

TERM OF REFERENCE (International Consultant)

Service required	Consultancy Service on management and business plans
Duty station	Home based and in Hanoi, Vietnam with possible in-country travel
Duration	Estimated 35 working days (from April to Sep, 2012)

<u>Code and Project title:</u>	00074659 – PIMS 3965: Removing Barriers Hindering Protected Area Management Effectiveness in Viet Nam
<u>Line Agency</u>	Ministry of Natural Resources and Environment (MONRE)
<u>Implementing Agency</u>	Vietnam Environment Administration / Biodiversity Conservation Agency
<u>Funding</u>	Global Environment Facility (GEF)
<u>Project Period</u>	2011 - 2014

BACKGROUND

Vietnam Environment Administration/Biodiversity Conservation Agency (VEA/BCA) of MONRE takes lead the implementation of project “Removing Barriers Hindering Protected Area Management Effectiveness in Vietnam” (PA project) funded by UNDP-GEF in 4 years from 2011 to 2014. The objective of the project is “to secure a sustainably financed PA system to conserve globally significant biodiversity”. This will contribute to the broader goal “Effective conservation of biodiversity in Vietnam”. In order to achieve the project objective, a number of outcomes will be secured including: (1) A comprehensive and harmonized legal and policy framework supports sustainable PA financing; (2) Clear and harmonized institutional mandates and processes support sustainable PA financing mechanisms; (3) Knowledge and experience of sustainable financing options developed through demonstrations; (4) Information on biodiversity and PA status supports PA management and builds public support for the PA system.

The project has three demonstration cluster, namely (1) Xuan Thuy National Park – Tien Hai Nature Reserve, (2) Cat Ba National Park – Bai Tu Long National Park, (3) Bidoup – Nui Ba

National Park – Chu Yang Sin National Park. Xuan Thuy NP, Cat Ba NP and Bidoup – Nui Ba NP are the three main demonstration sites of the project.

One of the important contents of the project is to assess, analyze the current status, guide and support in developing and implementing management and business plans for 3 main demonstration sites. Therefore, PA project is seeking for an international consultant experienced in biodiversity, forestry, management and business plan development, PA management, PA financing to implement the assignment.

OBJECTIVES OF THE ASSIGNMENT

- To analyze, assess the current status of development and implementation of management plan and business plan for PAs in general and for the demonstration sites in particular.
- To develop management plan and business plan for 3 demonstration sites and guide the implementation of these plans.

SCOPE OF WORK

The scope of the work is defined as follows:

Under the overall guidance of the PMU and staff of BCA and the UNDP Sustainable Development Cluster, the International Consultant will define and coordinate the inputs of national consultants, to support BCA in the development of management plan and business plan for the protected areas. His/her tasks will include:

1. Guide overall implementation of the assignment including preparation of concept note (with detail work plan, approach and outline of final products) and coordinating inputs of the consultant team
2. Overview on development and implementation of management plan and business plan for PA system in Vietnam
3. Analyze, assess the development, implementation of management and business plans of 3 main demonstration sites
4. Develop management and business plans for 3 demonstration sites
5. Guide the implementation of management and business plans for 3 demonstration sites

6. Provide technical guidance and quality control to the project team on the development of deliverables, stakeholder consultation and analysis, collation of existing information
7. Lead the development of final products
8. Facilitate necessary stakeholder consultations (MARD, MOF, MPI, universities, institutes, national parks, organizations such as Vietnam Conservation Fund, related projects such as MARD/GIZ project) including national consultations, meetings, workshops, learning activities and other related activities
9. Attend and make presentation in meetings, workshops as requested
10. Collaborate with Project Management Unit to implement other related activities to achieve products as required by the assignment.

DURATION OF ASSIGNMENT, DUTY STATION

The “lump-sum” contract will be output-based with estimated 35 working days spreading over a period from April to Sep, 2012

Duty station: Home based, Hanoi and 3 demonstration sites. Travel cost will be reimbursed based on actual & DSA will be paid in accordance with DSA rate under UNDP standard.

FINAL PRODUCTS

The following products are to be delivered:

1. Report on assessing and analyzing the current status of development and implementation of management plan in 3 demonstration sites
2. Report on assessing and analyzing the current status of development and implementation of business plan in 3 demonstration sites
3. 03 management plans in 3 demonstration sites
4. 03 business plans in 3 demonstration sites
5. Summary report

PROVISION OF MONITORING AND PROGRESS CONTROL

Meeting and discussion with VEA/BCA staff responsible, UNDP PMU to agree on concept note (with detail work plan, approach and outline of final products). Technical consultation workshop will be organized with support from PMU to receive comments from stakeholders.

DEGREE OF EXPERTISE AND QUALIFICATIONS

- Postgraduate Degree and knowledge and advisory experience in biodiversity conservation, environmental economics.
- At least 5 years of experience in natural resource management, sustainable development; with track record in developing management and business plan, implementing sustainable financing mechanism or relevant.
- Knowledge on biodiversity conservation, environmental sciences, environmental management
- Sound understanding of UNDP/GEF requirements and policies, UNDP/GEF projects is an asset
- Experience in facilitating dialogues/communications between international/national organizations and national governments
- Work experience in Vietnam (desirable) and/or South East Asia in the related subjects
- Good skill on coordination of working team
- Good computer skills
- Excellent written communication skills in English evident by submission of 02 similar samples

PROJECT SUPPORT

- VEA/BCA and PMU by introducing the consultant team with partners/stakeholders will assist the consultant in carrying out interviews and meetings with proposed stakeholders.
- PMU will support to mobilize national consultants to held review a number of issues related to the assignment
- The International consultant is requested to play role of team leader of this team. Team leader will have overall responsibility for monitoring and coordinating the service performance among her/his team members.

REVIEW TIME REQUIRED AND PAYMENT TERM

- First installment of 20% of the total contract will be paid after the submission the concept note with satisfactory acceptance by VEA/BCA, UNDP and PMU
- The second installment of 40% contract amount will be paid upon submission the draft final products with satisfactory acceptance by VEA/BCA, UNDP and PMU
- The last payment of 40% will be paid upon the completion of final products under the contract, with satisfactory acceptance by VEA/BCA, UNDP and PMU

CONSULTANT PRESENCE REQUIRED ON DUTY STATION

NONE

PARTIAL

INTERMITTENT

FULL-TIME