

USAID CLIMATE RESILIENT AGRICULTURE IN THE MEKONG DELTA (CRM)

SCOPE OF WORK

Consulting Service to develop the project “Forest Restoration and Sustainable Management for Climate Change Adaptation in the Mekong Delta Provinces”

Positions:

1. Team leader and Project Management Expert
2. Climate Change and Carbon Credit Expert
3. Forestry and Biodiversity Expert

Location: Hanoi, Vietnam, with travel to project provinces as needed.

Deadline for CV submission: Sept 15, 2024

1. INTRODUCTION

CRM is a five-year project working to enhance the resilience of the Mekong Delta’s communities, ecosystems, and livelihoods. Working across five provinces of Dong Thap, Kien Giang, Ca Mau, Soc Trang, and Tra Vinh, CRM will strengthen the effective partnership between USAID and the Government of Vietnam (GoV) to support Vietnam’s development goals and contribute to U.S. government strategies and targets.

CRM activities are organized within three interconnected objectives and one cross-cutting theme:

- **Objective 1:** Strengthen climate change resilience of the most vulnerable populations.
- **Objective 2:** Strengthen management and restoration of natural ecosystems to provide ecosystem goods and services.
- **Objective 3:** Reduce methane emissions through low-emission and sustainable agriculture practices.
- **Cross-cutting focus:** Develop and implement policies to advance climate actions and biodiversity conservation.

As part of CRM’s efforts to enhance coordination between projects strengthening climate change resilience and natural resource management in the Mekong Delta, the project is working closely with the Management Board of Forestry Projects (MBFP) under the Ministry of Agriculture and Rural Development (MARD) to support effective preparation of a new project “Forest Restoration and Sustainable Management for Climate Change Adaptation in the Mekong Delta Provinces” funded by the Korea International Cooperation Agency (KOICA).

2. PURPOSE OF ASSIGNMENT

The assignment includes developing and completing (i) **Investment Policy Report** (Báo cáo chủ trương đầu tư); (ii) Investment Decision including a **Project Feasibility Study Report** (Quyết định đầu tư bao gồm 1 báo cáo nghiên cứu khả thi) for the project “Forest Restoration and Sustainable Management for Climate Change Adaptation in the Mekong Delta Provinces” (hereafter referred as the Project) to submit to competent authorities for approval. The documents must be in accordance with the Law on Public Investment 2023, Decree 114/2021/ND-CP, and Decree 20/2023/ND-CP (amending Decree 114/2021/ND-CP) on the management and use of official development assistance (ODA) and preferential loans from foreign donors:

The objective of this assignment is to recruit a consulting team to support the necessary steps for competent authorities in Vietnam to issue decisions approving the Project Investment Policy

and Investment Decision including Feasibility Report in accordance with the aforementioned provisions. The Project aims to attract investment to the Mekong Delta region, which is currently severely affected by climate change.

3. SPECIFIC TASKS AND RESPONSIBILITIES:

The overall responsibilities of the consulting team are to:

- Develop and finalize the Project's contents in accordance with the Decree 114/2021 and Decree 20/2023/ND-CP based on input to be provided (Project description developed by KOICA and Management Board of Forestry Projects) and relevant guidelines of Vietnam.
- Cooperate with stakeholders including MBFP, departments under MARD, other relevant ministries of the Government of Vietnam to define effective steps ensuring timely project approval; and
- Work closely with MBFP and assigned staff of Winrock International to implement appropriate steps to complete the project approval in line with the Law on Public Investment 2023, Degree no. 114/ND-CP and Degree no.20/2023/ND-CP.

The specific tasks expected to be undertaken, include, but are not limited to:

- 1) Review documents on the Project, including the project description from MBFP and KOICA, the Law on Public Investment 2013, Degree no.114/2021/ND-CP, Degree 20/2023/ND-CP, relevant guidance on project approval of KOICA, and related GVN regulations and policies.
- 2) Work with assigned staff of stakeholders to develop a set of project documents including: (i) **Investment Policy Report**; (ii) **Investment Decision** including a **Project Feasibility Study Report**. As necessary, coordinate with provincial government agencies to collect feedback on the project document.
- 3) Carry out trips to survey and collect data and work with provinces in the project region.
- 4) Coordinate with key ministries, especially Ministry of Planning and Investment, Ministry of Finance to receive feedback, provide clarifications related to contents in the draft project document and strengthen their understanding on the project plan for timely project approval;
- 5) Prepare a set of official documents to submit to MARD and relevant ministries for the project approval;
- 6) Organize technical meetings to collect feedback and discuss on the draft Investment Policy Report, Investment Decision enclosed with Feasibility Study Report (the number of meetings will depend on actual situation)
- 7) Provide support and clarification for feedback after consultation and edit project documents according to current guidelines and policies.
- 8) Update and finalize the Project's documents based on feedback received as directed by relevant agencies (MPI, MOF, MARD, People's Committee, etc.)
- 9) Review and finalize project documents to ensure compliance with relevant policies and guidelines of the Government of Vietnam
- 10) Work with relevant ministries to promote and closely monitor the Project 's approval process to obtain (i) Decision approving the Investment Policy Report; (ii) Investment Decision including Feasibility Study

- 11) Update the progress of the development, appraisal and approval of the Investment Policy Report and Investment Decision as prescribed in Decree 114/2021/ND-CP, as required by Winrock and MBFP,

4. ROLES OF TEAM MEMBERS

The consulting team will include 3 members:

4.1 Team leader & Project Management Expert (50 working days)

- Responsible for the overall management of the Project's preparation process, primarily developing the draft contents of the Project in coordination with Winrock and MBFP to ensure compliance with the proposed objectives established by KOICA and MBFP in their description, and the strategic objectives of the Government of Vietnam (GVN). The focus is on developing activities that are essential for meeting the needs of the Vietnamese side and feasible for achieving the common goals, while optimally utilizing the sponsor's technical and financial resources.
- Finalize the Project's contents to submit to the competent authority for approval.
- Participate in meetings and coordinate with the GVN partners.
- Coordinate general input for the Project's contents from other team members
- Provide technical input related to policy and strategy content in project design and project documents
- Prepare work plans for team members
- Synthesize and finalize documents related to the Project's contents
- Ensure effective coordination in the explanation/clarification and adjustment of draft contents of the Project after receiving comments from relevant Vietnamese agencies.
- Coordinate the work of team members.

4.2 Climate Change and Carbon Credit Expert (40 working days)

- Provide technical inputs related to climate change and carbon credit of the project design;
- Participate in meetings and coordination with GVN partners, particularly those related to areas of technical expertise outlined in the project description.
- Draft sections of document related to areas of technical expertise
- Support the team leader during project development;
- Be mainly responsible for developing content related to climate change and carbon credit
- Coordinate with and support Forestry and Biodiversity expert to develop content for conservation and biodiversity goals to ensure consistency and synergy between activities.

4.3 Forestry and Biodiversity Expert (40 working days)

- Provide technical input related to forestry and biodiversity conservation activities, nature-based development in project design.
- Participate in meetings and coordinate with Vietnamese partners, especially those related to technical expertise.
- Draft sections of document related to area of technical expertise.
- Be responsible for supporting the Team Leader during the development of the Project Document.
- Take primary responsibility for developing content for Forestry and Biodiversity of the Project.
- Coordinate and support consultants in developing contents for climate change and carbon credits to ensure consistency and synergy between activities.

The total maximum number of working days allocated for each consulting position is outlined above. The Consulting Team will regularly review progress and coordinate with MBFP and WI to ensure the effective mobilization of each consultant's working days, aligning with the requirements of each position and activity

5. DELIVERABLES AND TIMEFRAME

Based on the instruction from MARD's Minister, the goal is to secure project approval within 12 months. Given this expectation, the assignment is expected to last from July 2024 to June 2025. The actual timeline may be adjusted based on its progress and will need to be agreed upon by Winrock and MBFP.

No.	Description	Deliverables	Timeline	Primarily responsible consultant
I	Preparatory work and field survey		Completed within 30 days of contract signing	
1	<ul style="list-style-type: none"> - Update information, review documents and legal documents of the Government, relevant Ministries, draft the Outline for project documents according to the instructions in Decree 114/ND-CP dated December 16, 2021. - Meet with Winrock and MBFP to agree on the content of the outline of the project documents. 	<u>Deliverable (D) #1:</u> A summary of the Action Plan, with an appendix including the outlines for: Investment Policy Report , and Feasibility Study Report to be submitted to Winrock and MBFP (in Vietnamese)	Completed 07 days after the contract signing	Team leader & Project Management Expert
2	Carry out field surveys, collect data and information to develop the project documents (including 01 trip to provinces expected to join the project)	<u>D#2:</u> A draft Investment Policy Report to submit to competent authorities for approval (Vietnamese)	Completed within 30 days after the trip	Climate Change and carbon credit expert
II	Develop an Investment Policy Report and Feasibility Study Report		Completed within six months of contract signing	
3	<ul style="list-style-type: none"> - Consult and review relevant documents, Decree 114/2021/ND-CP, KOICA 	<u>D#3:</u> A complete copy an Investment Policy Report	Completed within 6 months after the	Forestry & Biodiversity Expert

No.	Description	Deliverables	Timeline	Primarily responsible consultant
	<p>regulations, as well as relevant regulations and policies of the Government of Vietnam to collect information</p> <ul style="list-style-type: none"> - Coordinate with Winrock, KOICA and MBFP to finalize the draft Project Proposal Report/Investment Policy Proposal Report (ensuring thorough discussion and agreement during the development and finalization of the required documents in the assignment). - Participate in consultation meetings/workshops organized by Winrock and MBFP/MARD (if any) with relevant units 	<p>submitted to the competent authorities for approval (in Vietnamese) and 1st draft of Feasibility Study Report to be submitted to Winrock and MBFP for review and comments</p>	<p>contract signing</p>	
<p>III</p>	<p>Submit and obtain approval for the Investment Policy Report and complete Investment Decision including the final draft Feasibility Study Report</p>		<p>Completed before June 30, 2025</p>	
<p>4</p>	<ul style="list-style-type: none"> - Coordinate with Winrock, KOICA and MBFP during the process of developing the documents; Hold meetings to discuss and reach agreement on the documents; Complete the draft Investment Policy Report, draft decision and attached documents to submit to competent authorities for approval. Provide explanation/clarification for feedback/comments from Ministries/relevant departments, localities and complete related documents for appraisal meetings, submit to competent 	<p>D#4: 01 Decision on approving the Investment Policy Report, with the final draft of Investment Decision and Feasibility Study Report in English and Vietnamese to be submitted to MARD for appraisal and approval.</p>	<p>Completed before June 30, 2025</p>	<p>Team leader & Project Management Expert</p>

No.	Description	Deliverables	Timeline	Primarily responsible consultant
	<p>authorities for consideration and approval of the Investment Policy Report.</p> <ul style="list-style-type: none"> - Coordinate with Winrock, KOICA and MBFP during the process of developing the Feasibility Study Report; Hold meetings to discuss and reach agreement on the document; Complete the draft Project Feasibility Report, draft decision and attached documents to submit to competent authorities for approval. 			

Note: During the working process, the consultant must regularly discuss and update with MBFP to lead the final result: MARD's Decisions on approving (i) the Investment Policy =Report and (ii) draft Project Investment enclosed with the final Feasibility Study Report.

6. DEGREE OF EXPERTISE AND QUALIFICATION

6.1 Team leader & Project Management Expert

Education:

- Master's degree in Forestry or related field is required.

Experiences and Competencies:

- Experience in development and/or appraisal of relevant strategies and master plans
- Minimum 15-year experience working in the field of forestry project management; experience in management and leadership is an advantage.
- In-depth knowledge of forestry strategies, planning, policies, regulations and/or ODA project management policies, regulations on the environmental sector in Vietnam;
- Proven working experience in related projects or research;
- Experience working in international projects funded by donors is an advantage;
- Directly participating in the development of at least 2 detailed project documents for ODA projects. Prior experience in project designing and familiarity with Decree 56/ND-CP dated May 2020 and/or Decree 114/ND-CP dated December 16, 2021; Priority is given to candidates who have participated in the development of project documents for technical assistance projects funded by international organizations;
- Good understanding of the political, ecological, social and cultural context of Vietnam, including relevant issues (for example biodiversity issues related to marine ecosystems, waste management and pollution impacts, multilateral environmental agreements);
- Experience and/or understanding of the Mekong Delta provinces.

Language:

- Oral and written communication skills in Vietnamese and English.

Other Desirable skills:

- Excellent communication and leadership skills;
- Effective organizational and time-management skills;
- Good interpersonal and presentation skills.

6.2 Climate Change and Carbon Credit Expert

Education:

- Master's degree in Forestry, Forestry Economics, or related disciplines;

Experiences and Competencies:

- Experience in the development and/or appraisal of relevant strategies and master plans;
- Minimum 15-year experience working in the fields of forestry, climate change or carbon credit
- In-depth knowledge of strategies, master plans, policies and regulations on environment, forestry and climate change in Viet Nam
- Proven work experience in relevant projects or studies.
- Experience working in international donor-funded projects is an advantage.
- Experience working in the project region or in the Mekong Delta is an advantage.

Language:

- Good oral and written communication skills in Vietnamese.

Other Desirable skills:

- Excellent communication and leadership skills;

- Effective organizational and time-management skills;
- Good interpersonal and presentation skills.

6.3 Forestry & Biodiversity Expert

Education:

- Formal education: B.Sc. or M.Sc. in agriculture, natural resources/forest management, or other relevant disciplines;

Experiences and Competencies:

- Experience in development and/or appraisal of relevant strategies and master plans;
- Minimum 15-year experience working in the fields of forestry, biodiversity conservation, understanding in mangrove ecosystem;
- In-depth knowledge of strategies and master plans, environmental policies and regulations and/or policies and regulations on environmental field in Viet Nam;
- Proven work experiences in related projects or studies;

Language:

- Good oral and written communication skills in Vietnamese.

Other Desirable skills:

- Excellent communication and leadership skills;
- Effective organizational and time-management skills;
- Good interpersonal and presentation skills.

7. HOW TO APPLY

Interested consulting team or candidates with the right qualifications and motivation are invited to send letter of interest, a full CV in English to the following email address: VietnamJobs@winrock.org with subject line of “**Your full name_CRM project_Project Approval Services**” no later than **Sept 15, 2024**.

Applications will be reviewed on a rolling basis, and candidates are strongly encouraged to apply early.

We would like to thank all applicants for their interest but only candidates who meet requisite criteria and are shortlisted will be contacted.