

PROJECT IMPLEMENTATION AGREEMENT

BETWEEN

DELFT UNIVERSITY OF TECHNOLOGY

AND

HANOI UNIVERSITY OF NATURAL RESOURCES AND ENVIRONMENT

AND

**UNIVERSITY OF TWENTE, FACULTY OF GEO-INFORMATION SERVICES AND
EART OBSERVATION**

AND

THUY LOI UNIVERSITY

ON THE PROJECT:

**"CLIMATE PROOF VIETNAM – EDUCATING TOGETHER FOR SUSTAINABLE
CHANGE IN THE VIETNAMESE DELTAS"**

(OKP-ICP-VNM-103137)

THIS PROJECT IMPLEMENTATION AGREEMENT, HEREINAFTER REFERRED AS “AGREEMENT”, ESTABLISHES A COOPERATION BETWEEN DELFT UNIVERSITY OF TECHNOLOGY (TU DELFT), HANOI UNIVERSITY OF NATURAL RESOURCES AND ENVIRONMENT (HUNRE), UNIVERSITY OF TWENTE, FACULTY OF GEO-INFORMATION SERVICES AND EARTH OBSERVATION (ITC TWENTE) AND THUY LOI UNIVERSITY (TLU), HEREINAFTER THE REFERED AS “THE PARTIES”, ON THE INSTITUTIONAL COLLABORATION PROJECT CALLED “CLIMATE PROOF VIETNAM” (OKP-ICP-VNM-103137), HEREINAFTER REFERED AS “THE PROJECT”,

WHEREAS

- within the framework of the Dutch government funded Orange Knowledge Programme (OKP), TU Delft, HUNRE, ITC Twente and TLU, hereinafter “The Consortium”, submitted a proposal this project on 1 Nov 2018 and Nuffic on behalf of the government of the Netherlands, has granted a subsidy (Grant letter: OKP-ICP-VNM-103137) on the 17th of December 2018 to TU Delft for the implementation of the project in the time frame 1st of January 2019 to 31st of December 2021; and whereas
- TU Delft, HUNRE, ITC Twente and TLU jointly developed a proposal for an institutional collaboration project to upgrade the education and research on the topic of Integrated Water Resources Management (IWRM) in Vietnam – this was formalised in a Letter of Intent signed by the four parties;
- the consortium in this OKP project forms a partnership which aims with support of the project funds, to implement an institutional collaboration project with HUNRE, ITC Twente and TLU, in which InNET (training institute for professionals) is a beneficiary in terms of the use of course materials and curricula produced within this project to also reach the professionals in the field.

This agreement aims to provide the following:

- The necessary capacities and resources will be made available in timely and effective manner to ensure the success of the development and implementation of the three outputs;
- Promote transparency in the work of the consortium and the parties;
- Encourage communications and exchange of ideas to promote good working relations between the parties;
- Ensure the continuity and sustainability of the OKP project by adhering to all agreements and commitments made to facilitate the implementation of the project regardless of future changes in project leadership structure.

I. PURPOSE AND SCOPE

The purpose of this agreement is to clarify the specific obligations of each party implementing the project, to outline the procedure for reporting as well as the foreseen measures, for the proper performance of the project, and to ensure the commitment of all parties, with respect to the rules of the OKP program and guidelines.

The OKP project must contribute to the following **objective**:

- Ensure availability of and sustainable management of water for all (SDG6).

And the project must contribute to the following **long-term impact**:

- Water is used sustainably and equitably, ensuring the needs of all sectors and the environment;
- Water efficiency in agriculture is increased.

This will be achieved by the following **outcomes**:

- The universities in Vietnam and in The Netherlands perform better their core tasks, firmly embedded in their environment (in line with country/regional specific labour market needs & aiming at inclusiveness).

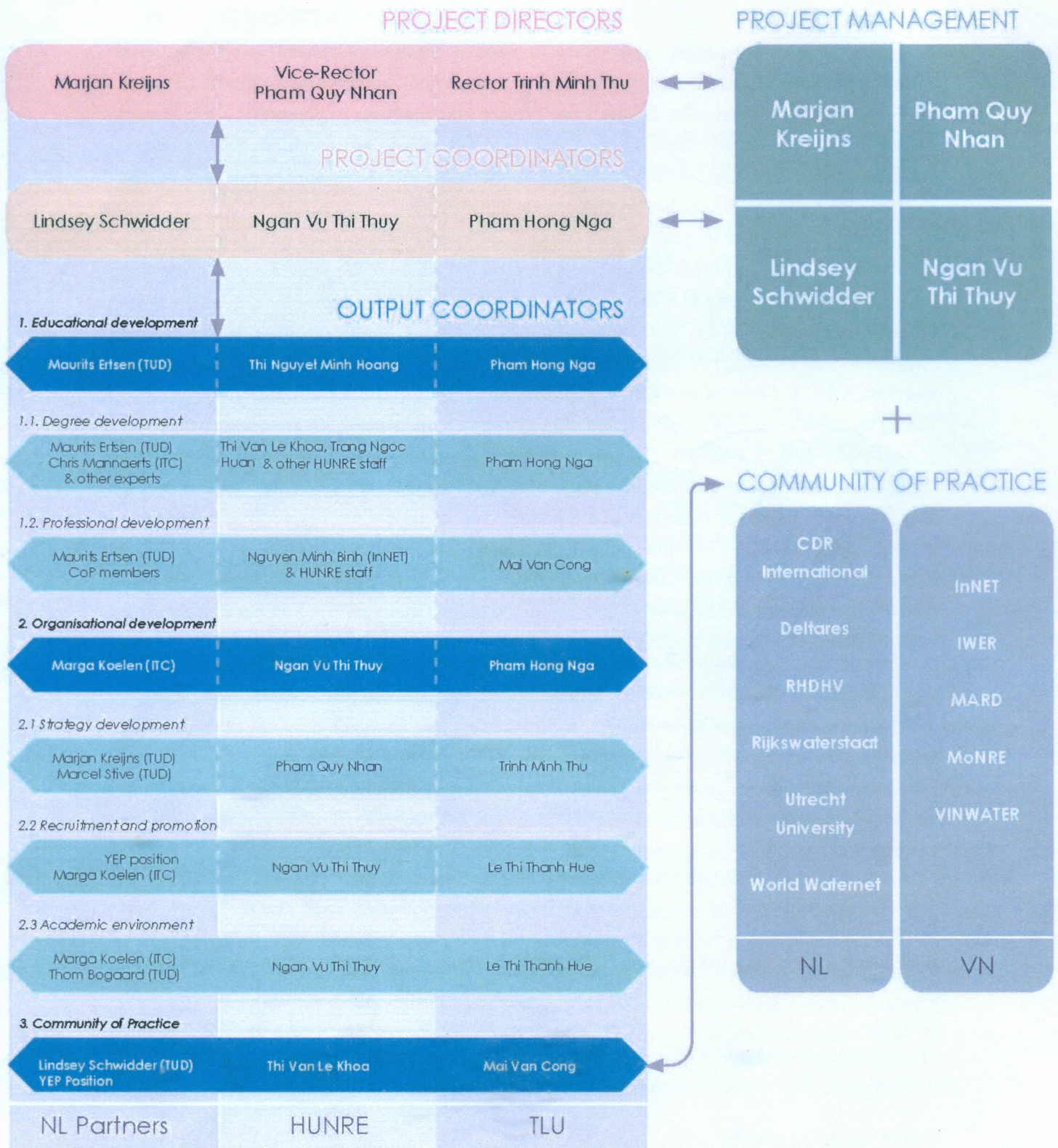
To that end, the following three outputs must be achieved by the parties:

- 1) *Educational development*: Strengthening the curriculum at HUNRE and TLU in the field of Integrated Water Resources Management (IWRM) and on specific challenges for the deltas, e.g. subsidence, flood management, food production, saltwater intrusion and groundwater use. Next to the technical knowledge, specific attention will be paid to the practical knowledge (data collection and field studies/research) as well as applying GIS and remote sensing for data collection. Complemented by other relevant skills and topics, such as governance, finance, gender-issues and developing entrepreneurial skills. Next to improving the education for students and strengthening the capacity of the staff, specific focus will be given to the training of the current professionals in the field/the provinces. In the training for professionals, an important role will be laid out for the Southern branch of TLU and InNET to include the actors in the Mekong delta.
- 2) *Organisational development*: Besides focusing on the educational dimension, an important precondition for sustainable change is strengthening the organisational capacity of the universities. This goes beyond the level of education, but focuses on the preconditions/enabling environment: future strategy of the university, finance system, international exchange/cooperation, laboratory equipment, online learning and library improvements/international access to literature and the development of more marketing and promotion activities to ensure sufficient enrolment of students. Both HUNRE and TLU struggle with their internal processes, accreditation and in making strategic choices to climb the international university rankings and improve as a whole.
- 3) *Community of Practice*. In order for this proposal to have a societal and environmental impact, a deliberate choice was made to involve the labour market. By organising a so-called Community of Practice (“CoP”) around the private sector, the vital ministries and their universities, we include more practical/real-life case and offer students the opportunity to go in to the field and do internships. This will increase the knowledge and skills of the students and improve their system understanding and ability to look beyond their own field of expertise. The CoP deliberately consists of a diverse range of partners (e.g. public and private, Vietnamese and Dutch) and a diverse range of expertise (e.g. technical, engineering, gender, governance and finance) and influence (for example InNET will have a direct influence on the current professionals in the field).

II. RESPONSIBILITIES

To ensure an effective cooperation between the parties, each of them strives to carry out their responsibilities as follows:

- TU Delft and the Consortium will conduct the activities as described in the approved project proposal document(s) including approved budget and will lead and coordinate such activities with all parties involved in the project.
- HUNRE and TLU will support the Consortium in the implementation of the project by committing all necessary resources (staff, time and in kind contributions) that are instrumental to the achievement of the specific goals and to the implementation of the activities described.
- Course materials will be developed by faculty staff of HUNRE and TLU with assistance of the Consortium and will be made available in the language of their choice (Vietnamese and/or English) and in electronic format.
- The internal organisational chart for this project is given below. In case replacement of a member his or her position is necessary, it will be announced in advance and discussed with the project manager.
 - The organisational structure consists of three project directors who support and guide the project and three project coordinators, including the project manager. For each of the three outputs stated above, a joint project output coordinator has been assigned.
 - The project management and administration consists of the project manager of the Consortium and two local project coordinators, one for each party. The project manager, from TU Delft, is responsible for the overall planning and content and is also responsible for the administrative and financial management of the project and reporting to the NUFFIC. The local project coordinators are responsible for the local audit, local administration and coordinate their respective party locally, to prepare for the annual reporting.
 - The CoP members will provide feedback to the universities and bring in real-life cases as well as internship opportunities to increase the linkages with the labour market. The CoP members will for example give guest lectures, provide feedback on the curriculum, invite staff and students to project sights as well as broaden the curriculum by also touching upon non-technical subjects such as governance and finance. Their contribution will largely be in-kind. In case a more dedicated effort from a specific CoP member is required as indicated by the Vietnamese partners (such as a training), the project management team will discuss this and make a subcontract with this CoP member.



III. COMMUNICATION

- A mission plan for the second year will be drafted by the end of the first year. It includes missions from the NL partners to Vietnam and from the Vietnamese parties to the Netherlands or Europe and will be drafted by the local project managers and approved by the project coordinators. The mission plan will also include a list of relevant conferences and events related to IWRM in the region, of which possibly members of the project could attend. A new mission plan for the third year will be prepared in similar ways.
- The project coordinators and the project output coordinators tend to meet on a bi-annual base or more frequent, to determine the progress, discuss the status of the project and to determine future plans and strategies in which concrete action points are formulated to take action in the succeeding months. The CoP members will have a meeting (may also be via skype/videoconferencing) on an annual base to discuss and share opportunities for research, internships and provide feedback on the curriculum.
- Based on these meetings, briefing notes will be prepared and distributed to all members in the project by the project manager. The briefing notes is a working document containing the latest agreements, strategies and action points. The action points are dedicated to the output coordinators or individual members of the project. The members are responsible to keep the project manager updated with the status of the action point.
- Project output coordinators leaders participate in relevant meetings in Vietnam and in the Netherlands. A short update is sent by e-mail to the project manager, who on her place, keeps track of the activities in the briefing notes.

IV. ADMINISTRATION

- TU Delft is accountable to OKP NUFFIC for the correct and complete financial administration of the project.
- Local administration is done by the local project manager from each respective party. Time spent by the project management coordinator can be reimbursed according to following budget.

PMA-HUNRE per year:

Project manager:	<i>Pham Quy Nhan</i>	24 days * 300 E =	7200
Administration and financial manager:	<i>Vu Thuy Thi Ngan</i>	24 days * 200 E =	4800
	(in-kind contribution)		
Office costs (e.g. printing, photocopying, office supplies, communication, transportation) Workshops, coffee/tea breaks, diners			1000
TOTAL costs (in EURO)			13000
Total amount paid by project			8200

- Expenditures that result from one of the three outputs that are locally paid by HUNRE and TLU and can be reimbursed with supporting documents at TU Delft by HUNRE and TLU.
- Payments from TU Delft to HUNRE on project management will be done based on actual expenditures with supported document (e.g., receipts and time sheets). For the project output

number 2, the project manager will have to approve acquisitions beforehand. In case of travel, the project manager will have to approve itineraries, costs of tickets and per diems, prior to the travel.

- An advance payment will be transferred from TU Delft to HUNRE at the start of the project in 2019. Once this amount is depleted, a new advance payment will be transferred as long as the overall budget of the project allows so.

V. REPORTING

- The parties must jointly report on the progress of the project using the annual report format prescribed NUFFIC in the OKP guidelines and by the following schedule:

Report	Reporting period	Deadline	Incl. audit report
Impact, outcomes, outputs and indicators are completed in online tool;	n.a.	31 March 2019	n.a.
Annual report 1	1 January 2019 – 31 December 2019	31 March 2020	Yes
Annual report 2 (including results mid-term evaluation)	1 January 2020 – 31 December 2020	31 March 2021	Yes
Annual report 3 / Final report (including results final evaluation)	1 January 2021 – 31 December 2021	31 March 2022	Yes
Ex-post project			
Report 1 on impact indicators	1 January 2022 – 31 December 2022	31 March 2023	No
Report 1 on impact indicators	1 January 2023 – 31 December 2023	31 March 2024	No
Report 1 on impact indicators	1 January 2024 – 31 December 2024	31 March 2025	No

- Annual reports are to be signed by the project coordinators of each party.
- Each team member dedicated time to deliver input for reporting. The local project manager is responsible for the gathering of input of their members university.

VI. TERMS OF UNDERSTANDING

The term of this agreement is for a period of three years from the effective start date of the project and may be extended upon written mutual agreement. It shall be reviewed at least insert how often, usually annually to ensure that it is fulfilling its purpose and to make any necessary revisions.

Either organization may terminate this agreement upon thirty (30) days written notice without penalties or liabilities.

AUTHORISATION

The signing of this agreement is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the agreement. On behalf of the organisation I represent, I wish to sign this agreement and contribute to its further development.

Done in Hanoi on the 9th of April 2019 in four (4) originals, in the English language, during the Intergovernmental Committee (IC) meeting in the presence of Minister Van Nieuwenhuizen (Ministry of Infrastructure and Water Resources Management) and Minister Tran Hong Ha (Ministry of Natural Resources and Environment, Vietnam).

DELFT UNIVERSITY OF TECHNOLOGY



Represented by Marjan Kreijns
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UNIVERSITY OF TWENTE



Represented by prof. dr .ir. A. Veldkamp
Dean of the faculty ITC

**HANOI UNIVERSITY OF NATURAL
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THUY LOI UNIVERSITY



Represented by Prof. Trinh Minh Thu
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