certificates under Basel notification procedures and / or under Vietnamese permitting requirements. Publication of guidelines and translation into Vietnamese. <p>PIR and Mid Term Review reports will document progress on implementation. The FAO project will also adopt component specific M&E reporting based on meeting the milestones identified in the detailed work plan to be developed when the funds are released by GEF SEC .</p>	<p>The approved project document lists the following assumptions and risk:</p> <p>Assumptions:</p> <ul style="list-style-type: none"> External changes do not affect the viability of selected technologies Improved capacity addresses the demand-side dynamics for use of POPs pesticides Government maintains Decision 64 funding Government maintains application of international standards to minimize potential impacts on human health Mainstreaming POPs pesticides into improved chemical management eliminates illegal importation <p>Risks:</p> <ol style="list-style-type: none"> Existing inventories have significantly under-estimated total stockpiles, and post-project funding is inadequate to eliminate newly-found stockpiles. During project implementation, standards specified by the project document are not adhered to. No acceptable bids are received for destruction of the POPs pesticides within Viet Nam, or bids are more expensive than budgeted Environmental and human health issues
	<p>Outcome 2:</p> <p>Issuance of disposal certificates under Basel Convention and GoV requirements.</p>	<p>GoV has successfully destroyed over 200 tonnes of POPs / obsolete pesticide waste since 2008 using the cement kiln operated by Holcim.</p>	<p>All known stockpiles destroyed and impacts on human health relieved – by mid 2011.</p> <p>No FAO input into this component. Please see the note in Risks and Assumptions column related to Outcome 2.</p>		

Project Goal	Support sustainable development in Vietnam through the elimination of POPs from the environment				
Project Strategy	Objectively verifiable indicators				
	Indicator (original text in grey)	Baseline (original text in grey)	Target (original text in grey)	Source of Verification (original text in grey)	Risks and Assumptions (as listed in the approved Project Document in grey plus updates from the FAO inception mission)
	<p>Outcome 3: By the end of the project the volumes of illegal pesticides confiscated are no more than 2 tonnes per month.</p> <p>Indicators for the FAO components are:</p> <ul style="list-style-type: none">• Gap analysis report post registration issues;• Action plan for post registration issues;• ToT of 20 staff to strengthen post registration inspection.	<p>Nil</p> <p>Existing work on pesticide legislation to be reviewed.</p>	<p>Improvements to chemicals management results in prevention of future accumulation of POPs and obsolete pesticides.</p> <p>Training of trainers completed by mid 2012</p>	<p>Reporting from customs on quantities of materials seized.</p> <p>Reports from consultants and training certificates for MARD staff following ToT session.</p>	<p>associated with transportation and destruction of POPs pesticides</p> <p>l. Lack of stakeholder acceptance (local, national) for selected destruction technology</p> <p>m. Reputational risk to UNDP and the GEF if the project fails</p> <p>n. Novel bio-remediation technologies prove not to be fully effective in eliminating POPs pesticides.</p> <p>FAO would like to highlight the following additional assumptions and risks based on a review of the status of the project following the inception phase:</p> <p>Assumptions</p> <p>xv. The 5 sites holding an estimated 1140 tonnes of stocks in the original project document is an estimate based on information available in 2007. This information is now known to be inaccurate with new inventory data indicating that there are over 3000 sites with pesticides and buried stocks with an un-quantified amount of contaminated materials. The site at Lang Ai is a good example where the original 2007 inventory indicated 150 tonnes. Safeguarding works completed by the GoV has now secured an estimated 1000 tonnes at this one location. It is likely that this scenario will be repeated across the country resulting in a massive increase in the volume of materials requiring treatment. The validity of the PDO is therefore in question as the current inventory has indicated a much larger</p>
Outcome 1:	Improved capacity facilitates elimination of POPs pesticides stockpiles				
Output 1.1 from original project document (Output 1.5 in revised Log Frame from inception report): Qualified agencies selected to provide excavation, re-packaging, temporary storage, transportation and sampling/testing services	Training in development of tender technical specifications completed by FAO personnel	Examples of past technical specifications provided to project team	Training completed in line with integrated work plan for the overall Outcome 1.	Training certificates for national project team members plus milestone marker met in FAO M&E plan for implementation	
	Tender specifications for hot spot remediation and remediation of lower risk sites developed based on review of risk profile and prioritisation of affected sites.	Nil	All specification lists and standards reviewed by midterm review.	Technical specification document completed and submitted to SC for verification / approval.	
Output 1.2 from original project document (Output 1.6 in revised log frame from inception report): Staff of government agencies trained in appropriate technologies and application of standards and guidelines.	Training certificates issued for 10 national staff - systems for management of disposal projects (theory)	Nil	Training completed by end of 2011.	Training certificates for national project team members plus milestone marker met in FAO M&E plan for implementation	
	Training certificates issued for 10 national staff - systems for management of disposal projects (field training)	Nil	Training completed in line with integrated work plan for overall Outcome 1 (immediately before start of disposal implementation phase – Outcome 2)	Training certificates for national project team members plus milestone marker met in FAO M&E plan for implementation	
Output 1.3 from original project document (Output 1.8 in revised log frame from inception report): A monitoring plan for disposal of stockpiles	No FAO input defined in project document (FAO system for M&E of project implementation can be made available upon formal request and allocation of funds to cover cost of development of component level M&E plans to meet GEF reporting requirements)	Nil	Activity specific M&E tables developed in FAO format to allow systematic reporting on project implementation status by end of March 2010 (in line with work plan for Outcome 1).	M&E tables and report formats submitted to SC for comment and adoption.	

Project Goal	Support sustainable development in Vietnam through the elimination of POPs from the environment				
Project Strategy	Objectively verifiable indicators				
	Indicator (original text in grey)	Baseline (original text in grey)	Target (original text in grey)	Source of Verification (original text in grey)	Risks and Assumptions (as listed in the approved Project Document in grey plus updates from the FAO inception mission)
Output 1.4: Testing and licensing of destruction facilities	No FAO input				number of sites than originally anticipated (more than 3000) with many posing a direct risk to public health and the environment due to leakage of pesticides into ground water; vi. Approx. 200 tonnes of stocks have been sent for disposal via the Holcim cement factory funded through the GoV contribution to the project. It is therefore assumed that the project and that this process has resulted in the environmentally sound disposal in line with the requirements of the Basel and Stockholm Conventions;
Output 1.5: MONRE/VEA establishes an effective consultation and coordination mechanism to oversee management of POPs in Vietnam	No FAO input				
Outcome 1.6: A regular and systematic monitoring programme covers POPs pesticides inventories	No FAO input				
Output 1.7 from original project document (Output 1.2 in revised log frame from inception report): Establishment of a POPs pesticide management information system	Project Management Unit confirm that they do not wish to use the FAO Pesticide Stock Management System (PSMS) (as set out in the original project document) to consolidate inventory data and complete risk profile based on assessment data. PSMS will be installed within MARD as a tool for management of future pesticide stocks imported into Vietnam. GoV to develop a separate tool for assessment of contaminated sites not focusing on a specific waste sector such as pesticides.	All existing inventory data has been imported to a single Excel table.	PSMS installed and operational for management of new pesticide imports by end of 2011 at MARD	Milestone met in component specific M&E plan	ii. Linked to point i. Above it is assumed that the total amount of waste sent for disposal under this project will be a <u>minimum</u> of 1140 tonnes of pesticides and highly contaminated soils from a <u>minimum</u> of 5 hot-spots identified by the risk classification process to be completed before midterm review (end of 2011). This will meet the objective as defined in the original project document. The total volumes will include the 200 tonnes already sent for disposal through local contracting;
Output 1.8: Specific activities associated with sound management, reduction and elimination of POPs incorporated in development strategies and programmes of key ministries and sectors.	No FAO input				iii. It is assumed that this variation to the original PDO is acceptable based on the new data collected between project formulation in 2007 and launch / inception in 2010. The proposed change is acceptable on technical and risk reduction grounds and is endorsed by all stakeholders;
Output 1.9 (merged with output 1.10 from original project document): Communications strategy covering responsibilities of communities and the business sector.	No FAO input				ix. FAOs inputs will be targeted to assisting

Project Goal	Support sustainable development in Vietnam through the elimination of POPs from the environment				
Project Strategy	Objectively verifiable indicators				
	Indicator (original text in grey)	Baseline (original text in grey)	Target (original text in grey)	Source of Verification (original text in grey)	Risks and Assumptions (as listed in the approved Project Document in grey plus updates from the FAO inception mission)
Output 1.10 from original project document (Output 1.9 and 3.2 in revised log frame from inception report): Communications activities combined with Output 1.9 above and legal component combined with Output 3.2.	Development of communications and awareness strategy.	Nil	Complete strategy drafted and reviewed by stakeholders by end of July 2011	Milestone met in specific M&E plan. Draft strategy submitted to SC for adoption.	<p>the PMU in key areas related to the development of a system for site assessment which incorporates the best aspects of the many systems existing in the market with a focus on meeting the needs of the GoV. This will ensure that the risk based prioritisation process will adequately categories all contaminated sites and develop a series of strategies which can be adopted by the government beyond the scope of this phase of the project. The implementation of the strategies at the high risk hot-spots will be supported by the GEF resources and by subsequent funding for the other locations;</p> <p>xx. For the purposes of the safeguarding and disposal contract it is assumed that the GoV and UNDP will reach agreement on a sole-source contract with the existing supplier which has successfully disposed of the 200 tonnes of obsolete stocks funded by GoV. This will be subject to them proving that they meet the technical requirements set out in the bid specification (developed in collaboration with FAO) and are able to demonstrate cost benefit compared to the export option. Civil society concerns will also need to be addressed and a public consultation process completed to ensure stakeholders are supportive of this proposal. This will potentially allow for more materials to be sent for disposal than estimated in the original project document but a minimum of 1140 tonnes</p>
Output 1.11 from original project document (Output 1.4 in revised log frame from inception report): Technical and managerial guidelines are prepared governing treatment of contaminated sites	Development of system for categorisation of contaminated sites (tool kit) based on a combination of existing methods including Hatfield Assessment, FAO site assessment and Conceptual Site Modelling developed by TAUW.	Nil	Tool kit developed by Mid Term Review (mid 2012)	Milestone met in component specific M&E plan. Tool kit submitted to SC for adoption.	
	Development of site-specific remediation methodologies across all affected sites via the application of site characterisation tool with PMU on sites identified in Vietnam to (training and practical application workshop).	Nil	Site specific remediation plans developed by application of tool kit by end of 2012.	Milestone met in component specific M&E plan. Site specific plans submitted to SC for adoption.	
	Contaminated sites remediated via Implementation of the remediation strategies based on risk reduction and national budget availability. (Not FAO activity– supported through Govt contribution)	Nil	National contract for implementation of site specific remediation plans awarded by GoV. End of 2013.	Milestone met in component specific M&E plan. SC approves use of national co-finance budget for implementation of the wider remediation plans for medium / longer term sites (not hotspots).	
Output 1.12 from original project document (Output 1.4 in revised log frame from inception report): Stakeholder platform is established for preparation for a nation-wide empty container management programme	Feasibility study published for container management needs in Vietnam.	Nil	Feasibility study released by end of 2011	Milestone met in component specific M&E plan	
Outcome 2: 1140 tonnes of stockpiles are destroyed from 5 priority locations and impacts on human health relieved (based on remediation of high risk hot spots using GEF funding)					
Output 2.1–2.6	No FAO input identified in project				

Project Goal	Support sustainable development in Vietnam through the elimination of POPs from the environment				
Project Strategy	Objectively verifiable indicators				
	Indicator (original text in grey)	Baseline (original text in grey)	Target (original text in grey)	Source of Verification (original text in grey)	Risks and Assumptions (as listed in the approved Project Document in grey plus updates from the FAO inception mission)
	document. Potential to assist in monitoring of implementation stages based on transfer of funds from project budget to cover FAO costs (training, travel and staff time).				xi. from 5 priority sites should be included; It is assumed that the GoV will develop a long term plan with the necessary resource allocation to address any large stockpiles of obsolete pesticides which remain in the country if contaminated sites are selected for remediation in preference to sites with large stockpiles such as the site at Lang Ai. Risks (See separate risk mitigation table): <ul style="list-style-type: none">• Failure to develop a system which adequately produces the risk categorisation of all the sites to allow identification of the hot-spots;• The large number of contaminated sites and unknown volumes of waste make it impossible to accurately quantify the risks and ensure selection of the sites which pose the greatest risk for remediation as hot-spots under this project;• The local disposal contractor is unable to meet the technical and financial review and so international competitive bidding is used to select the contractor with associated time delay and additional costs for transportation and final disposal;• Failure of companies to fulfil licensing requirements set out by GoV means that bidding is restricted and unproven companies are able to bid in preference to international companies with a proven track record;• Budget allocation for safeguarding and disposal services is inadequate to meet the
Outcome 3: Improved chemicals management prevents importation and use of POPs pesticides					
Output 3.1: National chemicals safety standards	No FAO input as output has been deleted from revised log frame during project inception phase				
Output 3.2: Line agency staff trained in management of POPs pesticides. Training will also include aspects of IPM and IVM, with linkages built to parallel IPM and IVM initiatives led by FAO.	National workshop report on status of post registration enforcement of regulations in Vietnam published	Previous work on pesticide legislation	National consultation workshop completed by end of August 2011, report by end of November 2011	Milestone met in component specific M&E plan	
	Action plan developed and Training of Trainers completed	Nil	Action plan developed by end March 2012, ToT completed by mid 2012.	Milestone met in specific M&E plan. Consultant report and pesticide / POPs management legislation gap analysis completed and submitted to SC for adoption.	
Output 3.3: A compendium of legal documents on POPs pesticides management for use by Customs and other key agencies involved in management and destruction of POPs pesticides	No FAO input (FAO system for capacity development in Customs available upon formal request and allocation of funds to cover cost of development of output work plans to meet GEF reporting requirements)				
Output 3.4: Bilateral task forces between Vietnamese border provinces and their Chinese counterparts	No FAO input (FAO system for capacity development in Customs available upon formal request and allocation of funds to cover cost of development of output work plans to meet GEF reporting requirements)				
Outcome 3.5: Facilities for handling and storage of illegal pesticides developed at key border sites	No FAO input (FAO system for capacity development in Customs available upon formal request and allocation of funds to cover cost of development of output work plans to meet GEF reporting requirements)				

Project Goal	Support sustainable development in Vietnam through the elimination of POPs from the environment				
Project Strategy	Objectively verifiable indicators				
	Indicator (original text in grey)	Baseline (original text in grey)	Target (original text in grey)	Source of Verification (original text in grey)	Risks and Assumptions (as listed in the approved Project Document in grey plus updates from the FAO inception mission)
Outcome 3.6: Capacity to deal with new accumulations of obsolete pesticides	No FAO input				needs of remediation of the hot-spots; <ul style="list-style-type: none"> Large quantities of POPs remain untreated due to preferential selection of hot-spots based on the acute risk posed to public health and environment from other locations.
	Activities				
Output 1.1: Development of tender specifications	1.1.4. Training of PMU members (5 members) on development of tender specifications for supply of safeguarding and disposal services				
	1.1.5. Drafting of tender specifications for remediation of 1150 tonnes of highly contaminated materials and stocks from hot spot priority sites (GEF funded)				
	1.1.6. Drafting of national tender specifications for remediation of lower risk locations under national co-finance contribution				
Output 1.2: Standards for implementation	1.2.1. Training of national staff (10 supervisors) on supervision of safeguarding and disposal implementation (Theory)				
	1.2.2. Training of national staff (10 supervisors) on supervision of safeguarding and disposal implementation (Field Training)				
	1.2.3. Follow-up on implementation of supervision of activities by national staff during implementation under Outcome 2 (Quality Assurance)				
Output 1.3: Monitoring training	No FAO inputs required (guidance on development and use of M&E system based on each outcome can be provided if required as an extension of the M&E system to be developed to monitor the FAO managed components)				
Output 1.4:	No FAO inputs required (guidance and standards for disposal provided under Outcome 1.2 are applicable)				
Output 1.5:	No FAO input required				
Output 1.6:	No FAO input required				
Output 1.7:	1.7.1. Installation of PSMS at MARD				
	1.7.2. Training of MARD personnel in use of PSMS				
	1.7.3. Management of pesticide imports by MARD using PSMS				
Output 1.8:	No FAO input required				
Output 1.9: (combined with 1.10)	No FAO input required				
Output 1.10: Communications and awareness campaign	1.10.1. Stakeholder consultation workshop				
	1.10.2. Drafting of communications strategy				
	1.10.3. Approval of communications strategy				
Output 1.11: Contaminated site assessment	1.11.1. Development of system for categorisation of contaminated sites based on Vietnam situation analysis				
	1.11.2. Development of site-specific remediation strategies through application of site categorisation system (1.11.1.)				
	1.11.3. Implementation of site specific remediation strategies in line with risk based prioritisation and availability of government budget (No FAO input required)				
Output 1.12: Development of empty container management systems	1.12.1. Review of national recycling capacity				
	1.12.2. Review of container management needs in Vietnam				
	1.12.3. Development of feasibility study for future container management needs in Vietnam				
Outcome 2:	No FAO input required				
Output 3.1:	No FAO input required				

Project Goal	Support sustainable development in Vietnam through the elimination of POPs from the environment				
Project Strategy	Objectively verifiable indicators				
	Indicator (original text in grey)	Baseline (original text in grey)	Target (original text in grey)	Source of Verification (original text in grey)	Risks and Assumptions (as listed in the approved Project Document in grey plus updates from the FAO inception mission)
Output 3.2: IPM training and review of pesticide legislation	3.2.1. Review of existing guidelines and stakeholder consultation				
	3.2.2. Development of prioritised action plan for strengthening post registration enforcement of regulations				
	3.2.3. ToT of staff to implement post registration regulations				
Output 3.3: Legal review	No FAO inputs required				
Output 3.4: Illegal trade	No FAO inputs required				
Output 3.5: Development of storage capacity	No FAO inputs required				
Output 3.6: Storage management	No FAO inputs required				

ANNEX 2: PROVISIONAL WORKPLAN

[illegible]

ANNEX 5: CONSULTANT TERMS OF REFERENCE



Food and Agriculture organization of the United Nations Terms of Reference for Consultant/PSA

Job Title	National Consultant – Pesticide life cycle management		
Division/Department	AGPM		
Programme/Project Number	GCP/VIE/040/GFF		
Location	Vietnam		
Expected Start Date of Assignment	September 2011	Duration:	20 working days (based in Hanoi)
Reports to	Name: Kevin Helps	Title:	Senior Officer Obsolete Pesticides

General Description of task(s) and objectives to be achieved

The national consultant selected by FAO AGPM will complete the following activities working in close collaboration with PPD and the international consultant:

- A complete analysis of the pesticide life cycle in Vietnam based on the FAO Code of Conduct on the distribution and use of pesticides (rev 2010) – the Code;
- Identification of problem areas within the lifecycle and mitigation steps to overcome any bottlenecks preventing adherence to the Code;
- Presentation of findings to a national stakeholder workshop to develop an action plan for improved life-cycle management;
- Development of a 5 point plan to improve pesticide management in Vietnam throughout the supply chain and post sale during use.

key performance indicators

Expected Outputs:

- GAP analysis for pesticide life cycle in Vietnam;
- Workshop proceedings and recommendations;
- Action plan to improve pesticide management in Vietnam (top 5 priority actions followed by 5 mid term actions and 5 long term actions).

Required Completion Date:

Within the first 12 months following project inception

Required Competencies

Academic Qualifications:

- Degree in a agriculture or related subject;
- Post graduate qualifications in crop protection, pesticide formulation or related subject;
- Vocational qualification in pesticide management, crop protection or related subject.

Technical Competencies and Experience Requirements:

- 10 years experience in developing pesticide management plans in developing countries;
- Demonstrate understanding of the pesticide supply chain and the role of the public and private sectors;
- Excellent presentation skills (written and verbal);
- English (essential).



Food and Agriculture organization of the United Nations
Terms of Reference for Consultant/PSA

Job Title	Safeguarding Specialist		
Division/Department	AGPM		
Programme/Project Number			
Location	Hanoi and other locations in Vietnam		
Expected Start Date of Assignment	1 July 2011	Duration:	25 days as a mission to Vietnam visiting sites plus 5 days home working for report completion
Reports to	Name: Kevin Helps	Title:	Senior Officer – Obsolete Pesticides

General Description of task(s) and objectives to be achieved

The international consultant will be responsible for the following key activities under the direct supervision of the LTU senior officer. The primary role of the consultant is to apply the principals outlined in FAO Guideline Environmental Management Tool Kit volume 4 (EMTK v 4) to the local conditions and needs of the project in Vietnam. Specifically:

- Development of a generic task based risk assessment (TBRA) for the safe excavation, sorting / segregation of waste streams, packaging of highly contaminated pesticide waste, interim storage of wastes of lower contamination, loading of vehicles etc;
- Development of site demarcation plans (Zone diagrams) for identified sites detailing the site set-up and structures such as 3 – stage decon units which will be needed;
- Development of site specific / zone specific Standard Operating Procedures (SOPs) for identified sites in EMTK v 4 format (poster);
- Development of activity specific SOPs for activities listed in the TBRA at identified sites in EMTK v 4 format;
- Specification of equipment needs at each site based on estimated waste volumes;
- Consolidation of the above plus other necessary inputs into a generic health, safety and environment plan (HSE Plan) for site safeguarding for application and tailoring to the needs at each site finally selected for inclusion in the project.

The consultant will work in direct partnership with the National Project Coordinator from MONRE to fulfil his / her assignment. Following completion of the generic format the consultant with the NPC will provide training to national team members on how to supervise the implementation of the safeguarding activities to ensure compliance with the required health, safety and environmental standards. Materials will then be used as the basis for tendering of safeguarding services in Vietnam. The safeguarding contractor will be required to complete a similar set of materials for each site included in the project for review and approval by the PMU and LTU prior to the start of safeguarding activities. The PMU will monitor and evaluate the implementation of the HSE plans at the sites based on the training provided by the contractor (Compliance monitoring).

key performance indicators

Expected Outputs: <ul style="list-style-type: none">• Generic HSE plan for adaptation and use at all affected locations in Vietnam to include:<ul style="list-style-type: none">○ Generic Task Based Risk Assessment in EMTK v 4 format;○ A set of Activity Specific Stand Operating Procedures (SOPs) in EMTK v 4 format;○ A generic Site Specific SOP in EMTK v 4 format for a pilot location;○ Training materials for supervision of safeguarding implementation supervision;○ Mission report covering lessons learnt during the application of EMTK v 4 to the conditions in Vietnam.	Required Completion Date: Within the first 6 months of project implementation
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Job Title	Safeguarding Specialist		
Division/Department	AGPM		
Programme/Project Number			
Location	Hanoi and other locations in Vietnam		
Expected Start Date of Assignment	1 July 2011	Duration:	25 days as a mission to Vietnam visiting sites plus 5 days home working for report completion
Reports to	Name: Kevin Helps	Title:	Senior Officer – Obsolete Pesticides
Required Competencies			
Academic Qualifications:			
<ul style="list-style-type: none"> Advanced degree in chemistry, geology, environmental science or related subject area; Professional qualifications related to waste management; 			
Technical Competencies and Experience Requirements			
<ul style="list-style-type: none"> 10 years experience in waste management with a focus on contaminated site assessment; 10 years experience related to implementation of contaminated site remediation; 10 years experience related to implementation of pesticide and contaminated land safeguarding projects; Detailed knowledge of FAO safeguarding systems and their application in developing countries; Proven capacity as a trainer of trainers with formal experience of delivery of training packages an advantage; Experience of working in Asia with additional experience in Vietnam an advantage; Excellent communications skills (written and spoken); English (fluent). 			

TERMS OF REFERENCE

AGPM SENIOR OFFICER

Under the supervision of the head of the Pesticide Risk Management Group (AGPM)), and in collaboration with the FAO Sub-regional Office for Asia, the AGPM Senior Officer will provide direct implementation support to each of the project outcomes as indicated in the project budget. Specifically the officer will:

- Preparation of final TORs for consultant inputs;
- Review of consultant outputs;
- Review of implementation progress for the component against the planned schedule;
- Review of standards of implementation for project implementation to ensure compliance with international best practice;
- Skills transfer to national staff through on-the-job training for each project outcome.

- Training and implementation support to national staff from MONRE and the PMU in specific areas related to:
 - Pesticide stock management system,
 - environmental assessment and environmental management plans,
 - supervision of safeguarding activities,
 - disposal of pesticides and associated wastes,
 - container management techniques,
 - contaminated site assessment and conceptual site modelling (CSM),
 - development of site specific remediation strategies,
 - Quality assurance and compliance monitoring.

- Training and implementation support to national staff from MARD PPD in specific areas related to:
 - pesticide life cycle analysis,
 - assessment of post harvest loss,
 - communications and awareness creation,
 - Training of trainers related to

It should be noted that more than one officer will fulfil this role as defined above based on core technical competencies within the AGPM team.



Food and Agriculture organization of the United Nations
Terms of Reference for Consultant/PSA

Job Title	International Consultant – communications and awareness		
Division/Department	AGPM		
Programme/Project Number	GCP/VIE/040/GFF		
Location	Vietnam		
Expected Start Date of Assignment	August 2011	Duration:	25 working days as mission (based in Hanoi) and 5 days home working
Reports to	Name: Kevin Helps	Title:	Senior Officer, Obsolete Pesticides

General Description of task(s) and objectives to be achieved

The consultant selected by FAO AGPM, working in collaboration with a national consultant and the PMU, will complete the following activities:

- An analysis of all existing communications and awareness tools available today in Vietnam related to pesticide life cycle and risk reduction / awareness;
- The development of a comprehensive communications strategy based on FAO ASP format developed by WWF;
- Detailed stakeholder analysis and consultation via a national workshop;
- Development a list of priority messages, delivery methods and target groups for development through future funding.

key performance indicators

Expected Outputs:

- GAP analysis for pesticide communications in Vietnam;
- Workshop proceedings and recommendations;
- Communications strategy in FAO / ASP format;
- List of priority messages, delivery methods and target groups.

Required Completion Date:

Within the first 12 months following project inception

Required Competencies

Academic Qualifications:

- Degree in a media relations, communications and awareness raising or related subject;
- Post graduate qualifications in communications and awareness raising in developing countries or related subject;
- Vocational qualification as above.

Technical Competencies and Experience Requirements:

- 10 years experience in developing communications tools in developing countries;
- Demonstrate understanding of the pesticide risk communication and the role of the farmer, the public and private sectors;
- Excellent presentation skills (written and verbal);
- English (essential).



Food and Agriculture organization of the United Nations
Terms of Reference for Consultant/PSA

Job Title	International Consultant - container management		
Division/Department	AGPM		
Programme/Project Number	GCP/VIE/040/GFF		
Location	Vietnam		
Expected Start Date of Assignment	1 September 2011	Duration:	45 days (30 missions plus 10 days for report writing)
Reports to	Name: Kevin Helps	Title:	Senior Officer – Obsolete Pesticides

General Description of task(s) and objectives to be achieved

There is a need to develop suitable independent guidance to Government on how to deal with old containers and how to supervise industry to ensure what is proposed in terms of future container management is acceptable and in line with international best practice. The consultant will therefore:

- Identify issues related to container management in Vietnam;
- Consult with national and provincial MARD personnel, pesticide industry and container / plastic recycling industry on the current status of pesticide container management in Vietnam;
- Identify waste management requirements as set by national and provincial regulation;
- Review existing container management and recycling practices in operation in Vietnam in relation to international best practice;
- Provide government with a set of guidelines on appropriate standards related to the re-use or recycling of pesticide containers;
- Stipulate appropriate disposal options for containers in cases where re-use or recycling is not appropriate;
- Develop a technical and economic feasibility study for pesticide container management in Vietnam;
- Present findings to a national stakeholder workshop to be held in Hanoi.

key performance indicators

Expected Outputs:

- Assessment report on existing container management practices to include assessment of existing container recycling options. Report to include an analysis of local options and their compliance with international best practice;
- A framework guideline document on operational standards and permitting / licensing for container recycling and disposal;
- A feasibility study for container management options based on import data for new pesticides entering Vietnam;
- Presentations and recommendations from national stakeholder workshop.

Required Completion Date:

Within the first 12 months of project implementation

Required Competencies

Academic Qualifications:

- Degree in agriculture, business studies, agricultural economics or similar qualification;
- Professional qualifications related to container management and waste management an advantage;

Job Title	International Consultant - container management		
Division/Department	AGPM		
Programme/Project Number	GCP/VIE/040/GFF		
Location	Vietnam		
Expected Start Date of Assignment	1 September 2011	Duration:	45 days (30 missions plus 10 days for report writing)
Reports to	Name: Kevin Helps	Title:	Senior Officer – Obsolete Pesticides
<p>Technical Competencies and Experience Requirements</p> <ul style="list-style-type: none"> • 10 years experience in container management with a focus on pesticide industry; • 10 years experience supply chain management with an emphasis on reverse distribution for container management; • 5 years experience in budget development and costing of project implementation; • 5 years experience of working in the pesticide distribution industry or regulation there-of. • Excellent communications skills • English (fluent). 			



Food and Agriculture organization of the United Nations
Terms of Reference for Consultant/PSA

Job Title	Review of pesticide life cycle regulations and post registration enforcement capacity (situation / can analysis)		
Division/Department	AGPM		
Programme/Project Number	GCP/VIE/040/GFF		
Location	Hanoi, Vietnam		
Expected Start Date of Assignment	September 2011	Duration:	20 days as mission to Vietnam plus 10 days home working
Reports to	Name: Kevin Helps	Title:	Senior Officer – Obsolete Pesticides

General Description of task(s) and objectives to be achieved

Under the supervision of the pesticide management officer the consultant will:

- Review existing regulations and guidance on pesticide life cycle management and compile a list of priority areas where new / up dated guidance is needed;
- Review pesticide life-cycle management (through consultation with key stakeholders) and identify key areas for further study and support;
- Develop a complete situation analysis for pesticide life-cycle management in Vietnam identifying areas for further study, direct support, training and guideline / systems development (for inclusion in subsequent project proposals);
- Present findings for review and endorsement at a national stakeholders meeting organised by PPD in Vietnam.

key performance indicators

<p>Expected Outputs:</p> <ul style="list-style-type: none"> • Priority list of new guidance materials needed to support pesticide life cycle in Vietnam; • Complete situation analysis through the pesticide life cycle in Vietnam to examine: <ul style="list-style-type: none"> ○ interaction between national, provincial government departments, ○ needs assessment and pesticide procurement by government, ○ pesticide supply chain to farmers (commercial and subsistence), ○ pesticide usage practices at farm level, ○ storage, ○ transport and ○ current container management and disposal practices. • Presentation to national stakeholders; • Finalised situation analysis identifying clear next steps and areas for further inputs; • Details of future areas of support for inclusion in project for support under 1–UN in Vietnam. 	<p>Required Completion Date:</p> <p>Within 12 months of project inception</p>
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Job Title	Review of pesticide life cycle regulations and post registration enforcement capacity (situation / gap analysis)		
Division/Department	AGPM		
Programme/Project Number	GCP/VIE/040/GFF		
Location	Hanoi, Vietnam		
Expected Start Date of Assignment	September 2011	Duration:	20 days as mission to Vietnam plus 10 days home working
Reports to	Name: Kevin Helps	Title:	Senior Officer – Obsolete Pesticides
Required Competencies			
Academic Qualifications:			
<ul style="list-style-type: none"> • University degree in agriculture, agronomy or related subject; • Post graduate qualification in plant protection or related subject; 			
Technical Competencies and Experience Requirements:			
<ul style="list-style-type: none"> • 10 years experience of pesticide life cycle analysis in developing countries; • 10 years experience in the development of technical guidelines related to pesticide life-cycle management; • 10 years experience working on the implementation of the International Code of Conduct on the distribution and use of Pesticides published by FAO / WHO; • Excellent presentation skills (written and verbal); • English (fluent); 			



Food and Agriculture organization of the United Nations
Terms of Reference for Consultant/PSA

Job Title	Development of a system for evaluation of pre and post harvest losses due to pests and diseases		
Division/Department	AGPM		
Programme/Project Number	GCP/VIE/040/GFF		
Location	Hanoi, Vietnam		
Expected Start Date of Assignment	September 2011	Duration:	25 days as mission to Vietnam plus 5 days home working
Reports to	Name: Mohamed Ammati	Title:	Senior Officer – Pesticides management

General Description of task(s) and objectives to be achieved

Under the supervision of the pesticide management officer the consultant will:

- Review existing data on storage conditions and crop losses due to pests and diseases during post harvest in Vietnam
- Develop a questionnaire to collect data on main pests and diseases associated with key crops and the current control methods in Vietnam
- During one cropping season collect data on crop losses on relevant crops under different conditions : private sector/ companies and farmers ;
- Analyse the collected data and identify the causes for the development of pests and diseases under different storage conditions for the same agricultural products ;
- Develop a strategy for crop loss reduction under storage conditions in Vietnam;
- Present findings for review and endorsement at a stakeholders meeting organised by PPD in Vietnam.

key performance indicators

Expected Outputs:

- A questionnaire for data collection on post harvest
- A strategy for crop loss reduction during post harvest.

Required Completion Date:

Required Competencies

Academic Qualifications:

- University degree in plant protection with 10 years experience in IPM

Technical Competencies and Experience Requirements

- Expertise in diagnosis of pests and diseases and knowledge of the existing control methods
- English (fluent);



Food and Agriculture organization of the United Nations
Terms of Reference for Consultant/PSA

Job Title	International Consultant – PSMS deployment		
Division/Department	AGPM		
Programme/Project Number	GCP/VIE/040/GFF		
Location	Vietnam		
Expected Start Date of Assignment	1 September 2011	Duration:	15 days as mission to Hanoi
Reports to	Name: Kevin Helps	Title:	Senior Officer – Obsolete Pesticides

General Description of task(s) and objectives to be achieved

The Plant Protection Department (PPD) at MARD has developed a data base of registered pesticides in Vietnam. The consultant will therefore work with PPD to deploy the FAO Pesticide Stock Management System (PSMS) at PPD and train key personnel in its use. Under the supervision of AGPM the consultant will:

- Assist PPD in the entry of all registration data into PSMS;
- Train PPD staff on the use of PSMS;
- Work with PPD on identification of system enhancements peculiar to the situation in Vietnam;
- Develop a project concept for addressing the needs of PPD for inclusion in a separate submission for funding from elsewhere. Note to include technical enhancements, linkages with Provincial offices, training needs, and budget for all components and a time scale for implementation.

Follow-up on the use of PSMS will be provided directly by AGPM.

key performance indicators

Expected Outputs:

- Assessment report on future PSMS enhancements for Vietnam;
- Project concept note as detailed above;
- Presentations and report on training programme.

Required Completion Date:

Within the first 6 months of project implementation

Required Competencies

Academic Qualifications:

- Degree in a scientific discipline with a specialization in web based information systems an advantage;

Technical Competencies and Experience Requirements

- Successful completion of the FAO training of trainers for PSMS deployment;
- Successful completion of PSMS deployment in 2 other countries;
- 5 years experience in development and completion of training programmes related to pesticide management;
- 5 years experience in pesticide lifecycle management;

Job Title	International Consultant – PSMS deployment		
Division/Department	AGPM		
Programme/Project Number	GCP/VIE/040/GFF		
Location	Vietnam		
Expected Start Date of Assignment	1 September 2011	Duration:	15 days as mission to Hanoi
Reports to	Name: Kevin Helps	Title:	Senior Officer – Obsolete Pesticides
<ul style="list-style-type: none"> • Excellent communications skills • English (fluent). 			



Food and Agriculture organization of the United Nations

Terms of Reference for Consultant/PSA

Job Title	International Consultant – Training of Trainers curriculum development		
Division/Department	AGPM		
Programme/Project Number	GCP/VIE/040/GFF		
Location	Vietnam		
Expected Start Date of Assignment	1 September 2011	Duration:	20 days as mission to Hanoi plus 10 days home working
Reports to	Name: Kevin Helps	Title:	Senior Officer – Obsolete Pesticides

General Description of task(s) and objectives to be achieved

The Plant Protection Department (PPD) at MARD has identified the areas of pesticide risk reduction and legislation as key areas where training is needed in Vietnam. The international consultant will work with PPD and a national consultant to develop a set of teaching materials and training courses based on existing materials at FAO and materials currently developed in Vietnam. The materials will be developed into a set of training modules in key areas which will then be delivered to target groups under separate funding. The international consultant will:

- Assist PPD in confirming the training needs at national and provincial level related to the pesticide life cycle;
- Review existing FAO training materials to determine what components can be used or adapted to meet these needs;
- Identify areas where no training materials currently exist;
- Compile a set of training topics based on the needs assessment and use existing materials to fill the training modules for each topic as far as possible;
- Consult with the national consultant to include any locally produced materials as needed;
- Consolidate all inputs to develop a training curriculum based on defined training needs.

key performance indicators

Expected Outputs: <ul style="list-style-type: none"> • Training needs assessment; • Training materials gap analysis; • Module and course materials; • Training curriculum incorporating national consultant inputs. 	Required Completion Date: Within the first 12 months of project implementation
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Job Title	International Consultant – Training of Trainers curriculum development		
Division/Department	AGPM		
Programme/Project Number	GCP/VIE/040/GFF		
Location	Vietnam		
Expected Start Date of Assignment	1 September 2011	Duration:	20 days as mission to Hanoi plus 10 days home working
Reports to	Name: Kevin Helps	Title:	Senior Officer – Obsolete Pesticides

Required Competencies			
Academic Qualifications: <ul style="list-style-type: none"> Degree in a scientific discipline linked to pesticides and pesticide management; Post graduate qualification linked to teaching and development of training materials an advantage; 			
Technical Competencies and Experience Requirements <ul style="list-style-type: none"> 10 years experience in development and completion of training programmes related to pesticide management; 10 years experience in pesticide lifecycle management; Experience in the development of modular courses for training of plant protection personnel; Excellent communications skills English (fluent). 			



Food and Agriculture organization of the United Nations
Terms of Reference for Consultant/PSA

Job Title	National Consultant – communications and awareness		
Division/Department	AGPM		
Programme/Project Number	GCP/VIE/040/GFF		
Location	Vietnam		
Expected Start Date of Assignment	September 2011	Duration:	15 working days (based in Hanoi)
Reports to	Name: Kevin Helps	Title:	Senior Officer obsolete pesticides

General Description of task(s) and objectives to be achieved

The consultant selected by FAO AGPM will complete the following activities in close cooperation and under the supervision of the international communications consultant:

- An analysis of all existing communications and awareness tools available today in Vietnam related to pesticide life cycle and risk reduction / awareness;
- Contribute to the development of a comprehensive communications strategy based on ASP format;
- Facilitate a detailed stakeholder analysis and consultation via a national workshop;
- Contribute to the development of priority list of messages to target groups focusing on effective delivery using existing communications structures.

key performance indicators

Expected Outputs: <ul style="list-style-type: none">• GAP analysis for pesticide communications in Vietnam;• Workshop proceedings and recommendations;• Communications strategy in FAO format;• List of priority messages.	Required Completion Date: Within the first 12 months following project inception
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Required Competencies

Academic Qualifications:

- Degree in a media relations, communications and awareness raising or related subject;
- Post graduate qualifications in communications and awareness raising in developing countries or related subject;
- Vocational qualification as above.

Technical Competencies and Experience Requirements:

- 10 years experience in developing communications tools in developing countries;
- Demonstrate understanding of the pesticide risk communication and the role of the farmer, the public and private sectors;
- Excellent presentation skills (written and verbal);
- English (essential).



Food and Agriculture organization of the United Nations
Terms of Reference for Consultant/PSA

Job Title	National Consultant - container management		
Division/Department	AGPM		
Programme/Project Number	GCP/VIE/040/GFF		
Location	Vietnam		
Expected Start Date of Assignment	1 September 2011	Duration:	30 days
Reports to	Name: Kevin Helps	Title:	Senior Officer – Obsolete Pesticides

General Description of task(s) and objectives to be achieved

There is a need to develop suitable independent guidance to Government on how to deal with old containers and how to supervise industry to ensure what is proposed in terms of future container management is acceptable and in line with international best practice. The consultant will therefore work under the supervision of the appointed international consultant and will contribute directly to:

- Identify issues related to container management in Vietnam;
- Consult with national and provincial MARD personnel, pesticide industry and container / plastic recycling industry on the current status of pesticide container management in Vietnam;
- Identify waste management requirements as set by national and provincial regulation;
- Review existing container management and recycling practices in operation in Vietnam in relation to international best practice;
- Provide government with a set of guidelines on appropriate standards related to the re-use or recycling of pesticide containers;
- Stipulate appropriate disposal options for containers in cases where re-use or recycling is not appropriate;
- Develop a technical and economic feasibility study for pesticide container management in Vietnam;
- Present findings to a national stakeholder workshop to be held in Hanoi.

key performance indicators

Expected Outputs: the consultant will contribute to:

- Assessment report on existing container management practices to include assessment of existing container recycling options. Report to include an analysis of local options and their compliance with international best practice;
- A framework guideline document on operational standards and permitting / licensing for container recycling and disposal;
- A feasibility study for container management options based on import data for new pesticides entering Vietnam;
- Presentations and recommendations from national stakeholder workshop.

The consultant will also provide a separate completion report detailing his / her contribution to the successful development of the outputs listed above.

Required Completion Date:

Within the first 12 months of project implementation

Job Title	National Consultant - container management		
Division/Department	AGPM		
Programme/Project Number	GCP/VIE/040/GFF		
Location	Vietnam		
Expected Start Date of Assignment	1 September 2011	Duration:	30 days
Reports to	Name: Kevin Helps	Title:	Senior Officer – Obsolete Pesticides

Required Competencies

Academic Qualifications:

- Degree in agriculture, business studies, agricultural economics or similar qualification;
- Professional qualifications related to container management and waste management an advantage;

Technical Competencies and Experience Requirements

- 5 years experience in container management with a focus on pesticide industry;
- 5 years experience supply chain management with an emphasis on reverse distribution for container management;
- 5 years experience in budget development and costing of project implementation;
- 5 years experience of working in the pesticide distribution industry or regulation there-of.
- Excellent communications skills
- English (fluent).

ANNEX 6: UNDP PROJECT DOCUMENT