DETAILED PROJECT OUTLINE
PROJECT “SUPPORT TO MULTI-DIMENSIONAL POVERTY REDUCTION IN URBAN SETTINGS”

Name of the Line Agency - National Partner: Ho Chi Minh city People’s Committee
Name of the national agency proposing the project: Ho Chi Minh city Steering Committee for Poverty Reduction and Increase of Better-off Households

A- GENERAL INFORMATION ABOUT THE PROJECT
1. Project title: Support to multi-dimensional poverty reduction in urban areas
2. Sectoral code:
The national code for the sector in line with the 2007 Vietnam Standard Industry Classification (Issued by the Prime Minister together with Decision 10/2007/QĐ-TTg dated 23 January 2007)
3. Name of the UN Agency supporting the project: United Nations Development Programme (UNDP).
4. Name of the Line Agency – National Partner:
   Ho Chi Minh city People’s Committee
   a) Contact address: 86 Le Thanh Ton- District 1- Ho Chi Minh city
   b) Phone number: 08-38226191          c) Fax: 08-38295657
5. Name of the Agency proposing the project:
   Ho Chi Minh city Steering Committee for Poverty Reduction and Increase of Better-off Households
   a) Contact address: 54B Bà Huyện Thanh Quan- Ward 7- District 3- Ho Chi Minh city
   b) Phone number: 08.39320272          c) Fax: 08.39320273
6. National Implementing Partner:
   Ho Chi Minh city Steering Committee for Poverty Reduction and Increase of Better-off Households
   a) Contact address: 54B Bà Huyện Thanh Quan- Ward 7- District 3- Ho Chi Minh city
   b) Phone number: 08.39320272          c) Fax: 08.39320273
7. Name of the Co-Implementing Partner(s):
   • Ho Chi Minh city Statistical Office
     a) Contact address:
     b) Phone number:          c) Fax:
   • Ho Chi Minh city Department of Labor, Invalids and Social Affairs
     a) Contact address: 159 Pasteur- Ward 7- District 3- Ho Chi Minh city
     b) Phone number:          c) Fax:
   • Hanoi Statistical Office
     a) Contact address:
     b) Phone number:          c) Fax:
   • Hanoi Department of Labor, Invalids and Social Affairs
     a) Contact address:
     b) Phone number:          c) Fax:
9. Project location : Ho Chi Minh city
   with the possibility of multiplication in Hanoi and some other related provinces/cities
10. Total project budget: 2,200,000 USD – equivalent to 46,272,600,000 VND
Of which:

a. Total ODA: 2 mil. USD (= 42,066,000,000 VND)
   a1. Regular source of funding (committed): 1 mil. USD (= 21,033,000,000 VND)
   a2. Total ODA amount to be mobilized: 1 mil. USD (= 21,033,000,000 VND)

b. Counterpart funding: 200,000 USD (=10% ODA fund) (=4,206,600,000 VND)

(Exchange rate of 21,033 VND/USD on December 26th 2012 by Vietinbank)

11. ODA provision modalities: Grant ODA

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B - DETAILED PROJECT OUTLINE

I. PROJECT CONTEXT AND JUSTIFICATION

1. Analysis and assessment of the context

Lessons learnt from nations experiencing the economic transition from low income to middle-income with high urbanization and migration both in urban and rural areas show that urban poverty emerges as a critical issue.

Vietnam became a low middle-income country in 2010 with GDP per capita of 22.8 million VND (1,169 $US). In Vietnam, the urbanization process took place at a fast pace, with the percentage of population residing in urban areas having rocketed from 20 percent in 1990 to 30 percent in 2009, faster than that of the world. In particular, Hanoi and Ho Chi Minh City – central to the two growth poles expected to generate spillover effects that will spearhead the country’s socio-economic development – experienced exceptionally rapid urbanization. Large municipal areas also attract labor from other areas of the country. In 2009, migrants (excluding students) accounted for more than one fourth of Ho Chi Minh city population and more than one fifth of Hanoi population. Together with the increase in better-income job opportunity, urbanization and migration give rise to new issues, such as the increase of the poor with bad living standard and security, lack of access to basic social services and social security, and lack of opportunity to integrate into community, etc. This process is creating challenges for urban management and the effort of poverty reduction both in local and national levels.

The results of the 2009 Urban Poverty Survey and related researches in the framework of the Project “Supporting in-depth assessment of urban poverty in Hanoi and Ho Chi Minh City”, for the period 2008-2011 (or “Urban poverty project”) shown that in terms of multi-dimensional poverty, urban poverty became challenge in Hanoi and Ho Chi Minh city. Particularly, poverty of the migrants or of the laborers in the informal sector was a merging problem. These are population groups that the Urban Poverty Project and other poverty monitoring projects (for instance the Project “Urban poverty monitoring by participatory approach” supported by Oxfam or the Project “Rapid Influence Monitoring-RIM” by VASS/UN/WB) identified as the most vulnerable due to socio-economic shocks but fewer opportunity (or the fewest opportunities) to access to basic social services and social welfare (including insurance and social pension).

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1 General Statistics Office
2 General Statistics Office
While income poverty rate in Hanoi and Ho Chi Minh city was very low (1.27% and 0.31%, respectively), a large majority of population of these two cities were facing a lot of shortages in their social living, including social security, quality, area and services of dwelling (electricity, water, sanitation, etc.), education, health and social participation. Ho Chi Minh city was “richer” than Hanoi in terms of income but “multi-dimensionally poorer” than Hanoi. It was important that multi-dimensional approach shown the considerable difference between the migrants and the group with permanent residence while the income approach hid this disparity.

Analysis of the poverty dynamic in urban areas in general and in these two cities in particular of the Urban Poverty Survey also shown that stochastic poverty (temporary poverty) affected population much more significantly than static poverty (chronic poverty). This has an important policy implication related to two different groups of solutions for these two groups of poverty: while solutions of the national target programs on poverty reduction and social support can benefit chronic poverty group, the stochastic poverty group needs a more comprehensive framework to widen the opportunity and improve capacity of grasping opportunity to enable them get out poverty sustainably, and reduce and protect non-poor population from the increasing risks in the context of acceleration of economic transition to market economy and economic integration.

In reality, reform and opening up has enabled Vietnam to achieve impressive economic growth and poverty reduction. Vietnam poverty rate dropped sharply from 58.1% in 1993 to only 14.5% in 2008. In the mean while, urban poverty rate recorded a fall from 25.1% in 1993 to 3.3% in 2008. Nevertheless in both central and local levels, there exist problems in the effort of poverty reduction. Monetary poverty concept and approach (income/expenditure) is commonly used. Poverty reduction’s target is population with permanent residence but not migrants without permanent residence living in the areas. Supports are provided equally for all groups but not based on characteristics and needs of each group, which causes overlap and inefficiency. Poverty reduction efforts are currently focusing on rural areas and difficult areas. Due attention has not been paid to urban poverty and spillover effects of addressing of urban poverty issues to the national poverty. Information system and the tools for monitoring/evaluation of poverty and identification of supporting subjects have not been improved, which leads to the lack of information for effective implementation of poverty reduction policy. More detailed analysis presented in the later parts of this DPO shows that in order to maintain the accompanying between growth and poverty reduction in the next decade with new opportunities and challenges, creative and appropriate policies are really needed.

In recognition of the importance of the urban poverty and multi-dimensional poverty approach on poverty reduction, UNDP has cooperated with Hanoi and Ho Chi Minh city to develop and implement the Project “Support to in-depth assessment of urban poverty

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3 Stochastic poor group refers to those who are currently poor but likely to move out of poverty and non-poor people but with high possibility of falling into poverty. Static poor group refers to chronic poor people and it is difficult for them to get out of poverty. (Research on “Urban poverty in Hanoi and Ho Chi Minh city: Determinants and Policy Implications”, March 2011)

4 Compiled based on expenditure approach and poverty line developed by General Statistics Office and the World Bank
in Hanoi and Ho Chi Minh city” for the period 2008-2011 (or the Project “Urban poverty”). This project and other related studies have provided the first in-depth and comprehensive information on urban poverty reality to contribute to formulation and implementation of poverty reduction.

In continuation of the achievements obtained in the Project “Urban Poverty”, the proposed Project “Support to reduction of multi-dimensional poverty in urban settings” for the period 2012-2016 will continue to support Ho Chi Minh city and Hanoi in (i) monitoring/evaluating multi-dimensional poverty in urban areas and (ii) building capacity of these cities in development and implementation of creative and appropriate policies to reduce urban poverty multi-dimensionally, especially poverty of the vulnerable group, such as migrants or laborers in informal sector. Through this Project, awareness of policy makers in local and central levels of urban multi-dimensional poverty issues will be improved. Domestic and international experience in and knowledge of reduction of urban multi-dimensional poverty will be shared and discussed at national level, in Hanoi and Ho Chi Minh and with other cities and municipal areas of Vietnam so that creative and appropriate measures will be identified and implemented to monitor and reduce urban poverty in particular and poverty in general at national level to implement Millennium Development Goals (MDGs) and Vietnam Socio-economic Development Strategy and Plan.

2. Related Strategies, plans and programs

Poverty reduction and improvement of social security is the Vietnamese’s government first priority in the process of Vietnam’s sustainable growth.

The 10-year Socio-economic Development Strategy for the period 2011-2020 set the target towards 2020 that “poor households decline 1.5-2% per year on the average; social welfare and security, and community health care are ensured, real income of population is 3.5 times compared to 2010; income disparities between regions and population groups are narrowed.”

Socio-economic Development Plan for the period 2011-2015\(^5\) states one of the overall goals is to “ensure social welfare and security, improve material and spiritual life of population” and the specific objective is to reduce poverty rate of 2% annually at national level and 4% for 62 poor districts. The Plan also identifies urban poverty is a typical component of poverty and the objective is to “develop appropriate policies and mechanisms for social policy subjects and low income population in urban areas …”

The Government commits to implement MDGs and Vietnam Development Goals (VDGs) (poverty reduction is the top priority) towards 2015. The national report in MDGs 2010 specified that together with poverty reduction for ethnic minorities and difficult areas, urban poverty is one of the challenges for poverty reduction in the coming time.

\(^5\) Draft prepared in 10/2011
Resolution 80/NQ-CP dated 19 May 2011 of the Government of Vietnam on “Direction of sustainable poverty reduction for the period from 2011 to 2020” is an important legal document to affirm the determination and direction of the Government to create a new change in poverty reduction in the coming time.

In recent years, Ho Chi Minh city is always a leading city of the entire country in poverty effort and initiative. The city develops its own poverty line which is much higher than the national threshold to be suitable to its socio-economic development. Strategy for Poverty Reduction and Increase of Better-off Households for the period 2009-2015 of Ho Chi Minh city sets out the target to achieve 4-5% of total households (high decline) or 7-8% of total households (low decline) compared to 15.3% in 2009. More noticeably, Ho Chi Minh city is a pioneer locality in identification of the importance of migrants. It has carried out a great number of policies to support education, vocational training, health insurance, housing, rural road, infrastructure, cultural house, electricity, water, and legal assistance, etc. Moreover, it has provided subsidies in the difficult periods (accelerated inflation) to help the poor and poor households to limit income decline, avoid falling again in poverty. One of the important measures which has been taken is to provide loans of concessional interest rate to enable poor households to increase their income to overcome poverty; and gradually leveraging its poverty line to the regional one.

Hanoi also develops its Poverty reduction strategy for the period 2011-2015. Its poverty line is higher than the national threshold. Capital Law which is being developed has regulations related to urban management and residence.

3. Related programs and projects

At the national level, for the period 2012-2016, UNDP is cooperating with the Ministry of Labor, Invalids and Social Affairs and Ethnicity Committee to develop the Project “Support to implement the direction of sustainable poverty reduction for the period 2011-2020 by new approach with priority given to the poorest districts, extremely difficult communes, villages and hamlets and ethnic minorities”. One of the focuses of this Project is to introduce multi-dimensional approach into the national poverty reduction effort via a series of activities including revision of the Vietnam Living Standard Survey conducted by GSO and improvement of the tools and process for updating poor households of the Ministry of Labor, Invalids and Social Affairs so that these systems capture multi-dimensional information on population life. The system of quick monitoring of the impacts brought by this Project also aims at collection and aggregating quantitative and qualitative information to assess multi-dimensional impacts of socio-economic changes on living standard of the economy. The related ministries/agencies/sectors will be supported to integrate poverty reduction component into their development plans and strategies. Furthermore, this Project focuses its support on the National poverty reduction program to formulate creative policies/models for poverty reduction. The scope of this Project is closely related to the above-mentioned proposed Project in the aspect of provision of favorable policy and institutional environment at national level for the implementation of activities, policies, models and tools at local level in multi-dimensional poverty reduction. On the contrast, the proposed Project plays the role of providing lessons, piloted tools and creative models for the development of policies and replication at national level.
At local level, some projects are being developed for the next phase. One of the places of activities is Ho Chi Minh city, which is related to this Project.

The Project “Children Friendship in Ho Chi Minh city” is supported by UNICEF. Its’ support for the period 2012-2016 focuses on children. In addition to modules related to governance, children protection, and education, etc, this Project has some activities in researching and making policy related to urban poverty, multi-dimensional poverty and migrants, taken children as the centre.

4. Relevant lessons drawn from the previous Country Programme(s) of the UN Agency supporting the proposed project

Urban Poverty Project during 2008-2011 implemented by Hanoi and Ho Chi Minh city under the support of UNDP has drawn some helpful lessons for deployment of future projects.

First, strong commitment of the authority is the pre-requisite condition for the success of the Project. The Urban Poverty Project is directly leaded and managed by Vice Chairmen of the two cities. The related Provincial Departments actively involved in consultation, survey, analysis and workshops conducted by the Project. Noticeably, in Ho Chi Minh city, the People’s Committee coordinated with UNDP to release the survey results and analysis of urban poverty. A more detailed and accurate picture of urban poverty in the two cities together with the concepts and methodologies of urban poverty were, for the first time, provided and discussed with related authorities, to initially improve the awareness and encourage policy discussions. Authorities of the two cities supplemented more budget for the 2012 VHLSS to ensure the collection of information comprehensively and multi-dimensionally. Commitment of the authorities is also the basic for the People’s Committees of the two cities to direct related agencies/sectors to continue their coordination with UNDP in developing new project to support multi-dimensional poverty reduction in urban areas.

Secondly, in order to ensure effectiveness and sustainability of the Project, results, tools, and recommendations need to be institutionalized or become regular activities of the government. Urban Poverty Project is initially successful in institutionalizing tools and methodologies of collection of multi-dimensional urban poverty information by attaching them to VHLSS conducted in the two cities. In 2012, questionnaire of this survey in the two cities will be supplemented with questions to collect data on 8 dimensions of multi-dimensional poverty and the sample size of this survey in the two cities will be increased to cover migrants who are missed in the sample survey design at the national level. In the central level, Ministry of Labor, Invalids and Social Affairs plans to develop a detailed roadmap for implementation of the Resolution 80/NQ-CP in the direction of reducing multi-dimensional poverty. In the coming time, multi-dimensional poverty methodologies need to be meticulously studied and finalized to officially introduce into monitoring and evaluation system on multi-dimensional urban poverty in cities and the entire country.
Thirdly, harmonious coordination between national and local levels in policy solutions is needed to maintain achievements of Vietnam’s poverty reduction in general and cities’ poverty reduction in particular. At national level, solutions for maintaining macro stabilization and inflation control play a critical role since urban population’s main income is from salary so they are easily vulnerable to these risks. Solutions at national level to promote sustainable urbanization taking into account movement of labor are very important due to the increase of urbanization and migrations. Also, multi-dimensional deficiencies faced by population affect not only sustainability of poverty reduction in urban areas where they are living and working but also sustainability of rural poverty reduction through which it exerts influences on poverty reduction at national level. Social insurance-related policies at national level also play critical role in ensuring comprehensive coverage of laborers, including migrants and laborers in informal sector. Monitoring and evaluation system at national and local levels needs to have relevant indicators to monitor the changes in social welfare in general and poverty in particular in the calculation method of multi-dimension of social and economic variables. At city level, based on typical deficient dimensions as mentioned above, each city can study and consider prioritized policy interventions. There should be solutions to help migrants better participate in society, and strengthen the implementation of the Social Insurance Law, particularly unemployment insurance due to its new introduction. Poverty reduction programs in particular and other components of social security system in general, such as vocational training, and loan for job creation, etc need to take into account migrants, regardless their permanent residency, long-term or short term accommodation. Specific solutions are needed to ensure equality between population groups in accessing to basic services and equality in quality and prices of services they benefit. Also, it requires more flexibility in supporting policies and solutions because of domination of stochastic poor group and rapid changes of socio-economic structure.

In the coming time, the proposed Project will combine activities at city level and those of national level to maximize the efficiency in policy advice and tools.

Fourthly, sharing of domestic and international knowledge and experience and policy discussions/dialogues at the local and national levels plays an important role due to new feature of the Project’s topic “urban poverty and multi-dimensional poverty”. These activities will increase awareness and consensus of stakeholders in multi-dimensional poverty reduction in urban areas in particular and at national level in general. Results and success of the Project will be widely discussed and shared to multiply in other localities and provide inputs for the central policies. Experience of other nations in multi-dimensional urban poverty reduction and its relationship with urban management and poverty reduction are very useful for Vietnam; an example to illustrate is the experience of putting into the law the measurement of multi-dimensional poverty in Mexico which was shared with domestic counterparts by the Urban Poverty Project 2008-2011 received impressive effects. In the coming time, the proposed Project will have a component for this type of sharing and dialogues.

5. Identify the major issues that will be addressed by the proposed project
The Project “Support to multi-dimensional poverty reduction in urban areas” for the period 2012-2016 is proposed to be conducted in Ho Chi Minh city, in coordination with and multiplication in Hanoi and some other cities/municipal areas. Also, it will provide inputs for development of poverty reduction programs/policies at central level. Multiplication in other localities, except for Ho Chi Minh city, will depend on the interest and commitment of these localities.

Reduction of urban poverty and poverty by multi-dimensional approach

While income poverty is no longer as urgent a matter in urban areas, effort of poverty reduction still focuses on economic but not social aspects of people’s life.

At national level, the current poverty reduction programs and projects have been formulated to support income poverty subjects. The concept of “monetary” poverty is a start and “guideline” for analysis and poverty reduction program/policy; by this approach urban “poverty” is not a matter of concern in the current period compared to poverty in rural areas, difficult areas or ethnic minorities. Income poverty rate in urban areas is as low as 6.9% and nearly become null in Hanoi and Ho Chi Minh city (as discussed above).

Assessments of poverty phenomena based on only economic factor on the one hand hide the actual nature of urban poverty when one can suffer from more costs of living and lack of basic social needs of human life. On the other hand, monetary approach causes the omission of those who need support of poverty reduction policies/programs. In urban areas, although some groups of population have higher income than poverty line, they still live in bad conditions of housing, electricity, water, lack access to basic social services such as education and health, etc and social welfare system; they are easily vulnerable to socio-economic shocks which make them and their family easy to fall below poverty threshold. A majority of non-resident migrants also belong to this vulnerable group.

Additionally, the use of income/assets criteria to identify the poor is equalizing the needs of the poor, so it is impossible to identify specific needs of each subject to have appropriate policy. For instance, depending on actual circumstance, subjects may need support under one or some different forms, such as money, credit, health or housing, etc. In some cases, people receive supports which they do not need or they are already provided; or some localities even have no beneficiary in some projects. An equalized support package will bring no effect in thoroughly solving poverty. The fact that poverty reduction policies/programs are currently using the list of poor households (selected based on criteria of income/assets) to provide equal supports has caused overlap and ineffectiveness of support. The report “Overall review of poverty reduction programs and policies in Vietnam” conducted in 2009 by UNDP proved clear evidence of shortcomings in support due to the current mechanism of identifying supporting subjects.

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6 2010 Vietnam Living Standard Survey, GSO
7 Report on urban poverty 2009
Ho Chi Minh city and Hanoi are leading cities of the entire country in the poverty reduction efforts and initiative. These two cities have much higher poverty lines than the national one to be suitable to their socio-economic development. Poverty reduction approach is, however, not much different from the common guideline of the central level and mainly focuses on economic factor. This is shown in the Hanoi poverty reduction strategy for the period 2011-2015 and Ho Chi Minh city strategy for poverty reduction and increase of better-off households for the period 2009-2015.

**Comprehensive poverty reduction to ensure equal access among population groups**

Poverty reduction programs and policies in the central and local levels are presently concentrating in population with permanent residence but leaving out migrants without permanent residence who are living in the area. Deficiencies in important dimensions which migrants have to face affect sustainability of not only poverty reduction in urban areas where they are living but also poverty reduction in rural areas, and then poverty reduction at national level since they are the most important channel to connect rural areas with growth dynamics in large municipal areas.

Therefore, solutions at national and local levels are required to promote a sustainable urbanization process. One critical content is to make adequate urbanization plan, taking into account the movement of laborers. Localities and economic regions should have correct perception of migrants in accordance with the Constitution related to people’s selection of residence. Specific solutions are needed to ensure equality among population groups in accessing to basic services as well as equality in quality and prices of services they benefit. There should be solutions to assist migrants in better participating in the society and promote the better implementation of Social Insurance Law, particularly unemployment insurance due to new features of this insurance element. Poverty reduction programs in particular and other components of social security system in general, such as vocational training, and loans for job creation, etc need to take into account migrants and laborers in informal sector, regardless their permanent residence and duration of their residence.

Another common point is there should be more flexibility in supporting policies and solutions since stochastic poor group dominates, and socio-economic structure and the context in the two cities in particular and in Vietnam in general are changing so rapidly in the background of improvement of reform and integration.

**Improved system for poverty monitoring and identification of the poor subjects provides multi-dimensional and comprehensive information on living standards of population groups**

Reality shows that tools for monitoring, evaluation and identification of poor subjects at national and local levels are only based on income but have not included relevant indicators to monitor the changes of social welfare in general and poverty in particular in the context of multi-dimension of these socio-economic variables.
Vietnam Household Living Standard Survey (VHLSS) provides official data on poverty rate (by income) at provincial level. This survey is also used as the basis for identification of national poverty line (income). Still, sample design and sample selection of this survey has not captured all population living in the areas, especially those who have just migrated to the areas.

The current poverty line is developed based on income criteria. It has not taken into account multi-dimensional element. The system for identification of poor households adopted by MOLISA is also based on income criteria.

6. **Target group(s) that will benefit from the proposed project**

- The poor (by multi-dimensional approach) including migrants without permanent residence or with short-term residence and working in informal sectors.

- Ho Chi Minh city (Ho Chi Minh city People’s Committee, Steering Committee of Poverty Reduction and Increase of better-off households, Provincial Statistical Office, Provincial Department of Labor, Invalids, and Social Affairs, and related provincial agencies).

- Hanoi and several cities/municipal areas of similar development conditions (People’s Committee, Provincial Statistical Office, Provincial Department of Labor, Invalids, and Social Affairs, and related provincial agencies).

- MOLISA, GSO, and some related ministries/agencies.

- Research institutions in the central and local levels.

II. **Rationale for the selection of the supporting UN Agency**

1. **Relevance of the project contents and objectives to the mandate and programme priorities of the supporting UN Agency**

The proposed project contents are relevant to one of the 6 highest priorities of UNDP in Vietnam, which is poverty reduction.

The Project is designed to be relevant to “One plan for the period 2012-2016” of the One UN initiative in Vietnam. According to the result framework of One Plan 2012-2016, UN organizations will support Vietnam Government in three focus areas: i) Inclusive, equitable and sustainable growth; ii) Access to quality essential services and social protection; iii) Governance and participation. This One plan is developed in attachment with the Vietnam Socio-economic Development Strategy for the period 2011-2020 and Socio-economic development plan 2011-2016.

The project will directly contribute to Output 1.1.3, Outcome 1.1, UN Focus Area 1. in One Plan. Specifically:
Outcome 1.1: By 2016, Key national institutions formulate and monitor people-centred, ‘green’ and evidence-based socio-economic development policies to ensure the quality of growth in Viet Nam as a middle-income country.

Output 1.1.3: A multi-dimensional and human development approach is adopted in the poverty reduction components of socio-economic development plans at national and sub-national level to effectively address chronic and emerging forms of poverty.

Through its support to strengthening of the information system for monitoring multidimensional poverty in urban areas, the proposed project will contribute to Outcome 1.1.1, Outcome 1.1, UN Focus Area 1. Specifically:

Output 1.1.1. Strengthened capacities of data producers, providers and users for socio-economic development planning and monitoring.

2. Reasons for the selection and comparative advantages of the supporting UN Agency, in terms of technology, managerial experience, policy advice, etc... in the sector/field

UNDP is a reliable and long development partner of the Vietnamese government. Present in Vietnam since the 1970s, UNDP is considered “a window to the outside world, bringing important technical and economic support and ideas to the country’s planning for development”.

UNDP neutral will help ensure objectiveness in advocacy and policy advice, in data collection and monitoring of data processing to serve formulation and implementation of policies.

UNDP prioritized areas include supports to national initiatives related to inequality and poverty reduction. The core services of UNDP include (i) policy advisory services and technical assistance, (ii) capacity building for agencies and individuals, (iii) advocacy, communication, and community information, (iv) strengthening and intermediating of dialogues, and (v) knowledge network creation and sharing of good practices. Experience and knowledge of consultants accumulated in these core services will allow UNDP to provide effective support to Ho Chi Minh city authority and other municipal areas in capacity building for formulation of urban policies relevant to poverty reduction objectives.

In the field of poverty reduction, UNDP has actively supported poverty reduction efforts in Vietnam (for example: HEPR poverty reduction program, National Target Program on Poverty Reduction, and phases of Program 135, and program 30A, etc). Currently, UNDP is pioneering and coordinating counterparts in supporting program 135 phase 2. UNDP initiates and introduces initiatives in poverty reduction into Vietnam, such as multi-dimensional approach, human development approach, supporting package, etc.

Human development report produced by UNDP introduces creative tools and

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8 http://www.undp.org.vn/What-We-Do/Focus-Areas/Our-Programme?languageId=4
methodologies, such as human development index and multi-dimensional poverty index. In the past years, UNDP has provided support to the government in development of national MDG report.

UNDP, for its first time, supports Vietnam, i.e Hanoi and Ho Chi Minh city, in studying urban poverty, an emerging phenomenon, and introduces approach and methodologies of multi-dimensional poverty into urban poverty reduction via the Urban Poverty Project 2008-2011. This Project has exerted positive impacts on the awareness of policy makers in the central and local levels, leading to positive changes in the direction of poverty reduction in the coming time.

In strengthening capacities of data provision for policy making, UNDP started its cooperation with the government in general and the General Statistics Office in the early years of the 1990s. Since then, national surveys have been conducted on a regular basis of every two years. Vietnam has implemented a national socio-economic survey program (VHLSS). UNDP, thus, has accumulated experiences not only in (a) supporting sustainable survey system, but also in (b) monitoring and evaluating poverty (some studies based on data of VHLSSs were released in the previous decade). Moreover, UNDP is now having (c) intensive experience and close relationship with not only GSO but also Ho Chi Minh city People’s Committee (since the implementation of the administrative reform project in Ho Chi Minh city).

Finally, UNDP capacity in mobilization of consultants is recognized by the international community through its widely established roster. This will facilitate recruitment of the best consultants available and multiplication of the best practices to render the best advisory services to policy makers about the present and future challenges of urban poverty.

III. Objectives and major indicators of the proposed project

1. Long-term objective(s) and main success indicators

Outcome 1.1, OP2012-2016: By 2016, key national institutions formulate and monitor people-centred, ‘green’ and evidence-based socio-economic development policies to ensure the quality of growth in Viet Nam as a middle-income country.

- Indicator:
  ✓ Indicator 1: Poverty rate
  ✓ Indicator 2: Disparities in average monthly income per capita of the richest and poorest percentiles

2. Immediate objective(s) and main success indicators

Objective 1: Multi-dimensional poverty issues, particularly poverty of migrants and laborers in informal sector, are closely monitored and analyzed on a regular basis to provide inputs for the development and implementation of policies and programs of poverty reduction and socio-economic development in Ho Chi Minh city.
• **Indicator:**

✓ Indicator 1.1: Methodologies for measurement of multi-dimensional poverty are developed and institutionalized in Ho Chi Minh city

✓ Indicator 1.2: System for poverty monitoring and identification of poor subjects is consolidated and improved to accurately reflect different aspects of urban life and provide inputs for implementation of program/policy of poverty reduction and urban development.

✓ Indicator 1.3: In-depth studies on multi-dimensional poverty in urban areas are conducted with the focus on the vulnerable population, such as migrants and laborers in informal sector, to provide information and propose policy recommendations for formulation and implementation of poverty reduction programs, and socio-economic development strategy and plan.

✓ Indicator 1.4: Capacity of researching, monitoring and evaluation of multi-dimensional poverty in urban areas in the attachment with urban and socio-economic development of poverty reduction staff, statistical staff, People’s Council, social organizations, researchers and stakeholders is improved.

**Objective 2:** Multi-dimensional poverty issues, particularly poverty of migrants and laborers in informal sector, are effectively addressed in Ho Chi Minh city via creative and effective poverty reduction and socio-economic policies developed based on accurate and transparent inputs.

• **Indicator:**

✓ Indicator 2.1: Related poverty reduction and development policies in Ho Chi Minh city are reviewed (2012), developed and updated (2012-2016) by multi-dimensional approach and ensure equality for population groups in accessing to. These policies should be integrated into Ho Chi Minh city socio-economic development strategy and plan.

✓ Indicator 2.2: Capacity of poverty reduction planning and development of policy makers in different areas and awareness of leaders, authority, agencies and community of multi-dimensional poverty is improved.

**Objective 3:** Knowledge and experience of Ho Chi Minh city are widely disseminated, multiplied and effectively used in service of poverty reduction policies/programs at national level, in Hanoi and other cities/municipal areas.

• **Indicator:**

✓ Indicator 3.1: Results, knowledge and experience of Ho Chi Minh city are widely disseminated and shared and policy discussions of urban poverty and multi-dimensional poverty approach are conducted.
✓ Indicator 3.2: Successful activities conducted in Ho Chi Minh city are widely multiplied and institutionalized in Hanoi and some other cities/municipal areas.

✓ Indicator 3.3: International experiences in multi-dimensional poverty reduction in urban areas in attachment with urban management and national poverty reduction are shared.

IV. Main expected results by components or major groups of activities and estimated budget allocations

Please see Annex 3 for more information on activities and their budget.

Funding arrangements

1. **ODA**

The total ODA for the project based on implementation of the project’s goals is 2 million US dollar, equivalent to 42,066,000,000 VN dong. Budget will be transferred from UNDP to the PMU based on endorsed quarterly working plans and requests for advance sent to UNDP by the PMU. The PMU will pay for project activities and/or transfer budget to CIPs based on letters of agreement signed with those partners and their approved detailed work-plans. Formulation and implementation of working plans and financial management will follow the HPPMG guideline.

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<tr>
<td>2</td>
<td>Objective 2</td>
<td>501,520</td>
<td>10,548,000,000</td>
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<tr>
<td>3</td>
<td>Objective 3</td>
<td>452,700</td>
<td>9,521,000,000</td>
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<tr>
<td>4</td>
<td>Project Management</td>
<td>491,000</td>
<td>10,329,000,000</td>
</tr>
<tr>
<td>4.1</td>
<td>- Salary</td>
<td>336,000</td>
<td>7,067,000,000</td>
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<tr>
<td>4.2</td>
<td>- Others</td>
<td>155,000</td>
<td>3,262,000,000</td>
</tr>
<tr>
<td></td>
<td>(audit, equipment, monitor, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>2,000,000</strong></td>
<td><strong>42,066,000,000</strong></td>
</tr>
</tbody>
</table>

(Exchange rate of 21,033 VND/USD on December 26th 2012 by Vietinbank)
2. **Counterpart funding**

The counterpart funding accounts for 10% of the ODA funding which is equal to 200,000 USD or 4,206,600,000 VND. This budget is funded from Hochiminh City’s budget and will be spent following the current government guidelines. This budget will cover office rent, purchase of some equipment and purchase of other services for the project’s operation.

**Counterpart funding estimates**

<table>
<thead>
<tr>
<th>No</th>
<th>Item</th>
<th>Amount</th>
<th>Proportion (%)</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>USD</td>
<td>VND</td>
<td>In Total ODA</td>
</tr>
<tr>
<td>I</td>
<td>Regular expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Salary for NPD and part-time</td>
<td>11,125</td>
<td>234,000,000</td>
<td>5.56</td>
</tr>
<tr>
<td></td>
<td>working allowances for</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project Steering Committee.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Services</td>
<td>81,301</td>
<td>1,710,000,000</td>
<td>40.65</td>
</tr>
<tr>
<td>3</td>
<td>Stationeries</td>
<td>17,116</td>
<td>360,000,000</td>
<td>8.56</td>
</tr>
<tr>
<td>4</td>
<td>Trainings, workshops</td>
<td>44,311</td>
<td>932,000,000</td>
<td>22.16</td>
</tr>
<tr>
<td>II</td>
<td>Purchase of equipment</td>
<td>3,466</td>
<td>72,900,000</td>
<td>1.72</td>
</tr>
<tr>
<td>III</td>
<td>Others</td>
<td>19,969</td>
<td>420,000,000</td>
<td>9.99</td>
</tr>
<tr>
<td>IV</td>
<td>Contingencies</td>
<td>22,712</td>
<td>477,700,000</td>
<td>11.36</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>200,000</td>
<td>4,206,600,000</td>
<td>100</td>
</tr>
</tbody>
</table>

*Exchange rate of 21,033 VND/USD on December 26th 2012 by Vietinbank*

V. Management and implementation arrangements for the proposed project

1. **Organizational structure:** including the National Implementing Partner (NIP), Co-Implementing Agency(s) (CIP) and other participating party(s) if any. Name and main responsibilities of CIP. Rationale for the selection of the CIP(s). Briefly discuss the organizational, management and implementation capacities of the NIP and the CIP(s).

This proposed project is implemented in Ho Chi Minh city. People’s Committee is Line agency. Being Line Agency, the People’s Committee will establish a Project Steering Committee (PSC) with a chair who is a vice chair of the HCM People’s Committee and
members who are from related agencies in order to ensure effective coordination during the project implementation.

The PSC’s chair will delegate the HCM Steering Committee for Poverty Reduction and Increase of Better-off Households (with Department of Labor, Invalids and Social Affairs as standing agency) as the implementing agency. The National Project Director (NPD) will be the standing official of the HCM Steering Committee for Poverty Reduction and Increase of Better-off Households and will be fully responsible for managing the project operation with support from a Project Management Unit (PMU).

The implementing agency will form a PMU to support the project implementation. PMU staff will be recruited following UNDP guidelines and work fulltime. There will be five full-time positions including 01 project manager, 01 coordinator, 01 interpreter, 01 secretary, and 01 accountant.

Being Line Agency, Ho Chi Minh city People’s Committee is responsible for submitting the Detailed Project Outline to the Vietnamese Government’s agencies to be registered in the portfolio and endorsed. The national implementing agency is Ho Chi Minh city Steering Committee for Poverty Reduction and Increase of Better-off Households (with Ho Chi Minh city Department of Labor, Invalids and Social Affairs as standing agency).

In Ho Chi Minh city, a number of agencies will coordinate with the Steering Committee for Poverty Reduction and Increase of Better-off Households to implement the proposed Project. These agencies are CIP. These agencies might be: Department of Labor, Invalids and Social Affairs and Provincial Statistical Office. Department of Planning and Investment and Department of Finance will support the Project during its operation. In the process of implementation, if activities arisen require the coordination with some other agencies, more CIP will be identified.

Since the proposed Project focuses on multi-dimensional poverty in urban areas and in the entire country, and its objective is to multiply the results of implementation achieved in Ho Chi Minh city for other cities/municipal areas, the proposed Project may add some more CIP outside Ho Chi Minh city. Hanoi will be selected as the first priority to disseminate and multiply the proposed Project’s activities because Hanoi and Ho Chi Minh were line agencies of the Urban Poverty Project 2008-2011. Hanoi Department of Labor, Invalids and Social Affairs and Statistical Office are selected as CIPs of the proposed Project. Some agencies in other localities can be added as CIPs during the implementation of the proposed Project.

The project’s organization structure is described in Annex 2 of this document.

2. Management and implementation arrangements: Identify the Boards (if any) and the Project Management Unit (PMU), their respective organizational structures and working arrangements. Mention key personnel posts including long-term consultants/advisors and administrative support personnel (if any). Briefly discuss the main roles and tasks of the Board(s), PMU and the key personnel posts
The proposed Project will be implemented based on National Executive Modalities (NEX) with the HPPMG, with Ho Chi Minh city People’s Committee playing the role Line Agency – National Partner.

As stated above, the People’s Committee will establish a Project Steering Committee (PSC) with a chair who is a vice chair of the HCM People’s Committee and members who are from related. The PSC’s chair will delegate the HCM Steering Committee for Poverty Reduction and Increase of Better-off Households (with Department of Labor, Invalids and Social Affairs as standing agency) as the implementing agency. The National Project Director (NPD) will be the standing official of the HCM Steering Committee for Poverty Reduction and Increase of Better-off.

A Project Management Unit (PMU) will be created and provided working space by the HCM Steering Committee for Poverty Reduction and Increase of Better-off. The PMU will be equipped as necessary for managing and implementing the project (Annex1). It will work closely with the Steering Committee for Poverty Reduction and Increase of Better-off Households, and support the NPD to effectively manage and coordinate project operations as well as the People’s Committee in sharing and multiplying the best practices in localities and the central level. The PMU will also be responsible for assisting CIPs and other project partners in planning, implementing and monitoring appropriate activities, and for coordinating project activities – especially technical advisory/assistance/training services, and networking/sharing experiences between the stakeholders.

The PMU will consist of the following staff members (terms of reference for them and other project positions are included in Annex 4 of this document):

- 01 National Project Director (seconded government staff)
- 01 Project Manager (full-time, for the entire cycle of the project)
- 01 Project Technical Coordinator (full-time, for the entire cycle of the project)
- 01 Technical Advisor (part-time, for the entire cycle of the project)
- 01 Project Secretary (full-time, for the entire cycle of the project)
- 01 Interpreter (full-time, for the entire cycle of the project)
- 01 Project Accountant (full-time, for the entire cycle of the project)

The international technical advisor will be recruited to provide overall technical advice for a number of projects in the poverty area of UNDP. Therefore, contribution of STA to this project will be part-time based on the needs and this STA will house in UNDP office. This project only pays part of the salary of this STA.

Detailed descriptions of main roles and tasks of the key personnel posts are attached in Annex 4.

3. Briefly summarize the working relationships between the parties concerned (e.g. the line agency, NIP and CIP(s), PMU, UNCO, sub-contractors and other participating parties in project management and implementation
Being the line agency, Ho Chi Minh city People’s Committee will be (i) accountable to the Government of Vietnam and UNDP for achieving project outputs; (ii) responsible for identifying needs for and mobilizing all technical assistance inputs in a timely and effective manner, (iii) supporting, organizing and coordinating project activities in accordance with the project work-plan, and (iv) reporting on progress and financial status of the project. The Steering Committee for Poverty Reduction and Increase of Better-off Households is authorized by Ho Chi Minh city People’s Committee to be responsible with it for successful implementation of the project.

CIPs coordinate with NIP through provisions identified in co-implementing agreements signed with the project’s implementing agency (HCM Steering Committee for Poverty Reduction and Increase of Better-off) during the implementation of the Project. The co-implementing agreements will be the legal framework for NIP and CIPs to carry out project activities as agreed with the project in the approved annual work plan.

Activities of CIPs are as follows:

- Ho Chi Minh city Statistical Office will coordinate to implement activities of Objective 1, with the focus on development of methodologies for measuring multi-dimensional poverty, reform and strengthening of the system of information collection and monitoring of urban poverty, reporting on annual multi-dimensional poverty in urban areas, and improvement of capacity of monitoring and evaluation of poverty. Ho Chi Minh city Statistical Office also participates in advocacy and multiplication activities set out in Objective 3.

- Ho Chi Minh city Department of Labor, Invalids and Social Affairs will coordinate to implement many activities in all 3 objectives, with the focus on improvement of monitoring system, updating of poor households, improvement of labor and social policies, strengthening of capacity of poverty reduction staff and policy makers, reviewing and analysis of poverty reduction policies, advocacy and multiplication activities.

- Hanoi Statistical Office and Hanoi Department of Labor, Invalids and Social Affairs will participate in the project in the similar areas as the two Ho Chi Minh city agencies mentioned above based on agreements and TORs signed with the project.

The CIPs arisen during the process of implementation of the project will coordinate to implement activities as identified in their own agreements with the project.

Given the fact that the project will pilot multi-dimensional poverty reduction in urban areas, the project will actively encourage flexible and demand-driven work planning/implementation. Project counterparts will have maximum opportunity to participate in proposing their needs, preparing quarterly/annual work plans of the project, as well as workshops, dialogues and advocacy. Therefore, PMU plays a very important coordination role.
UNDP Hanoi will provide technical assistance, quality control and project management support.

UNDP will provide technical advice and international experience, mobilize international consultants in in-depth areas, act as the bridge to conduct policy dialogues and cooperation activities between domestic and international agencies, provide technical initiatives and cooperation, and monitor to ensure the project well implements the objectives.

To help build national capacities in managing projects, UNDP CO has been instructed to provide Implementation Support Services (ISS) to national partners in undertaking specific project activities. During the course of implementation of this project the National Designated Agency and co-implementing agencies (at national level) may require the UNDP CO to provide direct support services, such as in recruiting posts and consultants, issuing contracts and payments for such consultants, organizing training courses, study tours and workshops, etc. When such requirements are identified, the related agencies will send to the UNDP CO a standard request for support services, together with specific TORs, specific instructions. UNDP will recover the costs for its ISS to these activities as well as other routine project support transactions (e.g. processing contracts, payments, visas; reserving hotels, air-tickets, etc…) based on actual costs and cost norm established by its Headquarters in consultation with Country Offices worldwide. These costs will be charged to the same charts of account as the project inputs themselves, therefore no separate activities need to be created in the project budget.

4. **Briefly discuss the main mechanisms to develop and implement project work plans and manage its financial resources (including cash transfer modality(s) selected and the risk rating based on the HACT guidelines)**

Budget will be transferred from UNDP to the PMU based the approved quarterly work plan and the request for advance payment sent to UNDP by the project. The PMU will disburse for activities and transfer the payment to CIPs based on the agreements signed with them and the detailed work plan approved by NPD.

Planning, implementation of work plan and management of finance will follow HPPMG (Chapter 1 to Chapter 7).

5. **Briefly discuss monitoring, overseeing, evaluation and reporting requirements**

Monitoring and evaluation of the proposed project will be conducted in accordance with HPPMG processes/procedures requested by the Vietnamese government and UN. The proposed project needs to prepare quarterly report and send to UNDP. The project also needs to prepare annual progress project report and lessons learnt to send to Ho Chi Minh People’s Committee, CIPs, GACAs, and UNDP. Moreover, the proposed project will hold annual/biannual review meeting to carefully discuss annual/(biannual detailed) work plan and progress as well as to identify issues to be addressed.
Auditing the proposed project’s activities (financial management particularly) will be conducted annually by a widely recognized auditing company of the government or an independent auditing company selected by UNDP in accordance with UN/UNDP criteria regulated in Chapter 8- Financial management, Part III of HPPMG.

The project is subject to a final/terminal in-depth evaluation by independent evaluators. The evaluation will be combined with an obligatory outcome evaluation together with other project’s effects that contribute to the same intended outcome specified in the UNDP Strategic Result Framework. The evaluation report will be prepared by the evaluation team and circulated to and discussed by the project parties at the terminal review meeting so that their recommendations and lessons can be followed through in an appropriate manner.

VI. Preliminary analysis of project feasibility

The proposed Project aims at inheriting the success of the Urban Poverty Project 2008-2011 supported by UNDP. The project is developed based on the strong commitments of Ho Chi Minh city authority, line agency, and UNDP as sponsor of the project. It is also based on requirements of Ho Chi Minh city, Hanoi and the national level. The proposed Project contributes to the implementation of Ho Chi Minh city’s Strategy for poverty reduction and increase of better-off households for the period 2009-2015 and Hanoi’s Strategy for poverty reduction 2011-2015.

The proposed Project focuses on urban poverty, poverty of migrants, and multi-dimensional poverty, etc which are emerging issues and need great attention from policy makers at national and local levels. The proposed Project contributes to the implementation of Vietnam Socio-economic Development Strategy for the period 2011-2020 and SEDP for the period 2011-2015, MDGs and the Government’s Resolution 80/NQ-CP on sustainable poverty reduction.

The proposed Project is located in Ho Chi Minh city, a leading locality in terms of economic growth, poverty reduction and poverty reduction initiatives. Urbanization process, migration and urbanization development in Ho Chi Minh city will be experience for other cities/municipal areas, and will greatly affect poverty reduction. Ho Chi Minh city has advantages in the vision, manpower and resources which are favorable conditions for deployment of the project, application and institutionalization of the project’s results. Ho Chi Minh city, specifically the Steering Committee for Poverty Reduction and Increase of Better-off Households and Ho Chi Minh city Statistical Office have extensive experience in management and operation of projects, noticeably the Urban Poverty Project 2008-2011 supported by UNDP. They are also technical agencies in the field of poverty reduction and local poverty monitoring. The most important is strong commitment of the city authorities, including People’s Committee and related Provincial agencies in multi-dimensional poverty reduction in urban areas and the determination of implementing the project.
One of the project’s objectives is to multiply the successful experience and model of Ho Chi Minh city for other localities in the entire country, including Hanoi. In order to achieve this objective, it is critical to be based on the interest and strong commitment of authorities of localities. During its implementation, the Project will have specific evaluation of the possibility of multiplication and decide whether to multiply the activities or not.

Working and coordination mechanism of the Project is to encourage the project’s counterparts to actively participate in proposing their requirements and preparing quarterly/annually work plan, workshops, dialogues and advocacy. Also, development of work plan/implementation of activities is based on the specific needs of each counterpart in a flexible manner. More importantly, activities of the project affirm national ownership to provide maximum support to national direction and programs, which will enable the achievement and maintenance of the outcome and objectives of the project right at the design phase.

Experience and capacity advantages of UNDP in the field of poverty reduction, human development, coordination and mobilization of resources, etc (as discussed in Part II.2) are important conditions for the feasibility of the Project.

VII. Preliminary analysis of project benefits

I. Direct benefits for the Implementing Partner

The Steering Committee for Poverty Reduction and Increase of Better-off Households in Ho Chi Minh city is NIP. During its’ 5-year implementation, NIP will achieve the direct results as follows:

- Poverty reduction policies and programs are developed and finalized by multi-dimensional approach to achieve poverty reduction, socio-economic development, and locality equality objectives.

- System for poverty monitoring and evaluation, and identification of poor subjects is comprehensively developed to provide reliable inputs for preparation and implementation of program/policy of poverty reduction and urban development.

- Methodologies for measurement of multi-dimensional poverty in urban areas are developed, institutionalized and integrated into poverty reduction strategies, plans, policies and tools to achieve high effectiveness.

- Capacity of leadership, poverty reduction staff at different levels is improved in terms of multi-dimensional poverty knowledge, urban poverty, multi-dimensional poverty approach, coordination among sectors/levels in multi-dimensional poverty reduction, and tools for monitoring/evaluation, etc.
In addition to Ho Chi Minh city Steering Committee for Poverty Reduction and Increase of Better-off Households, beneficiaries in the local and central levels benefit from multiplied activities, sharing lessons/in ternational and domestic experience, studies, policy dialogues/scientific workshops, and pilot activities, etc.

2. Economic, environmental and social implications for the sector, field, locality

In local level, the proposed Project will contribute to implementation of Ho Chi Minh city Strategy for poverty reduction and increase of better-off household for the period 2009-2015, Hanoi Strategy for poverty reduction for the period 2011-2015, and these two cities’ 5-year and annual socio-economic development plans. Policy and legal environment of the city, via the project, will become more comprehensive to ensure the equal access to basic social services and social welfare for all population groups living in the area. Poverty reduction programs and policies in particular and socio-economic development in general will be multi-dimensional, and ensure the balance between economic growth and social development with a more harmonized and effective manner.

In national level, the proposed Project will effectively contribute to the efforts of implementation of sustainable poverty reduction framework for the period 2011-2020 and national poverty reduction program for the period 2011-2015 through advices/policy discussions on poverty reduction by multi-dimensional approach and the combination between poverty reduction in urban areas and general poverty reduction efforts.

3. Sustainability of the project following its completion

a. Result sustainability:

The results achieved by the proposed Project will be maintained and developed after the end of the project. Effective models and good practices in Ho Chi Minh city will be multiplied and applied to Hanoi and other cities/municipal areas in Vietnam, as well as provide inputs for preparation and implementation of multi-dimensional poverty reduction policies at national level.

b. Organization sustainability:

At the end of the project, capacity of Ho Chi Minh city Steering Committee for Poverty Reduction and Increase of Better-off Households, Statistical Office, Department of Labor, Invalids and Social Affairs, and other Vietnamese counterparts related to the implementation of poverty reduction will be strengthened to ensure the accountability and coordination of different stakeholders in the implementation of sustainable poverty reduction in Vietnam for the period up to 2020.

c. Finance sustainability:

The project’s activities, when proved to be effective, positive in effects and multiplied, will be maintained by the Vietnamese government through the central and local resources and simultaneously will attract the next support from donors.
Attached documents:
Annex 1: List of major equipment pieces, particularly those that will be imported (if any)
Annex 2: Project organization structure
Annex 3: Results and Resources Framework
Annex 4: Personnel TORs

Annex 1: List of major equipment pieces, particularly those that will be imported

01 laptop
- internet
- CD/DVD/RW
- Hard disk (minimum capacity of 80 GB)

05 PCs
- internet
- CD/DVD/RW
- LCD screen
- Hard disk (minimum capacity of 100 GB)
- UPS

01 laser printer (black and white)

01 photocopy machine

01 overhead projector with screen

01 scanner

01 telephone + fax machine

Tables, chairs, cabinets
Annex 2: Project Organization Structure

**PROJECT ORGANIZATION STRUCTURE**

**PRIMARY BENEFICIARY**
- HCM city: People Committee (PC), Steering Committee for Poverty Reduction, Statistical Office (PSO), Department of Labor, Invalids and Social Affairs (DOLISA), and some related agencies
- Hanoi and other cities: PC, PSO, DOLISA

**PROJECT STEERING COMMITTEE**
- Chair: Vice Chair of HCM People’s Committee
- Members: related agencies

**PRIMARY SUPPLIER**
United Nation Development Program (UNDP)

**QUALITY CONTROL**
United Nation Development Program (UNDP)

**IMPLEMENTING AGENCY**
HCM Steering Committee for Poverty Reduction and Increase of Better-off Household
- NPD: Standing Vice Chairman of HCM city Steering Committee for Poverty Reduction

**CIP 1**
HCM city Statistical Office

**CIP 2**
HCM city Department of Labor, Invalids and Social Affairs

**CIP 3**
Hanoi Statistical Office

**CIP 4**
Hanoi Department of Labor, Invalids and Social Affairs

**CIP .....**
(To be identified)

**PMU office**
- Project manager
- Technical coordinator
- International Advisor
- Accountant
- Secretary
- Interpreter
ANNEX 3: Results and Resources Framework

Outcome 1.1, OP 2012-2016: By 2016, Key national institutions formulate and monitor people-centred, ‘green’ and evidence-based socio-economic development policies to ensure the quality of growth in Viet Nam as a middle-income country

Indicator 1: Proportion of people living under national poverty line (General poverty rate)
Baseline (2011): 14,2%
Objective (2016): Socio-economic Development Plan for the period 2011-2015 sets the target to reduce national poverty rate of 2%/year in the period 2011-2015, so that poverty rate stands at 6.2% by 2015; reduce poverty rate of 4%/year in 62 poor districts. These objectives can be adjusted when the 5-year plan is officially endorsed.

Indicator 2: Disparities in monthly income per capita of the richest percentile and the poorest percentile
Baseline (2008): 8,9 times
Objective (2016): To be identified

Focus area 1 (OP 2012-2016): Economic growth is more equitable, inclusive and sustainable

Partnership Strategy: The Project is conducted in Ho Chi Minh city with Ho Chi Minh city People’s Committee playing the role of Line Agency, and the Steering Committee for Poverty Reduction and Increase of Better-off Households acting as NIP (standing agency of the Steering Committee for Poverty Reduction and Increase of Better-off Households is Ho Chi Minh city Department of Labor, Invalids and Social Affairs). CIPs include Department of Labor, Invalids and Social Affairs, Ho Chi Minh city Statistical Office, Department of Planning and Investment, Department of Finance, some agencies of Hanoi, other cities and central level (if any).

Project title and ID (ATLAS Award ID): “Support to multi-dimensional poverty reduction in urban areas” --- ATLAS Award ID:

<table>
<thead>
<tr>
<th>INTENDED OUTPUTS</th>
<th>OUTPUT TARGETS FOR (YEARS)</th>
<th>INDICATIVE ACTIVITIES</th>
<th>RESPONSIBLE PARTIES</th>
<th>INPUTS</th>
</tr>
</thead>
</table>
Output 1.1.3 (OP 2012-2016):
A multi-dimensional and human development approach is adopted in the poverty reduction components of socio-economic development plans at national and sub-national level to effectively address chronic and emerging forms of poverty

Indicator 1:
Application of multi-dimensional approach and methodology to the system of monitoring and identification of poverty reduction subjects of the Government

Baseline (2011):
Poverty status in Ho Chi Minh city is monitored through a system of living standard data collection of statistical work and system of updating poor households of labor sector. Nevertheless, these systems are based on monetary factor (income/expenditure), not multi-dimensional approach. Simultaneously, part of population such as migrants or laborers in informal sector is left out. Moreover, there is a shortage of multi-dimensional and in-depth analyses in service of policy making

Target 1:
Multi-dimensional poverty in urban areas, especially poverty of migrants and laborers in informal sector, is closely monitored and analyzed in a regular basis to provide inputs for development and implementation of poverty reduction policies and programs and socio-economic development in Ho Chi Minh city.

Indicator 1.1.
Methodologies for measuring multi-dimensional poverty are developed and institutionalized in Ho Chi Minh city (2012)

1.1.1. Activity result: Methodology for measuring multi-dimensional poverty are developed and institutionalized in Ho Chi Minh city

- Support People’s Committee to establish the Task Force to develop methodology for measuring multi-dimensional poverty (Q1/2012)

- Support to develop a roadmap for development of methodology for measuring multi-dimensional poverty (Q2/2002)

<table>
<thead>
<tr>
<th>Workshop</th>
<th>International consultants</th>
<th>National consultants</th>
<th>Travel</th>
<th>Printing</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>22,005</td>
<td>34,216</td>
<td>84,504</td>
<td>2,000</td>
<td>15,720</td>
<td>158,445</td>
</tr>
<tr>
<td>Identification of poverty reduction subjects based only on income/expenditure criteria</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Indicator (2016)**
Integration of methodology and tools for measuring multi-dimensional poverty into the system of monitoring and identification of poverty reduction subjects

**Baseline**
MDG report, 5-year SEDP reports at central and local levels

**Indicator 2**
Degree of the designed poverty reduction policies to address chronic and

<table>
<thead>
<tr>
<th>- Support to develop methodology for measuring multi-dimensional poverty, including identification of indicators, poverty line, calculation method, disaggregation, frequency of measurement and application (Q2-Q3/2002).</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Support to prepare report on methodology and baseline analysis from available data including UPS2009, VHLSS, LFS, Population Census 2009, etc (Q3-Q4/2012)</td>
</tr>
<tr>
<td>- Support the institutionalization of methodology for measuring multi-dimensional poverty and a roadmap for integrating this methodology into the official system of monitoring and evaluation of poverty of the city (such as that of HCM Statistical Office and Steering Committee for Poverty Reduction) via a Decision of HCM People’s Committee (Quarter 4/2012).</td>
</tr>
<tr>
<td>- Support dissemination and deployment of the Decision of HCM People’s Committee (Quarter 4/2012, Quarter</td>
</tr>
<tr>
<td>- Some related agencies in Ho Chi Minh city</td>
</tr>
</tbody>
</table>
emerging forms of poverty

**Baseline (2011)**
Program 135 for people of ethnic minorities, National target program on poverty reduction of MOLISA

**Indicator (2016)**
Policies/programs focusing on population of chronic and emerging forms of poverty

**Baseline**
MDG report, 5-year SEDP reports at central and local levels

| Indicator 1.2. | 1/2013) |
|--------------------------------------------------------------------------------|
| System for poverty monitoring and identification of poor subjects is consolidated and improved to accurately reflect different aspects of urban life and provide inputs for implementation of program/policy of poverty reduction and urban development. (2012-2016) | 1.2.1. **Activity result**: Survey and data collection system for monitoring living standards poverty status of the statistical sector (Provincial Statistical Office) is improved to be able to collect data in a multi-dimensional, accurate and timely manner. |
| | - Support to improve the sample of Vietnam Household Living Standard Survey (VHLSS) to fully cover all population living in the area, particularly temporary migrants and/or migrants without permanent residence. (2012) |
| | - Support to improve questionnaire of VHLSS to fully collect information of multi-dimensional poverty aspects as developed in the methodology (2012, 2013) |
| | - Support to collect information of informal sector; Studying to design a separate survey or integrating into the Labor Force Survey (LFS) and National Survey on Households. (2013) |
| | - HCM Statistical Office |
| | Workshop 5,000 |
| | International consultants 12,089 |
| | National consultants 30,541 |
| | Travel 1,000 |
| | Printing 15,000 |
| | Data collection (if any) 5,000 |
| **Total**: | 68,630 |
1.2.2. Activity result: Indicators to measure multi-dimensional poverty are integrated into tools and procedures for updating poor households of the labor sector (HCM Steering Committee for Poverty Reduction and Increase of Better-off Households) in order to classify poverty subjects by deficiency dimensions to ensure access for all population living in the area (KT1, KT2, KT3, KT4), and to ensure need-based support.

- Support to develop a statistical web-based data warehouse for Ho Chi Minh household living standard which is managed by HCM Statistical Office and to develop data accessing policy for this data warehouse. (2012 - 2013)

- Support to improve tools and procedures for updating poor households of the Poverty Reduction Committee: pilot conducted in 2012 and finalized 2013 when methodology for measuring multi-dimensional poverty is institutionalized. (2012-2013)

- Study tools/techniques (2012) and support to develop Multi-dimensional poverty map

- HCM Steering Committee for Poverty Reduction and Increase of Better-off Households

<p>| Workshops | 5,000 |
| National consultants | 5,500 |
| Travel | 24,000 |
| Printing | 500 |
| Total | 37,000 |</p>
<table>
<thead>
<tr>
<th>for Ho Chi Minh city. (2012-2013)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Support to develop annual multi-dimensional poverty for HCM city (2012-2016)</td>
<td></td>
</tr>
<tr>
<td>- Support to develop a web-based data warehouse for Ho Chi Minh poverty reduction which is managed by HCM Steering Committee for Poverty Reduction and Increase of Better-off Households and to develop data accessing policy for this data warehouse. Households are coded for monitoring and connecting over the years. (2013)</td>
<td></td>
</tr>
</tbody>
</table>
Indicator 1.3.

**In-depth studies on multi-dimensional poverty in urban areas**

are conducted with the focus on the vulnerable population, such as migrants and laborers in informal sector, to provide information and propose policy recommendations for formulation and implementation of poverty reduction programs, and socio-economic development strategy and plan (2012-2016).

1.3.1. **Activity result:** Annual report on multi-dimensional poverty in urban areas of Ho Chi Minh city is made (annually, 2013-2016)

- Support to writing of report with main data source from VHLSS, labor force survey of Ho Chi Minh city Statistical Office and database of the city’s Steering Committee for Poverty Reduction.

- Support to collecting quantitative data (if needed)

- Support to printing and releasing annual report

1.3.2. **Activity result:** In-depth studies to provide information on status and propose recommendations for activities of Indicator 1.2 are conducted

- Some city’s emerging topics of great concern are selected for in-depth studies on status, policy, access situation, weaknesses, gaps between population groups, policy recommendations, etc. Some topics can be

- HCM Steering Committee for Poverty Reduction and Increase of Better-off Households

- HCM Statistical Office

- Some related research institutions

<table>
<thead>
<tr>
<th>Workshops</th>
<th>International consultants</th>
<th>National consultants</th>
<th>Travel</th>
<th>Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>15,000</td>
<td>6,800</td>
<td>44,200</td>
<td>1,000</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>72,000</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshops</td>
<td>15,000</td>
<td>40,130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National consultants</td>
<td>42,130</td>
<td>2,000</td>
<td>30,000</td>
<td>10,000</td>
</tr>
</tbody>
</table>
(mainly focusing on inferior population groups, such as migrants, women/children, laborers in informal sector, and group just above poverty line, etc...):

- Health, health care
- Education and vocational training
- Social participation
- Employment
- Social protection
- Housing
- Credit
- Migration

(No overlapping with program evaluation activities in 1.2.1.)

<table>
<thead>
<tr>
<th>Indicator 1.4.</th>
<th>1.4.1. Activity result: Capacity of monitoring and evaluation of poverty reduction staff and statistical staff is improved. (2012-2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Capacity of researching, monitoring and evaluation of multi-dimensional poverty in urban areas in the attachment with urban and socio-economic development of poverty reduction staff, statistical staff, People’s Council, social organizations, researchers and stakeholders is improved (2012-2016)</td>
</tr>
<tr>
<td></td>
<td>- Support to compile materials and conduct training courses on methodology for measuring multi-dimensional poverty. (2013)</td>
</tr>
<tr>
<td></td>
<td>- Technical support for compiling materials and training courses on tools and procedures for updating poor households of</td>
</tr>
<tr>
<td></td>
<td>- HCM Steering Committee for Poverty Reduction and Increase of Better-off Households</td>
</tr>
<tr>
<td></td>
<td>- HCM Statistical Office</td>
</tr>
<tr>
<td></td>
<td>- Some related agencies in Ho Chi Minh city</td>
</tr>
<tr>
<td></td>
<td>- Some related research institutions</td>
</tr>
</tbody>
</table>

| Workshops, training | 54,445 |
| National consultants | 20,000 |
| Printing | 5,000 |

**Total:** 139,260

**Total:** 79,445
the city (Integrated into regular training course of the labor sector). (2013-2016)

- Training courses on tools for developing poverty map (2013-2014)

- Basic and advanced training courses on analysis of multi-dimensional poverty in urban areas for statistical staff, poverty reduction staff, staff of research institutions of the city on. (2013-2016)

- Support to strengthen capacity of People Council and social organizations in monitoring poverty reduction and improving participation of people in poverty reduction and urban development policy/plan making. (2013-2016)

- Some related agencies in Ho Chi Minh city
Target 2:

Multi-dimensional poverty issues, particularly poverty of migrants and laborers in informal sector, are effectively addressed in Ho Chi Minh city via creative and effective poverty reduction and socio-economic policies developed based on accurate and transparent inputs.

Baseline (2011):

Ho Chi Minh city a leading locality in terms of poverty reduction and socio-economic development. Ho Chi Minh city is implementing the Strategy for Poverty Reduction and Increase of Better-off Households for the period 2009-2015. Despite low income poverty rate, Ho Chi Minh city population is suffering from many deficiencies, such as social security, housing, health care, and education, etc. Poverty reduction programs are still leaving out non-resident migrants. Informal sector has accounted for a large proportion in the city’s economy and labor force. However, there is shortage of policies, or if existing, many policies are not relevant for ensuring socio-economic interests of laborers in this sector. Effectiveness of poverty reduction and social security policies is unclear in the direction of achieving harmonious and multi-dimensional coordination between economic growth and social development. In the context of rapid increase of urbanization and migration, the city authority needs to have creative and effective tools and policies.
**Indicator 2.1.**

*Related poverty reduction and development policies in Ho Chi Minh city are reviewed (2012), developed and updated (2012-2016) by multi-dimensional approach and ensure equality for population groups in accessing to. These policies should be integrated into Ho Chi Minh city socio-economic development strategy and plan (2012-2016).*

<table>
<thead>
<tr>
<th>2.1.1 Activity result:</th>
<th>2.1.2 Activity result:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review and evaluation report on poverty reduction activities in Ho Chi Minh city is prepared.</td>
<td>Strategy for Poverty Reduction and Increase of Better-off Households 2009-2015 is revised and updated, annual poverty reduction plan is developed by providing multi-dimensional and comprehensive support. (2013-2015)</td>
</tr>
<tr>
<td>• Support to overally review programs and policies related to poverty reduction to be used as the basis for revision and updating of Poverty reduction strategy (Q1-Q2/2012)</td>
<td>• Support to revise and update Strategy for Poverty Reduction and Increase of Better-off Households 2009-2015 in a multi-dimensional and comprehensive manner (Q4/2012, Q1/2013).</td>
</tr>
<tr>
<td>• Support to evaluate impacts of some (2-3) important poverty reduction programs/policies in the city to be used as the basis for revision and updating of Poverty reduction strategy and specific policies (Q2-Q3/2012).</td>
<td></td>
</tr>
<tr>
<td>- HCM Steering Committee for Poverty Reduction and Increase of Better-off Households</td>
<td>- HCM People’s Committee</td>
</tr>
<tr>
<td>- HCM DOLISA</td>
<td>- HCM Steering Committee for Poverty Reduction and Increase of Better-off Households</td>
</tr>
<tr>
<td>- Some related agencies in Ho Chi Minh city</td>
<td></td>
</tr>
</tbody>
</table>

**Workshop Costs:***

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost (VND)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop</td>
<td>15,000</td>
</tr>
<tr>
<td>International consultants</td>
<td>8,000</td>
</tr>
<tr>
<td>National consultants</td>
<td>36,000</td>
</tr>
<tr>
<td>Travel</td>
<td>1,000</td>
</tr>
<tr>
<td>Printing</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>62,000</strong></td>
</tr>
</tbody>
</table>

**Workshop Costs:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost (VND)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop</td>
<td>16,000</td>
</tr>
<tr>
<td>National consultants</td>
<td>25,000</td>
</tr>
<tr>
<td>Printing</td>
<td>2,000</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>43,000</strong></td>
</tr>
</tbody>
</table>

**Workshop Costs:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost (VND)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop</td>
<td>10,000</td>
</tr>
</tbody>
</table>

• Support to evaluate the implementation of Strategy for Poverty Reduction and Increase of Better-off Households 2009-2015 (Q4/2015).

2.1.3. Activity result: Poverty Reduction Strategy for the next period is developed and integrated into 5-year Socio-economic Development Plan 2016-2020.

• Support to develop Poverty Reduction Strategy for the next period

• Support to integrate poverty reduction objectives into the city’s 5-year Socio-economic Development Plan 2016-2020. (Q1-Q2/2016)

2.1.4. Activity result: Policies for poverty reduction and urban development are developed in a multi-dimensional and
equal manner (2012-2016)

- Support to study, develop and pilot some creative and specific policies/models/tools for poverty reduction and social security with the focuses as follows (2012-2016):
  + Focusing on vulnerable population groups such as migrants without permanent residence, laborers in informal sector and population just above the poverty line.
  
  + Strengthening social participation and access to basic services, poverty reduction and social security programs of migrants

  + Paying special attention to stochastic poor group because of the high proportion of this group in the rapid socio-economic change

Indicator 2.2.

_Capacity of poverty reduction planning and development of policy makers in different areas and awareness of leaders_,

**2.2.1. Activity result:** Capacity of planning for poverty reduction and urban development of the city of various levels and sectors is improved. (2012-2016)

- HCM Steering Committee for Poverty Reduction and Increase of Better-off Households
- Some related agencies in Ho Chi Minh city

Workshops 30,000
National consultants 5,000
authority, agencies and community of multi-dimensional poverty is improved (2012-2016)

- Training on procedures of policy making
- Training courses on tools for analysis and plan making related to poverty reduction and urban development, and integration into socio-economic development plan making.

2.2.2. Activity result: Leaders and staff of state agencies/sectors, private sector and community improve their knowledge of multi-dimensional poverty in urban areas and relate this issue to migration, urbanization, poverty reduction and urban management and development. Also, awareness of the importance of ensuring equal access to and division of socio-economic benefits among population groups is improved. (2012-2016)

- Organizing advocacy workshops on multi-dimensional poverty in urban areas
- Integrating advocacy on multi-dimensional poverty in urban areas into regular meetings, quarterly or annual meetings and training courses of agencies/sectors.
- Propagandizing and advocating multi-

<table>
<thead>
<tr>
<th>Better-off Households</th>
<th>Printing and delivering</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM Department of Planning and Investment (15,000)</td>
<td>20,000</td>
</tr>
<tr>
<td>Some related agencies in Ho Chi Minh city (8,000)</td>
<td></td>
</tr>
<tr>
<td>HCM People’s Committee (8,000)</td>
<td></td>
</tr>
<tr>
<td>HCM Steering Committee for Poverty Reduction and Increase of Better-off Households (8,000)</td>
<td></td>
</tr>
<tr>
<td>HCM Department of Planning and Investment (8,000)</td>
<td></td>
</tr>
<tr>
<td>HCM Department of Information and Communication (1,000)</td>
<td></td>
</tr>
</tbody>
</table>

Total: 55,000

Workshops, training 15,000
National consultants 8,000
Printing 1,000
Total: 24,000
dimensional poverty in urban areas in mass media: TVs, radios, newspapers, brochures, and posters, etc

- Compiling, printing, and publishing appropriate advocacy materials (as an aggregation of activities mentioned above).

\[\text{HCM Department of Propaganda and Training}\]

- Some related agencies in Ho Chi Minh city

**Target 3:**

Knowledge and experience of Ho Chi Minh city are widely disseminated, multiplied and effectively used in service of poverty reduction policies/programs at national level, in Hanoi and other cities/municipal areas.

**Baseline (2011)**

Results of the Urban Poverty Project 2008-2011, including report on urban poverty and in-depth analysis reports, widely disseminated in Ho Chi Minh city, Hanoi as national level, are the basis for development of action plans on multi-dimensional poverty reduction in urban areas and at national level in the coming time.

**Indicator 3.1.**

*Results, knowledge and experience of Ho Chi Minh city are widely disseminated and shared and policy discussions of urban poverty and multi-dimensional poverty approach are conducted*

**3.1.1. Activity result:** Research results, experience and models of pilot policy are disseminated and shared widely with other cities/municipal areas and with national level to be used as a basis for policy discussion and multiplication. (2012-2016)

- Releasing and disseminating widely reports, research results, evaluating and

\[\text{HCM People’s Committee}\]

- HCM Steering Committee for Poverty Reduction and Increase of Better-off

| Workshops, trainings: 15,000 |
| National consultant: 2,500 |

**Total: 17,500**
**3.1.2. Activity result:** Policy discussions and advocacy activities on urban poverty, multi-dimensional poverty approach, policy experiment, and new models/tools for poverty reduction and urban management are organized to share experience, propose developed policy recommendations and use recommendations in poverty reduction program/policy making and implementation at national and local levels.

- Organizing a series of policy discussions and workshops on findings and recommendations pointed out in studies/assessment, in experience summarization of the implementation of model policy with researchers at national and local levels (2012-2016)

- Support to some presentations, discussions or policy recommendations on multi-dimensional poverty reduction in urban areas in its relationship with urban Households

<table>
<thead>
<tr>
<th>Workshops, trainings</th>
<th>15,000</th>
<th>20,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>National consultants</td>
<td>7,000</td>
<td>2,500</td>
</tr>
<tr>
<td>Printing</td>
<td>770</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>27,770</td>
<td></td>
</tr>
</tbody>
</table>
management general poverty reduction. (2012-2016)

- Coordinating with other projects/donors to develop poverty reduction and social security policies as well as other related policies at national level. (2012-2016)

### Indicator 3.2.

**Successful activities conducted in Ho Chi Minh city are widely multiplied and institutionalized in Hanoi and some other cities/municipal areas. (2012-2016)**

**Note:** Multiplication and institutionalization in Hanoi and other cities/municipal areas depend on the interest and commitment of these cities and sharing of experience and advocacy of HCM city.

During the process of multiplication, the project:

<table>
<thead>
<tr>
<th>Activity result</th>
<th>Successful activities conducted in Ho Chi Minh city are widely multiplied and institutionalized in Hanoi and some other cities/municipal areas. (2012-2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2.1. Activity result</td>
<td>Methodology for measuring multi-dimensional poverty is developed and institutionalized in Hanoi and some other cities/municipal areas.</td>
</tr>
<tr>
<td></td>
<td>- Selecting some cities/municipal areas to multiply the methodology for measuring multi-dimensional poverty. First priority is given to Hanoi, then some other large cities/municipal areas. The Project support is based on consensus and commitment of these cities. The task force of Ho Chi Minh city will be technical consultants for them. (2013-2014)</td>
</tr>
<tr>
<td></td>
<td>- Support to develop methodology similar to Ho Chi Minh city (2013-2015)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Review and evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2.2. Activity result</td>
<td>- HCM Steering Committee for Poverty Reduction and Increase of Better-off Households</td>
</tr>
<tr>
<td></td>
<td>- Hanoi DOLISA and Statistical Office</td>
</tr>
<tr>
<td></td>
<td>- People’s Committees, DOLISAs and Statistical Offices of some other cities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workshops, training</th>
<th>25,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>National consultants</td>
<td>44,850</td>
</tr>
<tr>
<td>International consultants</td>
<td>10,000</td>
</tr>
<tr>
<td>Printing</td>
<td>2,000</td>
</tr>
<tr>
<td>Total</td>
<td>81,850</td>
</tr>
</tbody>
</table>

Workshop, training: 15,000
only supports in terms of technology transfer and provide technical assistance, not policy experiment. Experiment of specific policy is conducted by cities/municipal areas based on their interest and commitment. HCM city may provide technical support based on its experience.

report on poverty reduction in Hanoi is developed.

- Support to review and evaluate poverty reduction activities conducted in Hanoi to propose recommendations for strengthening poverty reduction efforts in a multi-dimensional and equally accessing manner, taking into account migration (2012-2013)

3.2.3. Activity result: Poverty reduction and urban development policies/programs successfully applied in Ho Chi Minh city are multiplied in Hanoi and other cities/municipal areas.

- Organizing study tours to share experience between Ho Chi Minh city and other cities (2013-2016)

- Support to other cities to select, apply and localize some successful policies/models of Ho Chi Minh city

3.2.4. Activity result: Indicators for multi-dimensional and comprehensive measurement are integrated into survey and

<table>
<thead>
<tr>
<th></th>
<th>15,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>National consultant:</td>
<td>2,500</td>
</tr>
<tr>
<td>Printing</td>
<td>25,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>5,000</td>
</tr>
<tr>
<td>Workshop, training:</td>
<td>15,000</td>
</tr>
<tr>
<td>National consultant:</td>
<td>40,000</td>
</tr>
<tr>
<td>Printing</td>
<td>15,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>56,000</td>
</tr>
</tbody>
</table>

Workshop, training: 15,000 10,000
National consultant: 2,500 10,000
- Conducting training courses and workshops to share intensive experience in each specific area (2013-2015)

- Support Hanoi and other cities in improving information system for monitoring and evaluating poverty (2013-2016)

3.2.5. **Activity result:** Survey and data collection system for monitoring living standard and system of tools and procedures for updating poor households at national level contain multi-dimensional information of living standard/poverty and fully cover all population groups.

- Coordinating with other projects/donors to support General Statistics Office to revise and improve quality of surveys/censuses (for example: VHLSS, labor force survey, population census) to collect multi-dimensional information of living standard.

<table>
<thead>
<tr>
<th>Printing</th>
<th>1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>21,000</strong></td>
</tr>
</tbody>
</table>

| Workshop, training: | 15,000 |
| National consultant: | 2,500 |
| Printing | 500 |
| **Total** | **22,500** |
of all population groups (for example: migrants) and all economic sectors (for example: informal sector) (2013-2016)

- Coordinating with other projects/donors to support MOLISA to revise and improve quality of tools and procedures for updating poor households to integrate indicators for measuring multi-dimensional poverty in order to classify poor subjects by deficiency dimension, ensuring access for all population groups living in the area (KT1, KT2, KT3, KT4), and ensuring need-based support (2013-2016)

<table>
<thead>
<tr>
<th>Indicator 3.3.</th>
<th>3.3.1. Activity result: International experience in measuring and monitoring multi-dimensional poverty reduction in urban areas in particular and poverty reduction in general attached to socio-economic development are provided to related leaders and staff at local and central levels.</th>
</tr>
</thead>
</table>
| International experiences in multi-dimensional poverty reduction in urban areas in attachment with urban management and national poverty reduction are shared. | - Study tours for learning international experience in multi-dimensional poverty in urban areas (Q2-Q3/2012)  
- Inviting international consultants with expertise in multi-dimensional poverty, urban poverty, and policy models/tools in |

- HCM Steering Committee for Poverty Reduction and Increase of Better-off Households

<table>
<thead>
<tr>
<th>Workshop, trainings</th>
<th>International consultants</th>
<th>National consultants</th>
<th>Printing</th>
<th>Study tours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>25,000</td>
<td>56,000</td>
<td>24,000</td>
<td>6,080</td>
<td>70,000</td>
<td>181,080</td>
</tr>
</tbody>
</table>
- Inviting international consultants to provide technical support in developing and piloting models/policies in technical fields such as poverty, multi-dimensional poverty, urban poverty, social security, employment, health, education, and migration, etc.
<table>
<thead>
<tr>
<th>Project management</th>
<th>Human resources</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01 Project manager =1.400<em>12</em>5</td>
<td>84,000</td>
</tr>
<tr>
<td></td>
<td>01 Technical coordinator =1.400<em>12</em>5</td>
<td>84,000</td>
</tr>
<tr>
<td></td>
<td>01 Secretary/administrative assistant=800<em>12</em>5</td>
<td>48,000</td>
</tr>
<tr>
<td></td>
<td>01 Accountant=1.000<em>12</em>5</td>
<td>60,000</td>
</tr>
<tr>
<td></td>
<td>01 Interpreter=1.000<em>12</em>5</td>
<td>60,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>336,000</strong></td>
</tr>
<tr>
<td>Administrative costs</td>
<td>155,000</td>
<td></td>
</tr>
<tr>
<td>Project meetings = 1000*5</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>Annual audits = 3000*5</td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>Project operations= 6000*5</td>
<td>30,000</td>
<td></td>
</tr>
<tr>
<td>Monitoring visits = 3000*5</td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td>GMS (7% * 1,000,000)</td>
<td>70,000</td>
<td></td>
</tr>
</tbody>
</table>
Annex 4. Job Descriptions

Job Description for Project Manager (PM)

Title: Project Manager (PM)
Starting Date: As starting date of the project (full-time)
Duty Station: Hanoi, Viet Nam
Reporting line: Report directly to the National Project Director and UNDP

Background

Under the direct supervision of the National Project Director, the PM is responsible for the operational management of the project, i.e. s/he assumes the day-to-day operational management of the project in line with the project document as well as policies/procedures for nationally executed projects. For this reason, s/he must be able to work full-time on the post. The PM may or may not be an officer of the national Implementing Partner or Implementing Agency and his/her qualifications should be suitable to the size and complexity of the project. Given the inter-agency nature of the project management, PM is expected to coordinate the works among different agencies, provinces and stakeholders, in close collaboration with international advisor.

Duties and Responsibilities

The PM:
1. Prepares and updates project work plans, in close consultation with different stakeholders in the project, and submits these to the NPD and UNDP CO for clearance.
2. Drafts TORs for key inputs (i.e. personnel, sub-contracts, training, procurement) under the responsibility of the Implementing Partner, submits these to the NPD and UNDP CO for clearance, and administers the mobilization of such inputs.
3. Assumes direct responsibility for managing the project budget, by ensuring that:
   (a) project funds are made available when needed, and are disbursed properly,
   (b) expenditures are in accordance with the project document and/or existing project work plan,
   (b) accounting records and supporting documents are kept,
   (c) required financial reports are prepared,
   (d) financial operations are transparent and financial procedures/regulations for NEX projects are properly applied; and
   (e) s/he is ready to stand up to audits at any time.
4. Assumes direct responsibility for managing the physical resources (e.g. office equipment, furniture, stationery...) provided to the project by UNDP.
5. Supervises the project staff and local or international experts/consultants working for the project.
6. Drafts project progress reports of various types and the Final Project Report as scheduled, and organizes review meetings and evaluation missions in coordination with UNDP.
7. Reports regularly to and keeps the NPD up-to-date on project progress and problems.
8. Carry out other relevant tasks as assigned by NPD

Qualifications
1. General knowledge of substantive matters that are addressed by the project
2. Knowledge and experience in project management
3. Good inter-personal and team building skills
4. Full time availability for project management duties
5. Working proficiency in English
6. Familiarity with technical assistance projects and the UNDP program in Viet Nam would be an asset.
Job Description for Project Coordinator (PC)

Title: Project Technical Coordinator (PTC)

Starting Date: As starting date of the project (full-time)

Duty Station: Hanoi, Viet Nam

Reporting line: Report directly to the Project Manager

Background

Under the direct supervision of the National Project Director, PTC will work under the supervision of and provide support to the PM in the coordination of project activities among different implementing partners, related government line ministries, and provinces. For this reason, s/he must be able to work full-time on the post. The PTC may or may not be an officer of the national Implementing Partner or Implementing Agency and his/her qualifications may vary with the size and complexity of the project. Given the inter-agency nature of the project management and also the involvement of other provinces, PTC’s role will be very critical to materialize coordinated project implementation.

Duties and Responsibilities

The PTC:

1. Supports to establishment and operationalisation of the coordination mechanisms the project will support
2. Assists PM to prepare and update project work plans, to incorporate the ideas and needs of different agencies involved into project planning (e.g. identify the common needs for TA and joint mobilization/utilization of TA inputs with the support from international advisor, identify areas/make recommendations). Helps PM in consolidating the workplans to be prepared by GSO/ministries and provinces, which includes suggesting mechanisms for joint planning to ensure the coordination and synergy.
3. Ensures that all agreements with implementing agencies are prepared, negotiated and agreed upon.
4. Acts as a focal point (and facilitator, if needed) in such project activities and any other forum/meetings which requires strong function of coordinator, and also drafts the TORs for such activities and submits to PM for finalization
5. With respect to external project implementing partners:
   • ensures that these agencies mobilize and deliver the inputs in accordance with their letters of agreement or contracts, and
   • provides overall supervision and/or coordination of their work to ensure the production of the expected outputs.
   • coordinates the activities implemented by different parties to make synergy with each other and also to make sure that they do not overlap.
   • shares the information relating the projects and subjects surrounding the project with all the implementing partners.
6. Assists PM to draft project progress reports of various types and the Final Project Report as scheduled, and organizes review meetings and evaluation missions in coordination with UNDP.
7. Reports regularly to and keeps the NPD up-to-date on project progress and problems, especially relating to the coordination issues.
8. Carry out other relevant tasks as assigned by PM
Qualifications

1. General knowledge of substantive matters that are addressed by the project
2. Knowledge and experience in project management. Working experience in or with the government of Viet Nam would be an big asset.
3. Good inter-personal and team building skills
4. Full time availability for project management duties
5. Working proficiency in English.

Familiarity with technical assistance projects and the UNDP program in Viet Nam would be an asset.
Job Description for Project Interpreter

Title: Project Interpreter (PI)
Starting Date: As starting date of the project (full-time)
Duty Station: Hanoi, Viet Nam
Reporting line: Report directly to the Project Manager (PM)

Duties and Responsibilities

Under overall supervision of National Project Director, the PI will work under the direct supervision of and provide support to the PM in the discharge of his/her responsibilities in the overall management of the day-to-day activities of the project. The PI will work closely with the NPD, the PM, staff from the Project team and other international and national consultants. Specific tasks include:

1. Undertake necessary translation/interpretation tasks assigned by the PM
2. Undertake preparation for project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings, etc. This also includes preparation of background materials for use in discussions and briefing sessions on project matter;
3. Logistical arrangements. This includes visa, transportation, hotel bookings for project staff, consultants and invited guests coming for project activities;
4. Assist in preparation of project work plan and reports;
5. Assist with project communication activities, including publications;
6. Assist with preparation of TORs and contracts for consultants/experts for project activities;
7. Carry out other relevant tasks as assigned by PM and NPD.

Qualifications

1. Good command of both written and spoken English and at least 3 years of working experience as an interpreter;
2. Strongly skilled in communication and diplomacy;
3. Good organizational capacity;
4. Good secretarial skills, knowledge in administrative procedures of the Government and other foreign organizations and at least 3 year experience related to project and administrative support activities;
5. Good practical computer skills in common office software programs (Windows, Microsoft Words, Microsoft Excel, power-point, email and internet);
6. Working knowledge of issues addressed by the project would be an asset;
7. Working experience with UN System agencies or other development agencies would be an asset.
Job Description for Project Secretary

Title: Project Secretary (PS)

Starting Date: As starting date of the project (full-time)

Duty Station: Hanoi, Viet Nam

Reporting line: Report directly to the Project Manager (PM)

Duties and Responsibilities

Under overall supervision of National Project Director, the PS will work under the direct supervision of and provide support to the PM in the discharge of his/her responsibilities in the overall management of the day-to-day activities of the project. The PS will work closely with the NPD, the PM, staff from the Project team and other international and national consultants.

Specific tasks include:

1. Provide necessary assistance in the operational management of the project according to the project document and the NEX procedures.
2. Draft correspondence on administrative and program matters pertaining to the Project Office responsibilities;
3. Undertake all preparation work for procurement of office equipment, stationeries and support facilities as required;
4. Undertake preparation for project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings, etc. This also includes preparation of background materials for use in discussions and briefing sessions on project matter;
5. Logistical arrangements. This includes visa, transportation, hotel bookings for project staff, consultants and invited guests coming for project activities;
6. Assist in preparation of project work plan and reports;
7. Be responsible for project filing system. This includes setting up the filing, numbering and filing all incoming and outgoing correspondence.
8. Prepare regular list of events for sharing of information within project staff and outside;
9. Take care of project telephone, fax, and email system;
10. Assist with project communication activities, including publications;
11. Assist with preparation of TORs and contracts for consultants/experts for project activities;
12. Carry out other relevant tasks as assigned by PM and NPD.

Qualifications

1. Good command of both written and spoken English and at least 3 years of working experience as a secretary;
2. Strongly skilled in communication and diplomacy;
3. Good organizational capacity;
4. Good secretarial skills, knowledge in administrative procedures of the Government and other foreign organizations and at least 3 years experience related to project and administrative support activities;
5. Good practical computer skills in common office software programs (Windows, Microsoft Word, Microsoft Excel, power-point, email and internet);
6. Working knowledge of issues addressed by the project would be an asset;
7. Working experience with UN System agencies or other development agencies would be an asset.
Job Description for Project Accountant (PA)

Title: Project Accountant/Administrative Assistant (PA)

Starting Date: As starting date of the project (full-time)

Duty Station: Hanoi, Viet Nam

Reporting line: Report directly to the Project Manager (PM)

DUTIES AND RESPONSIBILITIES

Under overall supervision of National Project Director, the PAA will work under the direct supervision of and provide support to the PM in the discharge of his/her responsibilities in the overall management of the day-to-day activities of the project. The PA will work closely with the NPD, the PM, staff from the Project team and other international and national consultants. The main duties of the Project Accountant/Administrative Assistant are as follows:

Planning

1. Participate in preparation of project work-plans
2. Prepare quarterly advance requests to get advance funds from UNDP in the format applicable.
3. Ensure a sufficient advance for activities in the planned quarter.
4. Assist the PM and NPD in project budget monitoring and project budget revision.

Accounting/ Reporting

1. Set up accounting system, including reporting forms and filling system for the project, in accordance with the project document and the NEX procedures.
2. Maintain petty cash transactions. This includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances.
3. Prepare cheques and withdraw money from the bank.
4. Prepare project financial reports and submit to PM and NPD for clearance and furnish to UNDP as required.
5. Enter financial transactions into the computerised accounting system.
6. Reconcile all balance sheet accounts and keep a file of all completed reconciliation.

Control

1. Check and ensure all expenditures of project are in accordance with NEX procedures. This includes ensuring receipts are obtained for all payments;
2. Check budget lines to ensure that all transactions are correctly booked to the correct budget lines;
3. Ensure documentation relating to payments are duly approved by NPD;
4. Discuss any potential problems with PM, bringing any actual or potential problems to the attention of the NPD;
5. Follow up bank transfers. This includes preparing the bank transfer requests, submitting them to the bank and keeping track of the transfers;
6. Ensure Petty Cash is reviewed and updated and records are kept up-to-date;
7. To continuously improve system & procedures to enhance internal controls are satisfy audit requirements.

**Bank reconciliation**

1. Bank statements should be collected from the banks on the 2nd working day of each month;
2. Bank accounts should be reconciled and reported on or before the 3rd of each month;
3. Prepare monthly bank reconciliation statements, including computation of interests gained to be included into reports.

**Inventory Register**

1. Maintain a proper inventory of project assets register, including numbering, recording, and reporting;
2. Maintain the inventory file to support purchases of all equipment/assets.

**Administration**

1. Maintain filing of financial documents;
2. Be responsible for planning and procurement of project stationary and office supplies;
3. Calculate and prepare staff time records;
4. Provide assistance to organization of project events, including workshops, seminars, and meetings.

**Undertake other relevant matters assigned by the PM and NPD.**

**QUALIFICATION**

1. University degree in accounting, finance or related fields;
2. Solid experience of budgeting, planning and reporting on foreign funded projects;
3. Good secretarial skills and good organizational capacity;
4. Knowledge in administrative and accounting procedures of the Government
5. Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), Vietnamese software ABC; and special accounting software.
6. Good knowledge of a computer-based accounting software is an advantage;
7. Appropriate English language skills, both spoken and written.