



Working together to
conserve biodiversity in
national parks and nature
reserves in Viet Nam.

SCOPE OF CONSULTANCY WORK

FORMING A MULTI-STAKEHOLDER DIALOGUE PLATFORM AND MULTI-STAKEHOLDER MANAGEMENT COMMITTEE (MSMC) IN PHONG NHA-KE BANG NP

Activity 7.2.1.2

1 BACKGROUND

The “USAID Biodiversity Conservation” activity is a 5 year-project starting from July 2020 to June 2025. The project aims to maintain and increase forest quality and protect and stabilize wildlife population in high conservation value provinces (Ha Tinh, Quang Binh, Quang Tri, Thua Thien Hue (TT Hue), Quang Nam, and Lam Dong). The project targets 14 special use forests (SUFs) and seven protection forests (PFs), linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam’s threatened and endemic species. In Quang Binh province, the project works at two sites, including Phong Nha-Ke Bang National Park (PNKB NP) and Dong Chau-Khe Nuoc Trong Nature Reserve (DCKNT NR). FFI will take the lead on and/or provide oversight over the project’s Strategic Approaches (SA) in Quang Binh Province, which are (1) Promote Conservation-Friendly Enterprises in Forest Dependent Communities; (2) Strengthen management of national parks and protected areas; (3) Increase functionality of law enforcement systems for forest and wildlife crimes; and (4) Reduce local demand for wildlife products.

SA2 aims to strengthen management of special use and protection forests in project provinces that includes the activity: *Establishing collaborative management in SUFs and PFs*. Under this activity the project will facilitate the establishment and operation of a multistakeholder dialogue platform that will allow various stakeholders to engage in the management of the SUF through the provision of advice and feedback to the management board. The shape, format, way of operating, and memberships will depend on the outcome of the consultation process.

The Project aims for communities to participate in the multi-stakeholder dialogue platform development process to the fullest extent possible. This includes forming an Inclusive Planning Group (IPG) with representatives of principal stakeholders, including at a minimum the SUF management board, the Forest Protection Department (FPD), and bufferzone communities, that guides the planning and implementation of the multi-stakeholder dialogue platform development process. The IPG has been established and will guide the mission described in this SOW.

The Project has developed a stepwise approach to forming such a dialogue platform. The first three steps include a stakeholder analysis, a conflict assessment, and finding common ground.

This SOW concerns the formation of the dialogue platform and a MSMC in PNKB and the preparation of an activity and support plan for the operationalization of the dialogue platform and MSMC.

2 PURPOSE AND OBJECTIVES

The purpose of this SOW is to form a multi-stakeholder dialogue platform. This will be achieved by the following four objectives:

- Objective 1:** To prepare and implement three key steps in the process of forming a multistakeholder dialogue platform.
- Objective 2:** To facilitate the formation of a multi-stakeholder dialogue platform and a multi-stakeholder management advisory committee (MSMC)
- Objective 3:** To draft an agreed activity and support plan for operationalization of the multi-stakeholder dialogue platform.

3 TASKS

Under the direction of the Project Manager and Technical Coordinator-PA in Quang Binh and technical supervision of the Project's SA2 Lead, in collaboration with the VFBC Project Management Board in Quang Binh Province, and in close coordination with the Inclusive Planning Group established for PNKBNP, the Consultant will conduct the following tasks:

- 1 Revise and detail the work plan in the technical proposal.
- 2 Prepare the tools to implement the assignment.
- 3 Implement at a minimum the three main steps of stakeholder analysis, conflict assessment and finding common ground.
- 4 Facilitate forming and operationalizing a multistakeholder dialogue platform. This includes
 - A Identifying dialogue platform members and facilitating agreement to form one. The agreement needs to be evidenced by one or more signed documents, for instance signed Minutes of Meeting or a Memorandum of Understanding. Signatories should include relevant government levels, such as Commune and/or District, to make the agreement binding.
 - B Drafting an activity and support plan of minimally six and maximally twelve months that will be agreed upon by all stakeholder and should reflect the participatory principles formulated by the Project, and should be accepted by all dialogue platform members and the USAID Biodiversity Conservation. Acceptance will be obtained in a workshop, which will also confirm the composition of the dialogue platform. The activity and support plan will include amongst others:
 - I A schedule of meetings or dialogues with main topics to discuss for at least three months.
 - II Capacity building plan for the members of the multi-stakeholder dialogue platform. Such capacity building will principally be provided by the Project, but can include support provided by others than the Project.

- III A plan to formalize the establishment and operation of the multi-stakeholder dialogue platform. This largely aimed at local and provincial government and can be supported by the Project.
 - IV Simple progress monitoring procedures using, where possible, participatory monitoring designs.
- 5 Draft a decision to form the MSMC including a regulation on its operation. Facilitate the consultation process to agree on the operation regularion and the approval process to form the MSMC. Approval should be evidenced by signed documents, such as Minutes of Meeting, or an initialled draft decision.
 - 6 Draft a mission report.

4 DELIVERABLES

Deliverables	Tasks included	QTY	When	Form
I Work plan and implementation tools	1, 2	1	Within three days after siging the contract	Electronic in Word, by email. In English and Vietnamese
II Workshop report	3	1	Not later than two months after signing the contract	Signed CV of candidate and letter of application. In Vietnamese
III Evidenced decision to form a multi-stakeholder dialogue platform.	4A	1	Not later than two-and-a-half months after signing the contract	Electronic in Word, by email. In English and Vietnamese
IV An activity and support plan	4B	1	Not later than two-and-a-half months after signing the contract	Electronic in Word, by email. In English and Vietnamese
V Evidenced acceptance by PPC of a draft decision on MSMC establishment, inclusive of a regulation on its operation.	5	1	Not later than four months after signing the contract	Electronic in Word, by email. In English and Vietnamese
VI Misson report	6	1	Not later than four-and-a-half months after contract signing	Electronic in Word, by email. In English and Vietnamese.

5 PERIOD OF PERFORMANCE

The assignment shall be completed within four-and-a-half- months after contract signing (from March to August, 2023).

6 REQUIRED PERSONNEL

Position	Role	Qty	Day
<i>Key position—</i> Teamleader: Natural resource management specialist	Responsible for process design and management, reporting. Inclusion of technical aspects of protected area management in roadmap and dialogue platform design; developing an operation regulation and a decision on MSMC establishment and facilitating the consultation and approval processes.	1	45
<i>Key position—</i> Social development specialist	Responsible for looking at livelihood aspects, incentives, and social and cultural factors. Ensuring full participation of all stakeholders in the process, bringing stakeholders together, including conflict management issues	1	30

PROFILE

Key position—Teamleader

Qualifications

- Minimally a university degree in forestry, natural resource management, conservation, or biology.
- Fluent in English.

Professional experience

- A minimum of ten years experience of working in nature conservation or bufferzone management.
- A minimum of 10 years of experience with managing multi-stakeholder processes.
- A minimum of ten years experience in donor projects.
- Demonstrable experience with working with rural communities.
- Experience with working in PNKBNP or in Quang Binh is an advantage.

Key position—Social development specialist

Qualifications

- Minimumally a university degree in social sciences, community development or similar.
- Fluent in English.

Professional experience

- A minimum of ten years experience working in nature conservation.
- A minimum of ten years experience working on sustainable livelihood development.
- A minimum of ten years working experience in conflict management issues, of which at five years practical conflict management in development processes.
- Demonstrable experience with leading multi-stakeholder processes.
- Demonstrable experience with working with rural communities .

7. CRITERIA FOR ASSESSMENT

Criteria	Maximum Score
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I KEY PERSONNEL	50
Team leader	30
Qualifications	3
Experience working in nature conservation	5
Experience with donor projects	2
Experience in protected area or bufferzone management	5
Experience with multi-stakeholder processes	10
Experience with rural communities and ethnic minorities	5
Social development specialist	20
Qualification	2
Experience in nature conservation	3
Experience in sustainable livelihood development	5
Working experience in conflict management issues	5
Experience with leading multi-stakeholder processes	2
Experience with rural communities and ethnic minorities	3
II TECHNICAL PROPOSAL	50
Technical quality of approach and methodologies for forming a dialogue platform	20
Technical quality of approach and methodologies for facilitating, drafting and deciding on a roadmap and work plan	20
Clarity of proposed level and intensity of participatory approaches and stakeholder engagement	10

8. HOW TO APPLY

Interested candidates are invited to submit curriculum vitae, interest letter, technical and financial proposal, statement of availability in English and Vietnamese to Ms. Le Hong Viet via email viet.hong.le@fauna-flora.org no later than 17h00 PM 28th March 2023.

The candidates submit:

- Curriculum vitae.
- Technical and Financial proposal (Please use the below templates and information in Annex 1 to structure the proposal)
- Statement of availability (annex 2)

Proposals can come from:

- An organization.
- A group of 2 individuals that submit proposals together.

Candidates will receive the Project's process design upon request.

The candidates on the shortlist will be invited for interview and assessed according to the criteria mentioned above;

Only candidates achieving the technical score of more than 70 through the interview will be assessed consultant daily rate follow the quality and cost base selection with the weight of technical and financial score 80/20

For more information about FFI, please visit <http://www.fauna-flora.org>

9.ANNEXES

Annex 1: TECHNICAL PROPOSAL CONSULTING SERVICES

To: Fauna&Flora International
(FFI-Viet Nam)

Project: USAID Biodiversity Conservation

Name of Package: Forming a multi-stakeholder dialogue platform and MSMC
in PNKBNP

Bid reference number:

Consultant's information:

I. Understand and interpretation the ToR

II. Main task and activities

III. Technical approach and methodology

Task	Methodology

IV. Work plan

The consultant can use the schedule of time according to the form below:

No.	Tasks/Activities	Tentative timeline	Man-day	Location	Travel day
I	Task 1				
1			
2			
...			
	Task 2				

II					
1			
2			
III	Task 3				
1	...				
2	...				

IV. Deliverable and timeline

No.	Deliverables	Timeline
1	Task 1days after signing the contract
2	Task 2days after signing the contract
3	Task 3days after signing the contract

VI. Financial proposal

Please kindly take the cost norm of WWF in the last page for reference when preparing the financial proposal. The financial proposal will be evaluate based on the best price offer which including all related cost to conduct this assignment as breaked down in below tables. Please also share this calculation on an Excel file for easer of reference and finance check.

Table 1: COST CALCULATION FOR PACKAGE

1. Consultancy fee	Unit	Q'ty	Unit price	Total
1.1 Team leader	Day			
Sub-Total				
2. Allowance & Accommodation				
2.1		...		

2.2		...		
...				
Sub-Total				
3. Travel & Transport Cost				
3.1 Vehicle lease/rent		...		
3.2 Other local transport (short-term, peak)		...		
3.3 Air-tickets		...		
Sub-Total				
4. Other costs				
4.1		...		
4.2		
Sub-Total				
...				
Total				
Local Taxes				
Grand total				

Table 2: DETAILED COST BREAKDOWN PER TASK

	Task/Activity	Unit	Q'ty	Unit price	Total
1	Detail the work plan in the technical proposal				
	Consultant 1-team leader	Day			
	Consultant 2	Day			
	Per diem	Day			
	Accommodation	Night			
	Car rental for ...consultants to ...	Trip			
	Airplane cost including taxi to the airport (roundtrip x pax/ trip) consultants x...roundtrip	Ticket			
	Other costs (if any)				
Sub- Total 1					
2	Prepare the tools to implement the assignment				
	Consultant 1-team leader	Day			

	Consultant 2	Day			
	Per diem	Day			
	Accommodation	Night			
	Car rental for ...consultants to ...	Trip			
	Airplane cost including taxi to the airport (roundtrip x pax/ trip) consultants x...roundtrip	Ticket			
	Other costs (if any)				
Sub-Total 2					
3	Implement at a minimum the three main steps of stakeholder analysis, conflict assessment and finding common ground.				
	Consultant 1-team leader	Day			
	Consultant 2				
	Per diem	Day			
	Accommodation	Night			
	Car rental for ...consultants to ...	Trip			
	Airplane cost including taxi to the airport (roundtrip x pax/ trip) consultants x...roundtrip	Ticket			
	Other costs (If any)				
Sub-Total 3					
4	Building on the results to facilitate forming a multistakeholder dialogue platform				
	Consultant 1-team leader	Day			
	Consultant 2	Day			
	Per diem	Day			
	Accommodation	Night			
	Car rental for ...consultants to...	Trip			
	Airplane cost including taxi to airport (roundtrip x ... pax/ trip) ... consultants x... roundtrip	Ticket			
	Other costs (If any)				
Sub-Total 4					

5	Draft a decision to form the MSMC including a regulation on its operation. Facilitate the consultation process to agree on the operation regularion and the approval process to form the MSMC				
	Consultant 1-team leader	Day			
	Consultant 2	Day			
	Per diem	Day			
	Accommodation	Night			
	Car rental for ...consultants to...	Trip			
	Airplane cost including taxi to airport (roundtrip x ... pax/ trip) ... consultants x... roundtrip	Ticket			
	Other costs (If any)				
Sub-Total 5					
6	Draft a mission report				
	Consultant 1-team leader	Day			
	Consultant 2	Day			
	Per diem	Day			
	Accommodation	Night			
	Car rental for ...consultants to...	Trip			
	Airplane cost including taxi to airport (roundtrip x ... pax/ trip) ... consultants x... roundtrip	Ticket			
	Other costs (If any)				
Sub-Total 6					
Total					-
Local taxes					
Grand total					

WWF's cost norm for reference:

Daily allowance:

Daily allowance 1 day = 02 lunches and dinners. If any meal was provided, it will be deducted from the daily allowance at the rate of 50% for 1 meal.

Location	Daily allowance (VND)
Cities and province	600,000
District, commune	350,000

Airport transfer fee:

Actual payment or following the norm below:

No.	Airport	Location	Cost norm for one way (from or to airport)
1	Noi Bai	Ha Noi	300,000
2	Vinh	Vinh City	95,000
3	Dong Hoi	Dong Hoi city, Quang Binh province	140,000
4	Phú Bài	Hue City, Thua Thien Hue province	230,000
5	Da Nang	Da Nang city	70,000
6	Chu Lai	Tam Ky, Quang Binh	405,000
7	Lien Khuong	Da Lat city	210,000
8	Tan Son Nhat	Ho Chi Minh city	130,000

Accommodation:

Location	Maximum rate/pax/night
Cities and province	1,350,000
District, commune	700,000
Support if staying at or relative's house friends'shouse	200,000

Annex 2: STATEMENT OF AVAILABILITY

I (We), the undersigned

.....

State that the proposed named expert(s) listed below is/are available to working for FFI as a consultantin Quang Binh from 2023.

No	Expert's Name	Title/Position	Duration
1			
2			
3			
...			

I (We) understand that failure to make the named expert(s) listed above available for the performance of the services may lead to the cancellation of the Contract if the justification provided for the personnel change is not accepted by FFI in advance

Signatures: _____

Date: _____