



Title: SCOPE OF WORK FOR CONSULTANCY OF ASSESSMENT AND PROPOSE THE PLAN FOR INNOVATION, DEVELOPMENT OF AGRICULTURAL COOPERATIVES IN 2022 – 2026, WITH VISION TO 2030 IN QUANG TRI PROVINCE

INDEPENDENT CONSULTANT SCOPE OF WORK

Consultant Name: (Last, First)		Position Title:	Consultant on conducting Agricultural Cooperatives Assessment in Quang Tri
Project Name:	USAID Sustainable Forest Management		
Billing Code:	2.2.11.3	Contract No:	
Period of Performance:	July- September 2022		
Travel Days:	8		
Work Days in field:	25		
Remaining Work Days: (Research, Report Writing)	22		
Total Level of Effort:	55		
Activity code:	2.2.11.3		

DAI Organization and Values

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

Project Background

The USAID Sustainable Forest Management Project (the Project) will work with the Government of Vietnam (GVN) to reduce carbon emissions associated with deforestation, the degradation of natural forests, and poor plantation management. The Project will implement a “Green Prosperity” approach that strengthens local communities’ ability to protect their natural resource base and reduce emissions while building a strong foundation for sustainable livelihoods and equitable economic growth.

The Project will work in seven provinces (Lao Cai, Son La, Hoa Binh, Thanh Hoa, Nghe An, Quang Tri, Quang Nam) and focus on five objectives:

- I. Improve and expand community forest management



2. Increase conservation-friendly enterprises in forest-dependent communities
3. Increase functionality of law enforcement system for forest crimes
4. Improve production forest management practices
5. Mobilize domestic resources for forest management and protection

The Project is being implemented during the period 2020-2025 by DAI in collaboration with RECOFTC and Preferred by Nature as partners, with the Ministry of Agriculture and Rural Development (MARD) as the counterpart and the Management Board of Forestry Projects (MBFP) as project owner.

Description of Consultancy Service:

1. Background

Under Objective 2 (Increase Conservation-Friendly Enterprises in Forest Dependent Communities), there are two main tasks as follow:

1. Identify Target Value Chains, Barriers, and Opportunities
2. Strengthen Conservation-Friendly Value Chains in SFM Landscapes

Cooperative economic development is the key strategy of the Politburo and the Government of Vietnam. In the 5th Summit of the Communist Party Politburo (IX) on March 18, 2002, the Communist Party has approved the Resolution of “continuously innovating, developing and fostering effectiveness of cooperative economic development” in the new era. In 2019, the Politburo has reviewed 15 years of this Resolution No 5 and promulgated the Conclusion Paper No 70-KL/TW on March 9, 2020, to continue the aforementioned Central Resolution No 5. At this moment, Quang Tri has 281 agricultural cooperatives and 1 agriculture cooperative alliance working under the 2012 Law of Cooperatives. The total members remain 68,600 people and average revenue 1.2 VND Billion/year/entity. The net profit remains 120 VND million /year/cooperative. The total assets are 480 billion (current assets 155 billion, fixed assets 325 billion). Most of them are agriculture and service cooperatives, accounting for 77%, crop 20%, livestock 2.1% and the rest are forestry and fisheries cooperatives.

In the period of 2016 – 2020, Quang Tri provincial authorities have approved several supporting policies for cooperatives, leading to positive progressive transformation. However, it does yet meet the expectation as the leading factor for economic households and linking to market for members. The causes are several including limited capital, assets, management capacity, restricted policies, resources allocation as well as envisioned strategy development to best amplify potentials and strengths. In order to support approach for agricultural cooperatives and fulfilled the assigned tasks given by the provincial People committee listed in the Action Plan No 14/CTHĐ-UBND dated March 8, 2022, of Plan development for innovation and improvement the effectiveness of agricultural cooperatives in 2022 – 2026 with vision to 2030.

Based on the above context and receiving the proposal of the Provincial Project Management Unit (PPMU) of Quang Tri province, the Project recruits a short-term consultant to fulfill the task of “Assess the status of agricultural cooperatives and providing appropriate recommendations on development plan for agricultural cooperatives in Quang Tri province in 2022 – 2026 with vision towards 2030. The activity will be expected to contribute directly to the main indicator: **ID4- Number of resources mobilized. ID1- Number of people enhanced capacity;** and **ID5-Number of livelihood beneficiaries** (in 11 monitoring and evaluation indicators of the Project).

2. Purposes of the assignment

Conduct survey, research to assess the status of operation, business, management of agricultural cooperatives in Quang Tri and propose the Plan for innovation, development of agricultural cooperatives in 2022 – 2026 the vision to 2030.

3. Location

The consultancy activities, including desk – review will be conducted at the consultancy's office and field survey, consultation, technical meetings will be conducted in Quang Tri province.

4. Tasks

The Consultant is expected to conduct the following tasks:

- 1) Screen secondary source of documents including the annual 2021 agricultural cooperative report, review report of 10-year implementation of 2012 Law of Cooperatives in agricultural sectors, the Decree of Cooperatives assessment and classification, updated policies for agricultural cooperatives, report on accessibilities to supporting policies for agricultural cooperatives.
- 2) Develop an inception report capturing research outline, secondary data, methodology, detailed plan, report structure, assessment toolkits and methodology for analysis. Discuss and agree on the work plan and schedule with the Project staff and Quang Tri PPMU before implementation.
- 3) Survey, work with stakeholders in Quang Tri in accordance with the agreed plan with the Project staff, PIC and Quang Tri PMU.
- 4) Analyze data.
- 5) Develop the draft report and the Plan for innovation and development of agricultural cooperative in 2022 – 2026 with vision to 2030 for Quang Tri province. This plan should indicate the support to cooperatives will contribute to reduce deforestation and forest degradation and reduce carbon emissions, this to comply with Project's objectives.
- 6) Participate in technical consultation workshop to collect comments and peer reviews.
- 7) Update and finalise report and the Plan for innovation and development of agricultural cooperative in 2022 – 2026 with vision to 2030 for Quang Tri province, based on the comments of the stakeholders in consultation workshops, comments of provincial line department, the Project staff and Quang Tri PMU.
- 8) Submit the final consultancy report.

Anticipated Level of Effort (LOE) and Deliverables

The estimated LOE for this assignment is **55** person-days, from July 20, 2022, and ends up on September 30, 2022. The final report must be in both Vietnamese and English. The specific deliverables and timeframe are listed below in the following Table:

#	Activities	LOE (day)	Description of the outputs/deliverables	Deliverables	Due date (of deliverable)	Means of Deliverable Verification
---	------------	-----------	---	--------------	---------------------------	-----------------------------------

I	(1&2)	5	Working with Quang Tri PPMU, the Project staff PIC and propose the following topics capturing research outline, secondary data, methodology, detailed plan including field assessment, report structure, assessment toolkits, methodology for analysis and list of secondary data.	Inception Report covering: i) research outline, research method, plan for data collection, detailed plan of field visit, report structure, toolkits and methodology for analysis, summary result of secondary data review (In Vietnamese)	5/7/2022	- The in-charge Project staff approval
II	(3,4,5,6,7)	45	Conduct field visit to collect data, draft report, consultation meetings, review and finalization of research report and the Plan for innovation and development of agricultural cooperatives in 2022 – 2026 with vision to 2030.	The final report and the Plan for innovation and development of agricultural cooperatives in 2022 – 2026 with vision to 2030 (In Vietnamese)	20/9/2022	- PPMU and Quang Tri rural development sub-department check and accept.
III	(8)	5	Brief completion report	Final report (English + Vietnamese)	30/9/2022	- The in-charge Project staff approval
Total		55				

Qualification:

- Master's degree in economic, agricultural, rural development and relevant sectors
- Having at least 08 years in research and participate in development of supporting policies for agricultural cooperatives, SMEs or agricultural production support policies.
- Having at least 10 years working with cooperatives, especially agricultural cooperatives
- Having sound knowledge of cooperative development support programs of Government of Vietnam and Quang tri province.
- Having profound contextual understanding of agro – forestry cooperatives in Quang Tri province will be an asset.
- Fluent in English and Vietnamese
- Have skills in analyzing statistical data, synthesizing, and writing reports
- Vietnamese National



How to apply and requested documents

Interested candidates are requested to submit:

- A CV
- A cover letter in English
- Scanned copy of highest related degrees.
- Summarised technical proposal in English and Vietnamese (Max 3 pages) on approach to this assignment (methodology and work plan), and list of relevant completed assignments.

via email to our recruitment email at VietnamSFM@dai.com.

Please quote the position title in the subject line: “Application for **the short-term Consultant position on the cooperatives assessment in Quang Tri – STTA**”

Deadline for application: 5.00 p.m. (Hanoi time), 16/6/2022

To learn more about DAI, please visit our website www.dai.com

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. DAI does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, veteran status, or other non-merit factor.