



## Terms of Reference

### Assessment of the Environmental Civil Society in Vietnam

### Illegal Wildlife Trade

#### Overview

Oak is committed to conserving wild rhinoceros and elephants from the threat of the illegal wildlife trade. In our strategy, we favour approaches that address the root causes of the illegal wildlife trade rather than just the symptoms and recognise the complementary roles of governments, non-governmental organisations and the private sector. We respect the legitimate interests and human rights of communities and indigenous peoples living in and around conservation areas as well as the protection of flora and fauna.

Oak makes grants to civil society organisations that act in three key areas: trafficking, governance and global capacity building. We support organisations that:

- Disrupt wildlife trafficking networks using intelligence-led approaches while building law enforcement and judiciary capacity;
- Improve conservation and enforcement approaches through improved information on wildlife crime;
- Advocate for policy reforms using evidence-led analyses, particularly those that improve transnational cooperation and market-based regulation;
- Build a constituency for effective, accountable and transparent government action in all countries explicitly — or complicity — involved in trade;
- Seek to advance knowledge, foster innovation and leverage funding to benefit the conservation sector as a whole.

Ultimately, we hope to increase the resilience of the wildlife conservation ecosystem for all wild species by weeding out crime and encouraging better laws, policies and market regulations

#### Purpose of the assessment

The main purpose of the assessment is to identify, articulate, and document the needs of the environmental civil society in Vietnam, especially those working in the priority areas of the Illegal Wildlife Trade Programme, and inform Oak's grant-making, capacity building and organisational development decisions. The assessment will also help to establish the baseline for the key capacity indicators, and constitute the basis to measure the performance over time.

By civil society we define all formal and informal non-governmental organisations: grassroots, NGOs, CSOs and movements.

### Specific objectives

To provide in-depth indicative information on the status of the conservation civil society and its capacity needs in Vietnam.

- Assess the legal and regulatory framework, political and advocacy environment in Vietnam, relevant to the environmental civil society (including the role, actions and attitude of state actors);
- Assess the sectoral infrastructure: resource base, access to knowledge and information, support organisations;
- Get an understanding of the resilience mechanisms within NGOs to withstand exigencies and how they differ among local and national organisations;
- Assess the capacity needs of the civil society actors;
- Assess the support available to organisations (capacity building providers, etc);
- Provide recommendations towards building a strong conservation civil society in Vietnam and strong, viable organisations;
- To provide benchmark information for indicators used to measuring achievements and outcome.

### Design and methodology

A cross sectional study will be conducted in Vietnam. Primary and secondary data will be gathered using a mixed method to establish the baseline and inform implementation. Thus, assessment will involve collecting the following data:

**Quantitative data** will be used to measure indicators expressed in terms of numbers/percentages (quantitative indicators). Information will be collected using questionnaire survey which will be administered to a sample of conservation civil society actors (grassroots, NGOs, movements), donors, local government. The consultant is expected to determine the sample size which would be representative, and adequate to do basic descriptive statistics.

**Qualitative data** will be collected through Focus Group Discussions (FGDs), Key Informant Interviews (KIIs) and In-depth Interviews (IDIs) with key stakeholders including beneficiaries, donors, local government, and civil society actors.

**Secondary documentation** Review of related documents will also be important to establish key insights relevant to the assessment. Proposed study design and methodology including the sample size will be discussed and agreed with Oak at the beginning of the consultancy.

### Data collection, management and analysis

It is proposed to recruit an experienced consultant to coordinate the assessment process. Oak will provide oversight of the assessment. Pre-testing of the questionnaire used for the survey and interviews should be carried out before wider application.

### Roles and responsibilities of the consultant

The consultant(s) will be expected to:

- Design the assessment tools and finalize methodology for the collection of quantitative and qualitative data for the baseline; as well as pilot testing of the tool;
- Propose key indicators to be assessed;
- Conduct the assessment and the baseline to measure key indicators;
- Collect and analyze available secondary data;
- Analyse and interpret data to develop a comprehensive report, including clear baseline data;
- Share key findings and insights with Oak and relevant stakeholders through consultations.

#### Expected deliverables

- An inception report which responds to the scope of work by adding any further detail or clarification regarding the study approach, method, or implementation arrangements
- Field work implementation plan (to be submitted before field work begins). This field work plan should be presented to Oak for comment, and revised as necessary prior to commencing field work;
- Questionnaires (survey and interviews) to be applied;
- A comprehensive assessment and baseline report;
- Validation of the information collected through a validation workshop of the findings.

#### Timeframe

The assessment is anticipated to be completed in 4-5 weeks. The consultant will be expected to start working in May/June 2017 and complete all responsibilities and deliverables within agreed time.

#### Skills and experience

##### *Education*

- Master's degree in International and Political Affairs, Law, Development Studies, Social Sciences or related field.

##### *Required Experience and Skills*

- At least 7 years' experience in the design and implementation of baselines, evaluations, assessments or surveys including qualitative and quantitative data collection.
- Excellent knowledge and understanding of research methodologies and processes.
- Experience in gathering and systematizing fairly large amounts of data.
- Experience with non-profit, non-governmental organisations working in challenging environments.
- Fluency in Vietnamese and English required.

#### Submission of proposal

The proposal shall include financial and technical parts and contain:

- Consultant profile including past achievements, including current CV
- Introduction: A brief overview of the assignment as understood by the applicant
- Proposed methodology and approach including work plan (i.e. research techniques to be used, sampling, quality assurance and time frame)

- Detailed budget
- Annexes: Any other information, which the consultant feels will assist the review team in evaluating the proposal

Prospective consultants should submit the proposal to Wenhan Zhang at [wenhan.zhang@oakfnd.org](mailto:wenhan.zhang@oakfnd.org) by April 30<sup>th</sup>, 2017.