



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

TERM OF REFERENCES (TOR)

A trainer to conduct a training on proposal writing for biodiversity conservation in Quang Binh province.

1. PROJECT 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 13 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 and/or provide oversight (as per the contract) on all the project’s Strategic Areas (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 on wildlife products.

Under implementation of the activity group 7.1.2 - Capacity building for MBs of SUF/PFs belonging to the workplan 2023 of the USAID Biodiversity Conservation approved by MARD, FFI will organize *a three-day training course on proposal writing for biodiversity conservation* for staff of PNKBNP and DCKNTNR, Quang Binh province.

The TOR is to look for a suitable trainer to conduct above activity.

2. PURPOSE OF THE CONSULTANCY

Improve the capacity to write project proposals to support biodiversity conservation activities of PNKBNP and DCKNTNR.

3. TARGET GROUP

Around 17 trainees who are technical staff of science and international collaboration department of PNKBNP and DCKNTNR; and Environmental Education Department, Tourism Center, administrator of the park’s website, and rangers of PNKBNP; and Forest Protection Department.

4. TRAINING CONTENT

The training content will include, but not limited to the followings:

- The concept of the project and its components according to a logical framework; preparation work before writing the project; SWOT analysis of the organization;

- Introducing and using a logical framework to analyze an idea and convert it into a project proposal;
- Identifying the objectives, results, activities and indicators of monitoring and evaluation of the project;
- Synthesizing activities to implement when writing a project proposal;
- Writing context, purpose, and goals; describe the results of the project; development of target indicators, results, assumptions and monitoring and evaluation, financial plan;
- Practicing to write a proposal with key components based on the actual ideas of the departments/ units participating in the training class.

5. EXPECTED OUTCOMES

- A three-day training will be organized in 4/2023;
- Trainees will be equipped with skills in proposal writing to support biodiversity conservation;
- 03 samples of proposal are developed by the trainees according to the sample structure of a project proposal;
- Participants will receive certificates at the end of the training.

6. TASKS

- Being a trainer to conduct training contents indicated in the part 4 of the TOR and the result of the rapid need training survey conducted by FFI;
- Elaborating lectures, supporting documents, training agenda;
- Preparing material needs for practices;
- Collaboration with FFI's staff in Quang Binh and VFBC Quang Binh to conduct the training on time;
- Elaborating a training report in Vietnamese and English.

7. DELIVERABLES

Main deliverables are as follows:

- Final versions of lectures and supporting document (if yes) which are used by trainer for the training.
- Materials using for the training
- Final technical report of the training including results of trainee's pre-post survey.

8. SCOPES AND SCHEDULES

The training will last 3 days from 19-21/4/2023. Total working days of the consultant would be within 8 days.

No.	Contents	Format	Qty	Timetable
1	Preparing lectures in line with training agenda and supporting documents.	Digital version via email, physical copies in MS Word/ PPT in Vietnamese language	3 days	No later than 17/4/2023
2	Conducting the training in Dong Hoi city	Digital photos/ videos of the training activities	3 days	19-21/4/2023
3	Elaborating the final technical report	Digital version via email, physical copies in MS Word in both Vietnamese and English language	2 days	No later than 27/4/2023
Total			8 days	

9. QUALIFICATIONS

The consultant will have the following profile:

- A degree in Forestry, natural resource management, biology, or sociology, other relevant degrees;
- At least 5 years of experiences in conducting trainings on proposal writing related to forest and biodiversity conservation;
- Experience in writing proposals and support grantees to develop proposals for biodiversity conservation with evidence that the grants were awarded successfully is an asset;
- Working proficiency in spoken and written English is an asset.

10. ADMINISTRATIVE SUPPORT

FFI office in Quang Binh will support the consultants in preparing official dispatches/ document needs to organize the training on time.

FFI will be in charge of travelling and accommodation cost for the consultant under FFI's financial policies.

Potential candidate is invited to send CV, letter of interest and quotation in English and Vietnamese to Ms. Le Hong Viet via email viet.hong.le@fauna-flora.org no later than 17h00, 6th April 2023

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

FORM: STATEMENT OF AVAILABILITY

I (We), the undersigned

State that the proposed named expert(s) listed below is/are available to conduct trainings on proposal writing for biodiversity conservation in Quang Binh province in April 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: _____