INDEPENDENT CONSULTANT SCOPE OF WORK

Name of consultant: (Full name)		**Title:**	Forestry Consultant
Project name:	USAID Sustainable Forest Management		
Budget line:	5.1.2.1	**Contract No.:**	72044020F00002
Duration:	April 15, 2024 – August 15, 2024		
Level of effort:	79		
Total level of effort:	79		
Supervisor	TBD		

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 is working in seven provinces (Lao Cai, Son La, Hoa Binh, Thanh Hoa, Nghe An, Quang Tri, Quang Nam) and focuses 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 MARD as the counterpart and the Management Board of Forestry Projects (MBFP) as project owner.

B. DESCRIPTION OF CONSULTANCY SERVICE

1. BACKGROUND

Son La province recently drafted a pilot proposal on trading forest carbon credits in Son La province until 2030 after the Prime Minister's visit to the province. The draft proposal has been sent to MARD and the Department of Forestry (DOF) for approval before being sent to the central level for approval, however DOF has suggested additional information related to the capacity of forests to reduce emissions and increase carbon storage in the province, identify province's contribution to National Determined Contributions (NDC) and net emission reduction to be available for trading/transfer. To carry out this activity, the Project needs to recruit a forestry consultant to work with a policy consultant and a GIS consultant to carry out this consultancy.

2. OBJECTIVES OF THE ASSIGNMENT

The main objective of this consultancy is to determine the base year emissions for the period 2010-2020, calculate the results of emission reduction from forests and forest land in Son La for the period of 2021-

2022 to consider the potential of transfer trading if any, and assess the potential for emission reductions from 2023-2030 under various interventions and according to 3 types of international carbon standards. The consultant also needs to update and provide additional information for the pilot proposal drafted by Son La, so that the Forest Protection and Development Fund of Son La province (FPDF) and the provincial forest protection department can submit the proposal for pilot of forest carbon credit trading for official approval from the government and carry out the plan to generate new income for the province.

3. TASKS OF CONSULTANT

3.1. PREPARE DATA AND PRELIMINARY REPORTS

The consultant together with two other members of the group will develop a preliminary report including a detailed work plan to work in Hanoi and Son La province (if any), as well as methodologies for calculation to get endorsement from Son La beneficiary and the project and Department of forestry (DOF) before carrying out the assessment. The preliminary report will identify methodologies, needs, data sources, and key products. The consultant group should also be responsible for reviewing existing data (from survey results, forest inventory, forest carbon reserve calculation) from previous years to provide input for calculation activities.

3.2. STAKEHOLDER CONSULTATION

Because the consultant will help to revise and update the pilot proposal on forest carbon credit trading in Son La province until 2030 to submit to the Department of Forestry - Ministry of Agriculture and Rural Development, and the Prime Minister for approval, so methodologies, calculations should be endorsed by the Department of Forestry. Therefore, the consultant group should actively consult with the Department of Forestry through a technical meeting before completing the preliminary report, the Department of Climate Change (if possible) on requirement for NDC's contribution to ensure that the calculation results are accurate and accepted by DOF.

3.3. ANALYSE CURRENT STATUS AND FOREST CARBON POTENTIAL OF SON LA

For completion of this assignment, consultant will need to do the following main tasks:

- Determine of baseline emissions for period 2010-2020
- Determine of the emission reduction results between 2021 & 2022 which can be qualified to apply for carbon credits in future
- Identify emission reduction potentials under different mitigation measures (as required in Circular No. 23/2023/TT-BNNPTNT on regulation, measurement, reporting and appraisal of greenhouse gas emission mitigation results and forestry greenhouse gas inventory for the period 2023-2030)t
- Develop a map of carbon stocks from provincial forestry activities for the baseline period of 2010-2020, the period of 2021-2022, and a map of forest carbon potential under various interventions in Son La from 2023 to 2030.

Calculation for all periods from 2010-2030 must be estimated for 3 international carbon standards including VCS-JNR Scenario 3, ART/TREES, FCPF.

a. Summarize of related data

To quantify the forest carbon potential of Son La, geospatial datasets including forest cover, forest carbon reserve, emission factors, maps, and information on forest owners by group (forest owners are organizations, forest owners are individuals or households), types of forests (natural, plantation forests or special-use forest, protection forest, production forest). The consultant should use emission factors data from forest survey results (2010, 2020), maps, activity data, and other published data for calculation. This assessment uses only existing secondary data and does not require the collection of new external data.

b. Conduct spatial data analysis

The consultant needs to collaborate with GIS consultant to conduct spatial data analysis (maps) to identify and develop a map of carbon emission of activities (REDD+) in the based period 2010-2020, emission reduction results in the period of 2021-2022, and estimate the forest carbon potential of Son La from 2023 to 2030 according to mitigation measures (in Circular 23/2023). Spatial analysis should be coordinated with relevant data to identify the following requirements:

i. Identify based emissions (2010-2020)

Based on the results of the national forest inventory for Son La province, the emission factor has been calculated for the province (if any) or for the Northwest region, annual forest cover change of the province, updated satellite images, the consultant group needs to calculate the province's emissions for the period 2010-2020 and the baseline emission for this period as the basis for calculation of the province emission reduction results and potential emission reductions for later years. The consultant group should develop a forest carbon storage change map for based period from 2010-2020.

ii. Determine potential emissions reductions and carbon credits (2021-2022)

Based on existing data, the advisory group needs to calculate annual emission reductions Son La province has achieved in 2021 and 2022. This emission reduction is calculated by comparing emission of the year 2021-2022 with based emission between 2010 to year 2020 and estimate potential carbon credits that the province could obtain if trading. The amount of carbon credits needs to be calculated according to VCS (VCS-JNR scenario 3) standards to apply to voluntary carbon markets, ART/TREES and FCPF standards to apply to transfer emission reduction results. The emission reduction results should then be identified by groups of forest owners (forest owner group I and II) and by types of forest (plantation vs natural forest, protection forest, special use forest vs production forest) to show Son La province clearly whom and potential forest can have credits for transfer transactions. In addition, the consultant group should develop maps of emission reduction results by natural forests vs plantations, protection forests, production forests and special-use forests, as well as by groups of forest owners (group I and II).

iii. Identify emission reduction potential (2023-2030)

For each mitigation measure (according to Circular No. 23/2023/TT-BNN &; PTNT) and according to available and appropriate information provided by Son La provincial partners, the consultant team should calculate the province's potential emission reduction from year 2023 to 2030 according to 3 international carbon standards including VCS-JNR scenario 3, ART/TREES, FCPF, identify priority areas with high emission reduction for transaction / transfer or trading of emission reduction results. The consultant group should also estimate the potential emission reduction map by forest type (plantation forest, natural forest, protection forest, production forest and special-use forest) and by forest owners group (I & II) according to data, and map provided by Son La province.

c. Develop maps and datasheets

Based on spatial data analysis, consultant will develop maps and data tables for the following issues:

- Develop change of carbon stock map for a based period 2010-2020 (as outlined in Section 3.3.b.i)
- Develop maps showing boundary of mitigation measures (according to Circular 23/2023/TT-BNN&PTNT).
- Develop emission reduction result map for the period 2021-2022 by forest type and forest owner group as outlined in section 3.3.b.ii
- Develop maps of potential emission reductions that can generate carbon credits in future for the period 2023-2030 by mitigation measure and classification according to administrative boundaries, forest types and forest owner groups as stated in Section 3.3.b.iii

d. Discuss the assessment results with stakeholders of Son La province

After the preliminary results are available, the consultant group should discuss with project stakeholders and Son La partners through consultation meetings to verify and refine the results and discuss the costs the province might have to implement mitigation measure to reduce emissions so that the province can prioritize mitigation measure and target to potential emission reduction. The outcome of the discussion will help define and revise the provincial scheme.

3.4. TRADING/TRANSFER OF EMISSION REDUCTION RESULTS FOR SON LA PROVINCE

Based on the analysis carried out under Activity 3.3, the consultant will propose a roadmap for trading/transferring emission reduction results by Son La province, including proposing implementation and investment plans for interventions in the period of 2024 to 2030. Recommendation should include:

a. Identify annual performance targets and potential emission reductions

Recommendation of prioritized mitigation measures to achieve major emissions reductions between 2024 and 2030. The consultant will estimate the annual emission reduction outcomes for each of these mitigation measures.

b. Determine the annual NDC contribution and deducted for risk

Under the regulations, provinces will be required to contribute a portion of the province's emission reduction results to Vietnam NDC. The consultant should estimate net emissions, and emission reduction available for trading/transfers after deducting expected contributions to NDC, and assess risks and other relevant factors that may affect future carbon trading/transition. After identifying contribution to NDC, the consultant should recommend which forest in the province (if possible to classify by type of forest such as protection, special-use, production forest or, plantation, natural forest and by administrative boundaries) should be reserved for NDC contribution. In addition, the consultant should exclude regions that have committed to transfer emission reduction results (if any). Consultant can talk to stakeholders such as MONRE, DONRE or Department of Forestry to estimate provincial contributions to NDCs.

c. Propose solutions for trading/transactions/transfers resulting in emission reductions

Based on projected net emissions available for trading for 2021-2022 and potential emission reduction estimates for 2023-2030, the consultant needs to make recommendations on potential buyers (which zones for regional emission reduction transfers, which zones can be used for voluntary markets, and potential domestic and international buyers).

d. Develop implementation plans and investment plans

Consultant needs to develop an emission reduction implementation plan and trading/ transfer of emission reduction results, in which recommending of prioritized mitigation measures and project emission reduction for those measure as well as recommendations of participations from relevant stakeholders.

Report on carbon trading roadmap report for Son La province includes the following contents:

i. Summary
ii. Baseline emissions (2010-2020)
iii. Emission reduction results can generate forest carbon credits for the period 2021-2022.
iv. The potential emission reduction when mitigation measures are in place for the period 2023-2030.
v. The province's NDC contribution from 2021-2030.
vi. Recommendations
vii. Implementation and investment plan

3.5. UPDATE AND REVISE THE CARBON TRADING PILOT PROPOSAL OF SON LA PROVINCE

Based on the outputs from the above activities, the consultant will update and revise Son La's draft carbon trading pilot proposal which was drafted by Son La province to ensure that the proposal will include information on baseline emissions, emission reduction results, emission reduction potential, obligations to contribute to NDC and other relevant policy considerations.

3.6. HAND OVER DATA

The consultant team is responsible for handing over all primary data (raw data) used to calculate baseline emissions, emission reduction results, and emission reduction potential to the project. This data can include spatial and non-spatial data. The consultant is responsible for getting approval from any data owner to use data in this consultancy and for handover to the Project. Data and information used to produce deliverables must be either already public or accepted by Son La partner and DOF as well as data owners.

C. LOCATION

Hanoi and may include working in Son La province

D. DURATION AND DELIVERABLES

The assignment is tentatively implemented from April 15, 2024 to August 15, 2024 with details of deliverables and deadlines below:

#	Task	Deliverable	Description of deliverable	LOE	Deadline
1	3.1 & 3.2. Data preparation and stakeholder consultation	1. Preliminary report	Preliminary report to carry out the assessment, including plans to work with Son La partner, Department of Forestry, identification of methodology, data needs and sources, and key products.01 PowerPoint presentation introduces the approach, data available during a technical meeting with the Department of Forestry.	4	07/5/2024
2	3.3a. Collection of relevant data	2. Maps, summary tables, raw data, calculation results	Handover products: maps, summary tables, raw data, calculation results for: - Junior period (2010-2020) - Emission reduction results (2021-2022) for each type of forest (forest origin and function), forest owner group - Emission reduction potential (2023-2030) for each type of forest (forest origin and function), forest owner group. - location and mitigation measures for each type of forest owner · - Provincial emission coefficient for each type of forest, land cover Includes all raw data, final data, maps, data tables and calculations (Excel), methodologies, assumptions, emission coefficients and geospatial data layers (shapefiles) for: forest cover, forest carbon reserves, forest owner, forest type (according to forest origin and forest function)	5	30/6/2024
	3.3b. Conduct Spatial Analysis			5	
	3.3.b.i. Calculate based emission according to FCPF, VCS, and TREES carbon standards			15	
	3.3.b.ii. Calculate emission reduction results for period 2021-2022 according to FCPF, VCS, and TREES carbon standards			15	
	3.3.b.iii. Calculate potential emission reduction for period 2023-2030 according to FCPF, VCS, and TREES carbon standards			10	

#	Task	Deliverable	Description of deliverable	LOE	Deadline
	3.3.c. Build maps and datasheets			6	
	3.3.d. Discuss preliminary results with stakeholders of Son La province			1	
3	3.4.a. Propose an intervention plan and estimate the potential for emission reduction	3. Overall Report	The final, overall report (in Word, ~40 pages) includes: i. Abbreviate ii. Baseline emissions (2010-2020) iii. The emissions reduction results (2021-2022) include a proposal for sufficient net emissions transferable. iv. Son La carbon potential (2023-2030) v. NDC Contribution vi. Recommendations vii. Implementation & Investment Plan	6	31/7/2024
	3.4.b. Calculation of annual NDC contributions and losses due to risks			3	
	3.4.c. Recommendations for transactions/transfers of emission reduction results			3	
	3.4.d. Proposing implementation plans and investment plans			3	
4	3.5. Update and adjust carbon trading proposals of Son La province	4. Revised Carbon Credit Trading Scheme	Update of Son La province proposal on piloting carbon trading for Son La submit to MARD	3	15/8/2024
Total				**79**	

All products will be delivered in Vietnamese and must be approved by the Project and Son La partners.

E. QUALIFICATION REQUIREMENTS

Standard	Detailed description
Degree	Minimum master's degree in environment, forestry, climate change or related fields
Professional experience	- At least 15 years of experience in forestry - Experience in participating in projects on transactions/transfers of emission reduction results of forestry projects is an advantage - Be knowledgeable, and perform spatial analysis of land cover change, carbon emission factors, understanding REDD+, land use change, and forest carbon emission estimates - Knowledge and experience in measuring the carbon sequestration and storage process of forests - Knowledge and experience in trading carbon credits for forestry projects (CDM, REDD+, other carbon credit trading projects) - Understand the operation mechanism of domestic and international carbon markets - Understanding the MRV system for verification/validation of forest carbon-only characteristics - Having knowledge and experience in MRV in other countries is preferred - Having working experience with the Department of Climate Change - Ministry of Natural Resources and Environment and the Department of Forestry - Ministry of Agriculture and Rural Development is an asset.
Skill	- Proficient in Microsoft software applications - Skills in teamwork, coordinating activities with many stakeholders - Ability to write reports, presentations and documents for meetings and seminars

F. APPLICATION INSTRUCTIONS

Interested applicants should send application documents to our recruitment email address VietnamSFM@dai.com . Application should include:

- Most updated curriculum vitae in English and Vietnamese
- An application letter showing why the candidate is suitable for the position and detailed contact (Full name, Organization, Title, Telephone number, and Email) of at least three people referenced in English
- Scanned of relevant degrees.

Please quote the position title in the email subject line: "CANDIDATE'S FULL NAME _ Forestry consultant"

Application deadline: 5:00 PM (Hanoi time), March 21, 2024

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