

TERMSOFREFERENCE

Consultancy project	Consultant for Environmental and Social Assessment for	
	Marine Protected Area project development	
Name and title of WV staff with operational Dam Thu Hang		
responsibility over Consultancy	Grants Acquisition and Compliance Manager	
Period of Consultancy	Between August 5 th and November 14 th , 2024	
Startdate	5 August 2024	

1. Background and context

World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. World Vision helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected, and their basic needs are met. World Vision International in Vietnam (WVI Vietnam) has been funded from 13 support countries in Europe, Asia, the Americas and Australia. Funding of WVI Vietnam consists of sponsorship program funding (70%) and private non-sponsorship (PNS)/grants (30%). WVI Vietnam employs about 400 staff, of which 99% are Vietnames enationals.

WV Ireland, and its implementing partner – WVI-Vietnam and technical partners – World Wide Fund for Nature in Vietnam (WWF-Vietnam) and the Centre for Marinelife Conservation and Community Development (MCD), are developing a project to enhance effectiveness of Marine Protected Areas in central region of Vietnam from 2025 to 2030 which will be funded by Blue Action Fund

The project idea aligns with the Government of Vietnam's commitment on marine conservation, including Vietnam's Law on Fisheries (2017), Resolution 36-NQ/TW (2018) on sustainable marine economic development, the Environmental Law (2020), Resolution 48/NQ-CP (2023) on sustainable resource use and the protection of marine and island environments, and Decision 389/QD-TTg of Prime Minister approving the Master Plan on Protection and Use of Aquatic Resources from 2021 to 2030, vision towards 2050 (2024). The project idea has been consulted on with the Department of Fisheries Surveillance - Ministry of Agriculture and Rural Development, and relevant provincial governments. The project concept note has been preselected by the donor who requires an Environmental and Social Assessment (ESA) to be conducted as the next step. The ESA will assess potential risks and impacts caused by, contributed to or linked to a proposed project and inform the development of corresponding safeguard instruments as well as finetune the full proposal.

The Blue Action Fund (BAF) requires all its projects to be compliant with the World Bank Environmental and Social Framework (WB ESF 2017), including the Environmental and Social Standards (ESS) 1-10, the World Bank Group Environmental Health and Safety Guidelines (EHSGs), and the other Standards and Guidelines listed in Annex A of the Blue Action Fund ESMS Manual. These Standards are aimed at providing guidance on how to identify risks and impacts, and are designed to help avoid, mitigate and manage risks and impacts as a way of doing projects in a sustainable way. To make these Standards relevant and practical for conservation projects, Blue Action Fund has developed safeguarding Principles and Requirements based on the WB ESF, which include:

- Principle 1: Environmental and social assessment and risk management
- Principle 2: Stakeholder engagement

- Principle 3: Health, safety and security of communities and project personnel
- Principle 4: Protection, conservation and sustainable management of the environment, biodiversity and natural resources
- Principle 5: Livelihoods and access restrictions
- Principle 6: Gender equity and vulnerable groups
- Principle 7: Cultural heritage
- Principle 8: Indigenous Peoples
- Principle 9: Grievance management
- Principle 10: Human rights

BAF documents/tools:

The principal Safeguard Instrument for the application of the Blue Action Fund ESMS and Standards and Guidelines therein, is the project's Environmental and Social Management Plan (ESMP). This is the umbrella Safeguard Instrument for the project and will contain reference to other relevant Safeguard Instruments and protocols, which can be annexed to the ESMP. Examples of other Safeguard Instruments include:

- Stakeholder Engagement Plan (SEP) required by all projects
- Grievance Mechanism required by all projects
- Process Framework –required by projects causing access restrictions with potential for economic displacement
- Free, Prior and Informed Consent Protocol –required in projects working in landscapes with Indigenous Peoples, but often used as good practice community engagement
- Chance Find Procedure required in projects with earthworks with potential to uncover/disturb physical cultural heritage
- Environmental and Social Code of Practice required in projects conducting small scale construction, refurbishment, livelihood development activities with construction.
- Gender Guide in order to ensure gender equality within project implementation and equal benefits of project results.

Templates for all of these documents can be found on the Blue Action Fund website and should be utilized for the completion of deliverables under this consultancy.

2. Project idea and preliminary issues identified

The project will aim to create an interconnected network of MPAs, with existing MPAs in Cu Lao Cham, Quang Nam and Con Co, Quang Tri demonstrating sustainable management and providing valuable lessons to help establish a new MPA in Son Tra, Da Nang. In addition to marine conservation, the project will empower coastal communities around the MPAs and neighboring areas with sustainable alternative livelihood development and strengthen their capacity in disaster and climate change response.

The project will support effective implementation of existing MPAs (Con Co and Cu Lao Cham) and will support the establishment of a new MPA (Son Tra). In line with the objective of MPAs and the corresponding strictly protected zones, certain access and activities such as illegal fishing and encroachment are prohibited

in these areas. Specifically, there will be restrictions in MPAs that may limit physical access for certain economic activities like fishing, affecting areas traditionally used by local communities. Changes in the use and management of natural resources will also be seen as the project will involve new management regimes for natural resources under the marine protected areas to ensure sustainable use and conservation. These restrictions and changes will result in potential economic displacement, particularly affecting communities dependent on fishing and other marine resources. Access restriction might disproportionately impact vulnerable groups in coastal communities, particularly women and girls, and minority groups of fisherfolks who are hard to identify and reach if they are not effectively engaged and enabled to have meaningful participation in the project.

3. Consultancy objective

The general objective of the consultancy is to ensure compliance with national environmental legislation, as well as with the donor's Environmental and Social Management System (ESMS) in the context of the operation. Further, it serves to identify social and environmental impacts (positive and negative) and risks and to design respective measures to prevent, reduce, mitigate and/or offset/compensate (for) them. The ESA will also inform project design by assessing opportunities to enhance positive outcomes through project design adjustments in the full proposal development phase.

Specific objectives:

- To prepare an Environmental and Social Assessment (ESA) and its respective Environmental and Social Management Plan (ESMP) for the operation to ensure the socio-environmental sustainability of its different components.
- To analyze, evaluate and propose measures to prevent, control, mitigate, restore and/or compensate the potential environmental and social impacts of the project so that the project complies with the donor Environmental and Social Management System and national legislation.
- The ESA must include management plans and other instruments detailing environmental and social requirements, in particular to guide the final design of the project and its components, including recommendations for changes to the project design.
- The ESA must include the design of safeguard instruments such as Stakeholder Engagement Plan, Grievance Mechanism, and Process Framework following the templates of the donor. The ESA should generate the necessary content for these instruments, including further information on risks and impacts, an understanding of context, and stakeholder input into the mitigation measures that will become project activities.
- The Stakeholder Engagement Plan, including an analysis of interested and project affected people, identifies the mechanisms and methods through which engagement will occur. This plan describes the different levels of engagement that will be required for different stakeholders, including specific processes and protocols for community engagement, or field protocols developed for this purpose.
- Support WVI Vietnam and its partners in carrying out meaningful consultations.

4. Scope of work

- Assessment of the socio economical, demographical, and cultural situation in the project area including livelihood pattern and options of local communities;
- Assessment of the political, legal and administrative framework with particular consideration of marine protected area management and management of marine natural resources;

- Stakeholder analysis and -mapping to identify relevant and potentially impacted stakeholder groups with specific focus on vulnerable groups;
- Site visits to the target communities in Quang Nam, Da Nang, and Quang Tri to collect data via relevant methods such as household interviews or focus group discussions with women, men, and youth affected by the project.
- Assessment and quantification of the dependency of different user groups on the use of marine natural resources.
- Assessment of the gender division of labor and time use, access and control over natural resources, power and decision making, knowledge and capacities, as well as opportunities for and constraints on women's participation.
- Provision of socio-economic, sex-disaggregated baseline data which can be used to monitor potential gender-differentiated impacts of the project;
- Assessment and quantification of the potential impact of the planned project activities on resource users with particular consideration of access restriction and law enforcement.
- Identification and recommendation of mitigation activities that are appropriate in the implementation of the project.
- Indicators to measure project social, cultural and economic impact and effects of mitigation measures.

Table 1: Specific assessment requirements identified during the risk scoping process

BAF E&S Principles	Risk significance	E&S Assessment requirements	Stakeholders (to be updated according to the stakeholder analysis)
Principle 1: Environmental and social assessment and risk management	Moderate	E&S assessment shall be conducted. Other studies, including baseline socio-economic survey, gender analysis and any other relevant study identified in the scoping.	(i) Fisheries Surveillance Department (FSD); (ii) Cu Lao Cham MPA Management Board;
Principle 2: Stakeholder Engagement	Moderate	- Document all prior stakeholder consultation (for this project); - Prepare relevant project information (project partners, timeframe, activities, area, risks/ impacts) and disclosure in an appropriate format during consultations; - Validate, improve and update the stakeholder list and analysis through seeking stakeholder input and field visit; identify type of engagement required if not already clear; - Undertake pre-cursory consultations to define the informed consultation and participation [eg. to understand preferred decision-making process for	(iii) Con Co Island MPA Management Board; (iv) Department of Natural Resources and Environment (DoNRE) of Da Nang, Quang Nam and Quang Tri; (v) Department of Agriculture and Rural Development (DARD) of Da Nang, Quang Nam and Quang Tri; (vi) Department of Culture, Sports and Tourism (DCST) of Da Nang, Quang Nam and Quang Tri (vii) Provincial People's Committees of Da Nang, Quang

		representative institutions and/or people; timeframes, information requirements]; - Identify and plan suitable engagement mechanisms (forums, community meetings, MPA stakeholder forums etc) and methods and strategies to allow participation of vulnerable groups;	(viii) District Peoples' Committees of Son Tra (Da Nang province), Hoi An city (Cu Lao Cham) of Quang Nam, and Con Co (Quang Tri province) (ix) Wards/communes People's Committees relevant to the sites of Son Tra, Cu Lao Cham, and Con Co (x) Local committees, including affected persons related to the project sites of Son Tra, Cu Lao Cham, and Con Co (xi) Vulnerable groups (xii) Others, including NGOs e.g women unions, fishery cooperatives, fatherland front.
Principle 3: Health, safety and security of communities and project personnel	Moderate	Assessment of health and safety risk and impacts toward communities and project workers.	Consult with communities and workers about related activities
Principle 4: Protection, conservation and sustainable management of the environment, biodiversity and natural resources	Low		
Principle 5: Livelihoods and access restrictions;	Moderate	The introduction of new livelihood activities and the transition from old practices to new ones will be considered when developing the Process Framework, and tailored to the target communities. A thorough analysis of the risks and impacts of changing livelihoods activities will be carried out as part of the E&S assessment, and mitigation measures will be developed.	Consult with relevant government agencies, stakeholders and project affected people
Principle 6: Gender equity and vulnerable groups	Moderate	Conducting a GEDSI assessment will be key to understand all key domains of change related to gender equality, disability and social inclusion within the scope of this assignment. A gender and inclusion component will be included in the E&S assessment, and will look at:	Consultation with relevant stakeholder and affected groups

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		1. Access: The ability of vulnerable people to access, use, and/or own assets, resources, opportunities, services, benefits and infrastructure.	
		2. Decision-making: The ability to make decisions free of coercion at individual, household, community, and societal levels. This can include control over assets and ability to make decisions in leadership.	
		3. Participation: The ability to participate in or engage in societal affairs and systems of power that influence and determine development, life activities, and outcomes.	
		4. System: The availability of equal and inclusive systems that promote equity, account for the different needs of vulnerable populations, and create enabling environments for their engagement.	
		5. Well-being: The sense of worth, capability, status, confidence, dignity, safety, health, and overall physical, emotional, psychological, and spiritual well-being. This includes living free from gender-based violence and all forms of stigma and discrimination.	
Principle 7: Cultural heritage	Low	Assessment of potential impacts on intangible cultural aspects as a result of the project activities	Consult with expert and local authorities in charge of cultural heritage
			Consult with stakeholders and selected local residents who may be affected by the project activity
Principle 8: Indigenous Peoples	Low		
Principle 9: Grievance management	Moderate	- Conduct pre-cursory consultations with affected communities to understand customary and other local conflict resolution and grievance management mechanisms within the communities and local area, and how to ensure any project grievance mechanism is accessible to potentially affected people; - Consultation with MPA authorities to understand the existing grievance procedures in place, any issues, how to	Consultation with affected communities to understand conflict resolution and grievance management mechanisms within the communities and local area and how to ensure project grievance mechanism is appropriate and accessible to potentially affected groups

		improve - Understand the types of potential grievances and any existing grievances in relation to the MPA and/or activities to be supported/ expanded/ created by the project - Establish 1) eligibility criteria (Section 2	
		of GM template); 2) grievance procedures (Section 3 of GM template);	
Principle 10: Human rights	Low		

5. Procedures

The consultant should follow the below work steps:

Before the start of the data collection:

- Review the project Grant Application and Revision Agreement
- Identify data availability and gaps for conducting the assessment.
- Ensure the availability of data/information from different sources to rely on (previous site visits, secondary data, scientific literature, government-provided information, etc.)
- Peruse and build on the data and information gathered in the Environmental and Social Screening and Scoping conducted by WV Ireland and its partners
- Determine the extent of data gathering that will be required to ensure the qualitative depth of this assessment and which steps will be required (site visits, interviews, literature review etc.)

Description of the project

Concisely describe the main parameters of the proposed project, including the executing entities of the project, the project's geographic location, preferably illustrated with appropriate maps, summary of the project (project objective(s), expected results/outcomes, outputs and main activities), and implementation arrangements.

Analysis of policy, legal, and administrative framework

Describe the policy, legal and administrative framework in Vietnam and identify any laws and regulations that pertain to environmental and social matters relevant to the project. This includes regulations about environmental and/or social impact assessments to which the project must adhere as well as laws implementing host country obligations under international law. Explain the requirements of any co-financing partners, if applicable. Take into account legal frameworks for promoting gender equality.

Primary data collection

Develop the methodology and primary data collection plan

Collect primary data in Quang, Da Nang, and Quang Tri in accordance with the methodology and data collection plan agreed upon by WV Ireland, WVI Vietnam, and its partners.

Stakeholder identification and analysis

Based on the data collected from the field and through desk study of any existing stakeholder analyses developed during the concept note, and on general knowledge about the project context, list all relevant

stakeholders and elaborate the following:

- stakeholders' interests in and expectations from the project;
- how they might influence the project (positively or negatively);
- appraisal or estimation of how their livelihoods could be impacted by the project (positively or negatively); and
- how they should be involved in the ESA based on the information in the three items above. Stakeholders should be disaggregated between men and women where relevant and feasible.

Present the key findings of the stakeholder analysis in a matrix.

Environmental and social current status

The consultancy seeks to understand current environmental and social conditions that form the baseline against which project impacts can be predicted and measured during project implementation.

Describe and analyse the environmental and social context in which the project operates. While some broad contextual information is necessary, the analysis should focus on the immediate context of the project site and aspects that relate to the identified impacts in order to be relevant to decisions about project design, operation, or mitigation measures. For general context data, consult – to the extent possible - secondary data and existing analyses.

Assessment of environmental and social impacts

Based on the primary data collected from the field and through desk study, itemize and describe the identified impacts, make predictions in terms of their probability and assess their significance. In accordance with the ESMS, the assessment should give particular attention to impacts related to the ESMS standards:

- Consideration of positive and negative, direct, indirect, cumulative impacts.
- Areas potentially impacted by cumulative impacts from the incremental adverse impacts of the project when added to other past, existing, planned or reasonably predictable future projects and developments.
 Assessing potential cumulative impacts enlarges the scale and timeframe for assessing combined effects of multiple activities and impacts;
- Areas potentially affected by impacts from unplanned but predictable developments (indirect and induced impacts) caused by the project that may occur later or at a different location;
- Transboundary impacts, such as pollution of international waterways or transboundary river basins, airsheds and ecosystems; migration of populations; international relations;
- Global environmental and social impacts, e.g. greenhouse gas emissions, ozone depletion, loss of biodiversity and desertification; loss of cultural diversity and heritage.
- Future anticipated or projected short-term impacts, e.g. increases in consumption, waste, pollution, capacity needs, and health problems resulting from the proposed project;
- Future anticipated or projected long-term impacts, e.g. indirect or secondary effects of induced unplanned development and changes in socio-economic conditions

Participatory research and assessment tools should be employed wherever sensible to increase stakeholder's understanding of the project, provide opportunity for raising issues and enable participation of affected groups in the identification of mitigation measures.

The ESA requires a thorough gender analysis and application of gender lens to the analysis and risk management measures.

Complete and submit ESA report

The consultant will prepare and send an ESA report including all necessary documentation that will be needed

to satisfy the requirements to WVI-Vietnam with sufficient information as per requirements of WVI-Vietnam and the Government's relevant requirements. The main contents of the ESA report include but are not limited to the following:

- Current status of the project areas.
- Approach (proposed actions in the project design).
- Expected impact (describe the impact and how it is determined).
- Risk significance (validation of significance based on the risk framework provided in the E&S development tool).
- Risk management strategies (assess the existing measures to manage risks, and develop management strategies with new measures that will be taken to minimize negative impacts).
- Monitoring and evaluation (outline the steps that need to be taken to monitor and evaluate the impact
 of the proposed intervention)
- Stakeholder Engagement Plan in the provided template (outline the scope of informed consultation that the grantee has had both with experts to optimize the potential for success and with stakeholders, especially local communities, who potentially affected by the proposed actions. Include consultation dates).
- Information disclosure (documents on safeguards are disclosed to affected local communities and stakeholders before project implementation.
- Grievance mechanism for receiving and resolving complaints in the provided template
- Process framework in the provided template

Preparation of the Environmental and Social Management Plans (ESMP) for the project

- The consultant will complete the Environment and Social Assessment tool provided by WVI Vietnam with the information from the ESA report.
- The results of ESA shall be utilized to develop provisional safeguards instruments, using the BAF templates and guidelines.

WV Ireland will be responsible for the submission of the ESA report, including all necessary supporting documents to the donor. WV Ireland's Implementing partner - WVI Vietnam will provide necessary support to the consultant – including relevant documents, information, data, contacts, and other details as needed as well as facilitate the procedures required for primary data collection. WVI Vietnam will review the consultant's deliverables and outputs and provide feedback for improvement and to ensure alignment with WVI Vietnam's vision, expectations, and systems.

6. Deliverables

The consultant/s shall complete the following documents tailored to the identified project-specific risks and impacts in line with the requirements defined in BAF's ESMS:

- Provisional safeguards instruments, using the BAF ESMS templates and guidelines:
 - Environmental and Social Management Plan (ESMP)
 - Gender-responsive Stakeholder Engagement Plan (SEP) including documentation of stakeholder engagement meetings, interviews etc. conducted during the assessment
 - Process Framework
 - Grievance Mechanism
- Summarized documentation of the ESA results in BAF Environmental and Social Risk Management Tool (Sections D: E&S Assessment Results and E: Safeguard tool development)
- Overall ESA report including:
 - Approach and findings
 - Documentation of methodology

- All collected primary data,
- List of references / literature

- Gender analysis report including:

- Baseline data on the gender dynamics and the status of women
- Recommendations for project design to ensure improvement of women's conditions and equitable access to and benefit from resources
- Guidelines on how to deal with cases of gender-based violence
- All collected primary data
- List of references/literature
- Gender action plan, including outputs, activities and targets, and gender-related indicators to be included in the project logframe, to address the key recommendations identified through the analysis.

All deliverables will be in English. Below are further details about the expected timeline of the deliverables.

7. Timeline

The consultant will submit the following deliverables (in English) to WVI-Vietnam for review and acceptance.

Key milestones	Expected timeline
Desk review	By August 9, 2024
Field trip and data collection	By August 30, 2024
First draft of ESA report	By September 13, 2024
Second draft of ESA report	By October 4, 2024
Final draft of ESA report and ESMP including safeguard instruments (Stakeholder Engagement Plan, Grievance Mechanism, and Process Framework)	

The payment schedule will be discussed and agreed upon on contracting.

8. Qualifications

The consultants applying can be an organisation with a legal entity or they can be a group of experts led by a lead consultant.

Education:

At least a master's degree in the area of forestry, water resource management, environmental management, environmental sciences, natural resource management, anthropology, social science, or another closely related field.

Professional experiences:

The team leader (international or national expert) should demonstrate:

- At least ten (10) years of relevant experience in environmental assessments, socio-economic analysis, environment and social safeguards and environmental and social impact assessments (ESIA) and management frameworks (ESMFs);
- Working experience creating ESMSs and designing mitigation measures for projects in the field of marine and coastal conservation and natural resource use;
- Experience in designing, managing or monitoring conservation and/or natural resource management projects;

- Experience in ESA consulting packages funded by World Bank, German or other European public donors would be an advantage;
- Fluency in English is required

Other team member/s (national expert) should demonstrate:

- At least five (5) years of experience in environmental assessments, working with indigenous peoples; socio-economic analysis; environment and social management plans;
- Education background complementary to the field of the team leader;
- If the team leader does not have gender experience, at least 5 years of relevant experience in analysing and integrating gender dimensions into policy and program formulation and implementation, particularly in the context of land/natural resource use and management, fisheries and tourism sectors, food, water, health.
- Proven track record in facilitating participatory processes and engaging local communities;
- Proven experience in evaluation and/or conducting socio-economic surveys with expertise in gender-related work.
- Proven track record in facilitating marine-oriented livelihoods and livelihood transition in coastal communities. It would be an advantage if the Livelihood Expert has demonstrated knowledge and experience assessing cultural impacts of livelihood change or loss.
- Demonstrated knowledge about maritime law enforcement
- Working experience in contributing to the preparation of an ESMF report concerning national resources management;
- Fluency in written and spoken English is required.

The team should include National consultants to lead field work activities.

It would be an advantage if the consultant(s) are able to easily access the project target areas in Quang Nam, Da Nang, and Quang Tri.

It is the lead consultant's responsibility to ensure all the necessary tools, models, software, hardware and supplies are in place and legal to complete the task. All the data collected and analysed by the consultant and the team during the course of this assignment shall be provided to WVI-Vietnam.

9. Contract management

The Consultant shall report directly to the Grants Acquisition and Compliance Manager of WVI-Vietnam. However, the execution of works shall be done in close coordination with WVI-Vietnam and its partners. WVI-Vietnam will arrange and assign experienced staff, and collaborate with our technical partners in the consortium to review and guide the consultant(s) during the assignment. Consultants will be given access to relevant information necessary for the execution of tasks under this assignment. WVI-Vietnam will provide support for the coordination of stakeholder consultations. The consultant is expected to be responsive to WVI-Vietnam and communicate with the WVI Vietnam team on a regular basis to provide progress updates, indicate challenges and potential bottlenecks, and inform of any changes in availability during the period of consultancy.

The consultant/s will be responsible for providing their own workstation (laptop, internet, phone, and other facilities which may be required during the consultancy). The consultant(s) is expected to work from their own office or home, although occasional visits to the WVI-Vietnam office are also expected.

The consultant/s will also be responsible for organizing and covering all logistical costs associated with field activities and data collection. These cost-considerations should be reflected in the financial proposal/proposed budget for the project/s selected. WVI Vietnam will reimburse logistics costs (travel and accommodation for field work) based on actual receipts and in accordance with WVI Vietnam's financial management regulations. Meal expenses will be considered as personal expenses and will not be covered.

10. Submission requirements

All candidates interested in conducting this assessment on a consultant basis should submit, no later than 6:00 PM July 17, 2024 (GMT + 7) a detailed application proposal including:

- Bid letter
- Curriculum vitae detailing his/her experience in relation to the topic of the consultancy (maximum 4 pages per CV).
- A Technical proposal, maximum 10 pages long, including an analysis, comprehension, and eventual
 comments on the Terms of Reference, and a proposed chronogram of activities in line with the timeline
 in Section 7 (It is expected that the number of working days of the consultants required to complete
 the ESA ranges from 25 to 40 days);
- A Financial proposal with a detailed budget specifying consultant daily rates, travel, and other logistic expenses required to complete the proposed activities; and
- A sample of a safeguards and/or gender-related assignment completed by the consultant(s) previously.

Questions and requests for additional information must be sent in writing to wvv_recruitment@wvi.org by 5PM, July 12, 2024.

Annex 1: Theory of Change

