



## INDEPENDENT CONSULTANT SCOPE OF WORK

Consultant to develop a Guideline for planting 7 popular species of tree<sup>1</sup> in the production forest of Hoa Binh province

<b>Consultant Name:</b> (Last, First)	<b>Position:</b>	Consultant to develop a Guideline for planting 7 popular species of tree in the production forest of Hoa Binh province	
<b>Project Name:</b>	USAID Sustainable Forest Management		
<b>Billing Code:</b>	3.2.1.3	<b>Contract No:</b>	72044020F00002
<b>Period of Performance:</b>	From 1 July 2022 to 31 August 2022		
Travel Days:	4 (2 trips)		
Workdays (in field):	3 (2-day field trip, 1-day consultation meeting on the draft Guideline)		
Remaining Workdays: (Research, Report Writing)	22		
<b>Total Level of Effort:</b>	25		
<b>Evaluator:</b>	Management Board of VFBC Project in Hoa Binh and DAI		

### A. DAI ORGANIZATION AND VALUES

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

### B. PROJECT BACKGROUND

The USAID Sustainable Forest Management Project (the Project) will work with the Government of Vietnam (GVN) to reduce carbon emissions associated with deforestation, the degradation of natural forests, and poor plantation management. The Project will implement a “Green Prosperity” approach that strengthens local communities’ ability to protect their natural resource base and reduce emissions while building a strong foundation for sustainable livelihoods and equitable economic growth.

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<sup>1</sup> Keo (Acacia), Bương, Luồng (Bamboo- *Dendrocalamus velutinus*, *Dendrocalamus barbatus*), xoan (Persian lilac, *Melia azedarach*), bạch đàn (Eucalyptus), sưa (*Dalbergia tonkinensis* or *Dalbergia Odorifera*), mỡ (*Manglietia insignis*), lát (*Chukrasia tabularis*). **Consultant will discuss with Hoa Binh Forest Protection Department (FPD) to identify the exact sub-species which are popularly planted in Hoa Binh province.**



The Project will work in seven provinces (Lao Cai, Son La, Hoa Binh, Thanh Hoa, Nghe An, Quang Tri, Quang Nam) and focus on five objectives:

1. Improve and expand community forest management
2. Increase conservation-friendly enterprises in forest-dependent communities
3. Increase functionality of law enforcement system for forest crimes
4. Improve production forest management practices
5. Mobilize domestic resources for forest management and protection

The Project is being implemented during the period 2020-2025 by DAI in collaboration with RECOFTC and Preferred by Nature as partners, with the Ministry of Agriculture and Rural Development (MARD) as the counterpart and the Management Board of Forestry Projects (MBFP) as project owner.

## C. DESCRIPTION OF CONSULTANCY SERVICE

### I. BACKGROUND AND RATIONALE

Hoa Binh province has a total area of over 459,000 ha of forest, of which forestry land occupies over 298,000 ha (equivalent to nearly 65%). Production forest is planned for over 149,000 ha, equivalent to 51.7% of the land assigned for forestry with: over 28,000 ha of natural forest, over 69,000 ha of plantation forest and over 51,000 ha of un-forested land. This is a good potential for the province to develop its forestry sector, create additional jobs and incomes for a large part of its rural populations, making contribution to the objectives of poverty reduction, economic development and security.

On 30 July 2020, the Provincial Party's Executive Committee of Hoa Binh issued its Resolution No 27/NQ-TU on the development of Hoa Binh's production forest until 2025, vision to 2030. The Resolution set the specific targets of: To 2025: maintaining the forest coverage of over 50%; converting 3,000 ha of small-timber forest to large-timber forest, newly planting 6,000 ha of intensive-plantation forest and large-timber forest using high-quality seedling; 50% of the forested areas is FSC certified. To 2030: over 90% of the production plantation forest is large-timber forest; reducing the area of unforested forest land to below 10% of the land assigned to forestry; over 80% of the production forest is FSC certified; forestry sector to contribute 20% of the incomes from agriculture – forestry – fishery sector.

To implement the Party's Resolution, Hoa Binh PPC promulgated the Plan for Sustainable Development of Production Forest to 2025, Vision to 2030 (Decision No 3229/QĐ-UBND dated 23 December 2020). The Plan lists out a series of important tasks, the underlying ones include management mechanisms, selection of seedling, support producing high-quality seedling; implementing investment support policy to promote long-cycled and large-timber forest; converting small-timber to large-timber forest; building capacity for forest producers.

To support organizations, households and individuals in developing production forests, meeting the demand for raw materials of the province's wood processing industry and the requirements of forestry economic development in the direction of improving productivity, quality, value of production forests, and enhancement of added value for wood and wood products processing, the USAID-funded Sustainable Forest Management Project will support the Department of Agriculture and Rural Development (DARD) of Hoa Binh province (with Hoa Binh Provincial Forest Protection Department as the focal point) to develop and promulgate a Technical Guideline on planting and caring for 7 species of trees in the province. The 7 species include: **Acacia (keo)**, **bamboo (bương, luồng - *Dendrocalamus velutinus*, *Dendrocalamus barbatus*)**, **Persian lilac (xoan - *Melia azedarach*)**, **Eucalyptus (bạch đàn)**, ***Dalbergia tonkinensis* or *Dalbergia Odorifera (sưa)***, ***Manglietia insignis (mỡ)***, ***Chukrasia tabularis (lát)***.

DAI will recruit 01 consultant to support Hoa Binh FPD to develop the Guideline mentioned above and submit to Hoa Binh DARD for approval and application in the whole province.

Related to MEL Plan, this activity will contribute under Objective 3 to: i) ID3: number laws, policies/ plan, regulations, or standards developed; ii) ID7: projected ton CO<sub>2</sub> reduced; and ID8: number of hectare forest improved.

## **II. OBJECTIVES OF THE ASSIGNMENT**

### **2.1. Overall Objective**

This consultancy assignment aims to support Hoa Binh FPD to develop a “**Guideline on planting and managing of seven (7) tree species**”, which is adaptable with the province’s practical conditions, making contribution to the implementation of the PPC’s Plan for Sustainable Development of Production Forest to 2025, Vision to 2030 (Decision No 3229/QĐ-UBND dated 23 December 2020) and responsive to the needs of forest producers in Hoa Binh province.

### **2.2. Specific Objectives**

1. Conduct a brief assessment of the current status of planting and caring the 07 mentioned tree species in Hoa Binh province.
2. Develop a draft of the technical guideline on planting and management for each of the seven tree species in the plantation production forest in such a way that is compatible with their growing cycles.

## **III. TASKS OF THE CONSULTANT**

The consultant will work closely with Hoa Binh FPD and DAI when carrying out the consultancy assignment.

### **3.1. Brief assessment of the current status of planting and management of the 07 mentioned tree species in Hoa Binh province**

1. Discuss with Hoa Binh FPD to **correctly identify the species and sub-species** that need to be included in the Guideline.
2. Prepare for and implement field data collection and survey: collect and study secondary data; discuss with Hoa Binh FPD and DAI to develop the Inception Report (which includes the field survey plan, outline of the assessment report, outline of the Guideline); Collect data and information in selected typical areas of Hoa Binh provinces).
3. Develop a thematic report, which include the following key contents:
  - General/brief assessment of the development of plantation production forest in Hoa Binh, focusing on the seven mentioned species.
  - Description of the topography and identification of areas favorable for the development or comfort zone of the mentioned seven tree species.
  - Identification of species that should be intensively cultivated in the topographical conditions of Hoa Binh province.
  - Rough estimation of how many hectares of plantation forest would be improved (ID8) and projected ton CO<sub>2</sub> would be reduced (ID7) in 2025 - 2030 if the Guideline is applied.

### **3.2. Development of the “Guideline on planting and management of seven (7) tree species” in Hoa Binh province**

- Using the secondary data from verified and approved sources (such as technical guidelines promulgated by authorized bodies) and reliable sources (such as thematic reports, agroforestry guidelines introduced by reputable institutes) to develop the draft guideline for planting and caring of each of the mentioned species with appropriate forestry techniques, in which:

- **Six species** of Acacia (keo), Persian lilac (xoan - Melia azedarach), Eucalyptus (bạch đàn), Dalbergia tonkinensis or Dalbergia Odorifera (sưa), Manglietia insignis (mỡ), Chukrasia tabularis (lát): planting and management techniques for each species
- **Bamboo** (bương, luồng - Dendrocalamus velutinus, Dendrocalamus barbatus): in addition to the planting and management techniques, add harvesting techniques.
- Propose the Agenda of the technical consultation meeting on the draft Guideline; attend, present and collect comments to the draft Report and Guideline; finalize the Report and Guideline.
- Hand over the Report and Guideline to Hoa Binh FPD, who in turn submit them to Hoa Binh DARD for reviewing, signing and promulgating.

#### D. CONSULTATION TIME (LOE) AND DELIVERABLES

The consultant is expected to start on 1 July 2022 and complete his/her work by 31 August 2022. Specifically:

#	Activities	Deliverables	LOE	Deadlines
1	Collect, review related documents	-	5	8 July 2022
2	Develop Inception Report: 1) Field trip plan; 2) Outline of the Report (max 2 pages); 3) Outline of the Guideline (max 2 pages)	Deliverable 1: Inception Report	2	15 July 2022
3	Conduct field trip in Hoa Binh	-	2	31 July 2022
4	Consolidate, analyze collected data; Draft the Assessment Report and Guideline	Deliverable 2: Draft Assessment Report Deliverable 3: Draft Guideline	11	19 August 2022
6	Prepare for and attend a consultation meeting on the draft Report and Guideline: present the drafts; collect and response to comments	-	2	26 August 2022
7	Finalize and submit the Assessment Report and the Guideline	Deliverable 4: Assessment Report (final) Deliverable 5: Guideline (submitted to DARD)	3	31 Aug 2022
<b>TOTAL</b>			<b>25</b>	

**Remark:** All deliverables are submitted in Vietnamese.

#### E. QUALIFICATIONS

Criteria	Description
Nationality	Vietnamese



Criteria	Description
Decree	Expert of forestry, silviculture, forestry economics and related fields. Minimum master's degree. Priority is given to candidates with PhD degree.
Professional experience	<ul style="list-style-type: none"> <li>- Have at least 10 years of experience in forestry, silviculture, forestry policies</li> <li>- Have profound knowledge and experience in production forest development.</li> <li>- Have conducted surveys, studies, guidelines on silviculture; planting, caring and managing production forests, especially plantation forests in the Northern mountainous provinces.</li> <li>- Priority is given to candidates with experience on the development of production forest in Hoa Binh province.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>- Good skills in using Microsoft office applications</li> <li>- Familiar with group work, coordination with concerned stakeholders.</li> <li>- Good skills in analyzing statistical data; synthesizing and writing assessment report.</li> <li>- Good presentation and facilitation skills.</li> </ul>

The consultant will sign a contract with DAI and implement the contract under the supervision of DAI and VFBC Project in Hoa Binh. All deliverables must be assessed and approved by DAI and VFBC Project in Hoa Binh before making the final payment.

## F. HOW TO APPLY AND REQUESTED DOCUMENTS

Individual interested candidates are requested to submit:

- Updated CV in English or Vietnamese
- Cover letter in English or Vietnamese indicating why the applicant is suitable for this position along with current contact details of at least three referees in English or Vietnamese
- Scanned copy of related degrees
- Similar consultancy projects/reports completed before either in English or Vietnamese

via email to our recruitment email at **VietnamSFM@dai.com**. Please quote the position title in the subject line: **“Candidate’s full name \_ Planting techniques \_ Hoa Binh”**

**Deadline for application: 5.00 p.m. (Hanoi time), 17 June 2022**

**Remark:** *If being recruited, the candidate will have to provide DAI with a release letter with authorized signature and stamp from current employer to certify that candidate will not receive salary from current employer during the implementation of this consultancy assignment or candidate commits to carry out this assignment outside his/her normal working hours. This release letter is required for candidate **who are currently working for government agencies only.***

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*DAI is an equal opportunity/affirmative action employer with a commitment to diversity. DAI does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, veteran status, or other non-merit factor.*