

## TERM OF REFERENCE (International Consultant)

<b>Service required</b>	<b>Consultancy Service for designing the biodiversity training programme (team leader)</b>
<b>Duty station</b>	<b>Home based and in Vietnam with possible in-country travel</b>
<b>Duration</b>	<b>Estimated 18 working days (from April to July, 2012)</b>
<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) through UNDP
<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.

To support the project develop its training programme for the PA managers, forest rangers and other stakeholders on biodiversity conservation, PA management, business plan development, biodiversity monitoring, financing mechanism and legal framework; it is necessary **to assess the training needs, design training programme and develop training curriculum**. Therefore, PA project needs an international consultant experienced in training on biodiversity, forestry and environment to carry out the assignments.

### OBJECTIVES OF THE ASSIGNMENT

- To carry out training needs assessment of targeted groups
- To design training programs/training courses for targeted groups
- To develop training curriculum

### 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 preparing training need assessment, design the training programme and training curriculum. 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. Develop training needs assessment questionnaire, collect information and analyse it to determine (1) target training group and the training subjects/contents; (2) training methods; (3) training levels (basic and/or advanced) for each targeted groups of participants
3. Design training programs suitable to each training subject/content and training level (basic and/or advanced).
4. Develop training curriculum for each targeted groups of participants with appropriate training levels
5. Provide technical guidance and quality control to the project team on the development of deliverables, stakeholder consultation and analysis for activities within the capacity building component of the project. Lead the development of the training need assessment report, training programme and training curriculum
6. Facilitate relevant stakeholder consultations (MARD, MOET, universities, institutes, national parks, Vietnam Conservation Fund, MARD/GIZ project) including meetings, workshops, learning activities and other related activities
7. Attend and e present findings at meetings, workshops as requested
8. 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 18 working days spreading over a period from April to July, 2012

Duty station: Home based, Hanoi. This shall include country travel to project sites (Bidoup-Nui Ba National Park in Lam Dong, Xuan Thuy National Park in Nam Dinh, Cat Ba National Park in Hai Phong and Bai Tu Long National Park in Quang Ninh).if required. 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 training needs assessment results
2. Training programs/training courses for each targeted groups
3. Training curriculums for each targeted groups

Deliverables (in English) will be submitted in electronic forms

#### **PROVISION OF MONITORING AND PROGRESS CONTROL**

Meeting and discussion with VEA/BCA responsible staff, PMU and UNDP 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 nature, environment, biodiversity conservation, management and sustainable use of natural resources, protected area management
- At least 7 years of experience with track record in training design on biodiversity conservation, management and sustainable use of natural resources, protected area 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                      x PARTIAL                       INTERMITTENT                       FULLTIME