



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 signing 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 April to September, 2023).

## 6 REQUIRED PERSONNEL

Position	Role	Qty	Day
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<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 10 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 10 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 5 years experience working in nature conservation.
- A minimum of 5 years experience working on sustainable livelihood development.
- A minimum of 5 years working experience in conflict management issues. Experience in practical conflict management in development processes is an advantage.
- Demonstrable experience with leading multi-stakeholder processes.
- Demonstrable experience with working with rural communities .

## 7. CRITERIA FOR ASSESSMENT

Criteria	Maximum Score
I KEY PERSONNEL	50

<b>Team leader</b>	<b>30</b>
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
<b>Social development specialist</b>	<b>20</b>
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
<b>II TECHNICAL PROPOSAL</b>	<b>50</b>
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](mailto:viet.hong.le@fauna-flora.org) no later than **17h00 PM 14<sup>th</sup> April 2023**.

The candidates submit:

- Curriculum vitae.
- Technical and Financial proposal (Please use the below templates and information in Annex 1 to structure the proposal)
- Agreement to establish a group of consultants (annex 2)
- Consultant's experience (annex 3)
- Statement of availability (annex 4)

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**

<b>Task</b>	<b>Methodology</b>

**IV. Work plan**

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

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

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

#### IV. Deliverable and timeline

No.	Deliverables	Timeline
1	<b>Task 1</b>	....days after signing the contract
2	<b>Task 2</b>	....days after signing the contract
3	<b>Task 3</b>	....days 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			
<b>Sub-Total</b>				
<b>2. Allowance &amp; Accommodation</b>				
2.1		...		
2.2		...		



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

**Table 2: DETAILED COST BREAKDOWN PER TASK**

	<b>Task/Activity</b>	<b>Unit</b>	<b>Q'ty</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	<b>Detail the work plan in the technical proposal</b>				
	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)				
<b>Sub- Total 1</b>					
<b>2</b>	<b>Prepare the tools to implement the assignment</b>				
	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)				
<b>Sub-Total 2</b>					
<b>3</b>	<b>Implement at a minimum the three main steps of stakeholder analysis, conflict assessment and finding common ground.</b>				
	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)				
<b>Sub-Total 3</b>					
<b>4</b>	<b>Building on the results to facilitate forming a multistakeholder dialogue platform</b>				
	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)				

<b>Sub-Total 4</b>					
<b>5</b>	<b>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</b>				
	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)				
<b>Sub-Total 5</b>					
<b>6</b>	<b>Draft a mission report</b>				
	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)				
<b>Sub-Total 6</b>					
<b>Total</b>					-
<b>Local taxes</b>					
<b>Grand total</b>					

**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 - AGREEMENT TO ESTABLISH A GROUP OF CONSULTANTS**

\_\_\_\_\_, date \_\_\_\_ month \_\_\_\_ year \_\_\_\_

Tender Ref: Consultancy to form the dialogue platform and the MSMC in PNKBNP

Project: \_\_\_\_\_ [insert name of the project]

- According to the request for proposals the bidding package \_\_\_\_\_ [insert name of the package] dated \_\_\_\_ month \_\_\_\_ year \_\_\_\_ [Date stated in the request for proposals];

We include:

Name of consulting group members \_\_\_\_\_ [insert name of each member]

Address: \_\_\_\_\_

Cel: \_\_\_\_\_

E-mail: \_\_\_\_\_

The parties (referred to as members) agree to sign an agreement to establish a consulting group with the following contents:

### **Article 1. General principles**

1. The members voluntarily form a consulting group to participate in the selection of requests for proposals in the bidding package \_\_\_\_ [insert name of the bidding package].
2. The members agree that the name of the consulting group for all transactions related to the bidding package is: Consulting group [insert name of team leader].
3. The members commit that no party can voluntarily participate independently or cooperate in any way with another party to participate in this bidding package.

### **Article 2. Assignment of responsibilities**

The members agree to take joint responsibility and separate responsibility for the implementation of the \_\_\_\_ [insert name of the bidding package] as follows:

1. The leading member of the Consultant Group (team leader)

The members agree to authorize \_\_\_\_ [insert name of one member] as the leading member of the Consultant Group, representing the Consultant Group in the following tasks:

[- Sign letter of interest;

- Sign documents for the transaction with the purchaser during the selection process, including the written request for clarification of the SOW and attached annexes (if any).<sup>(3)</sup>

2. Expected responsibilities of each member of the Consulting Group to implement the bidding package:

The participating parties are expected to assign responsibilities of each member as follows: \_\_\_\_ [insert expected main job content of each member, including the leading member].

### **Article 3. Effect of the agreement**

The Agreement takes effect from the date of signing and terminates in the following cases:

1. The consulting group may not be selected to implement the above-mentioned bidding package;

2. Cancellation of selection for bidding packages according to notices of the purchaser.

The agreement to establish the consulting group is made in \_\_\_\_\_ copies, each party keeps \_\_\_\_\_ copies with equal legal validity.

**Representative of the consulting group or all members**

**[Signature and full name]**

**ANNEX- 3 – CONSULTANT’S EXPERIENCE**

*Please list similar work packages done, if any, if not, skip this table*

Similar service packages are carried out by the Consulting Group, or by members of the Consulting Group. **(Each job/contract is presented in a separate table)**

Name of project	
Location	
Purchaser	
Bidding package name	
Contract prices	
Name of participating consultant group members:	
Role to participate in the bid (consulting group, independent consultant, member of a consulting organization)	
Contract performance time (insert according to the time specified in the contract; specify from date.... to date...)	
Summary of specific tasks performed by the consultant under the contract	

The consultant encloses copies of the Contracts listed above.

**Representative of the Consulting Group**

[Signature and full name]



**ANNEX 4: 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 consultant (s) .....in 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: \_\_\_\_\_