

INDEPENDENT CONSULTANT SCOPE OF WORK

Name: (Last, First)		Position Title:	Monitoring, evaluation, and learning (MEL) short-term consultants
Project Name:	USAID Sustainable Forest Management		
Billing Code:	3.1.7.3	Contract No:	72044020F00002
Period of Performance:	From March 2023 to August 2023		
Evaluator:	MEL team		

A. 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.

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 will be 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.

B. DESCRIPTION OF CONSULTANCY SERVICE

1. Background

After 2 years of project implementation, the Project needs to develop a database of the beneficiaries to improve the accuracy of information and data analysis to better inform activity planning and decision-making. The Project seeks 2 STTA consultants based in Hanoi to complete the following tasks.

2. Tasks

MEL consultants are required as a minimum to conduct the following tasks:

1. Carry out data entry into the Project MEL systems and data analysis under the authorization and quality control by the assigned MEL supervisor.
2. Support to examine the evidence and documentation of training attendants.
3. Assist MEL team in documentation filing, and internal knowledge management.
4. When necessary, translate documents and training materials from English to Vietnamese and vice versa.
5. Perform other duties as assigned.

3. Location

The MEL consultants will be based in the Project’s Hanoi office with travel to provinces if required. The consultants will be directly supervised by the MEL Director.

4. Level of Effort (LOE) and Deliverables

The assignment will be taking place from March to August 2023 with the estimated LOE days below:

#	Activities	Outcomes	Estimated LOE (days)	Deliverables	Deadline
1	Data entry and data analysis	Database of the beneficiaries and trainees	67	Monthly report	Per request of direct supervisor
2	Support to examine the evidence and documentation of training attendants.	Completed random check forms	21		
3	Assist MEL team in documentation filing and internal knowledge management	The documentation in SharePoint with confirmation from MEL team	11		
4	Translated documents from English to Vietnamese and vice versa	Translated document	5		
Total		104			

Note:

- The above LOE days are estimated. Payment will be upon actual working days presented on consultant timesheets certified by consultant’s supervisor or assigned project staff and satisfactory level of work quality.
- Each consultant is required to submit monthly reports on the last working day of the month which presents tasks carried out during the month with outcome evidence if needed. The reports should also be approved by the consultant’s supervisor or assigned project staff.

5. Qualifications

- Bachelor’s degree in social science, forestry, economics, and other related fields. Fresh graduates are encouraged to apply.
- Experience in Excel skills, statistical analysis, data collection, and research is an advantage.
- Strong ability to pay attention to details, creative and proactive.
- Good writing, speaking, and reading skills in English and Vietnamese.
- Strong interpersonal, communication and collaboration skills are preferred

C.HOW TO APPLY AND REQUESTED DOCUMENTS

Interested candidates are requested to submit:

- A CV in English
- A cover letter in English indicating why they are suitable for this position
- Scanned copy of the related degrees

To our recruitment email at VietnamSFM@dai.com. Please quote the position title in the subject line: “Candidate’s full name _ MEL STTA”

Deadline for application: **5.00pm (Hanoi time), March 1, 2023**

To learn more about DAI, please visit our website: <https://www.dai.com/>



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