



## INDEPENDENT CONSULTANT SCOPE OF WORK

### Knowledge Product Management (KPM) Consultant for the USAID/Vietnam Sustainable Forest Management Project

<b>Consultant Name:</b> (Last, First)	TBD	<b>Position Title:</b>	<b>International KPM Consultant</b>
<b>Project Name:</b>	USAID Vietnam Sustainable Forest Management		
<b>Billing Code:</b>	101	<b>Contract No:</b>	
<b>Period of Performance:</b>	August 1, 2022 to March 30, 2023		
Travel Days:	0		
Work Days:	48		
Remaining Work Days: (Research, Report Writing)	02		
<b>Total Level of Effort:</b>	50		
<b>Evaluator:</b>	Deputy Chief of Party (DCOP)		

## I. BACKGROUND

Due to government policies and programs that have provided investment in forest restoration since the 1990s, forest cover is now 42%. Despite this overall recovery, Vietnam continues to experience ongoing conversion of natural forests and a loss of natural ecosystems. In 2015, 50 percent of forests in Vietnam were classified as production forests. There has been a reduction in total hectares of natural forests and in forest quality estimated in 43% of tree cover loss that attributed to deforestation through conversion to commodities, 31% to tree plantations, and 24% to shifting agriculture.

The large and growing wood product industry has incentivized logging of natural forests and conversion to plantations. Generated emissions from these activities present important opportunities for emissions mitigation and enhanced sequestration.

To contribute to addressing the drivers of forest degradation, USAID Vietnam initiated the USAID Sustainable Forest Management Project (the Project). The Project will focus on reducing land-based emissions and increasing carbon sequestration in Vietnam's natural production forests and plantation production forests. Engagement with the private sector and improved management by communities, local authorities, and the national government are at the core of these activities.

The overall goals of the USAID Sustainable Forest Management Project are to:

- 1. Avoid carbon emissions from natural forest conversion;***
- 2. Increase carbon sequestration through better management of plantation forests; and,***
- 3. Improve quality, diversity and productivity of natural production forest;***

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 and focus on five themes:

- i. Improve and expand community forest management
- ii. Increase conservation-friendly enterprises in forest-dependent communities
- iii. Increase functionality of law enforcement system for forest crimes
- iv. Improve production forest management practices
- v. Mobilize domestic resources for forest management and protection

The Project implements from 2020 to 2025 by DAI in collaboration with The Center for People and Forests (RECOFTC), Preferred by Nature partners and Ministry of Agriculture and Rural Development (MARD) as the government counterpart.

The Project has been accelerating its field implementation and there are a number of knowledge products (e.g. capacity building needs assessment reports on nurseries, processors and forest owners, technical guidelines on FSC certification, silviculture management, cinnamon, coffee, other); reports related to community forest management, environmental governance and policy, payment for environmental services and communications products (e.g. Newsletters, Technical Videos) produced/to-be-produced by the Project.

To ensure that these knowledge and communication products meet the quality requirements before submitting to the client and/or upload to the Development Experience Clearinghouse (DEC) or to the GVN or to the public, the Project seeks an international short-term technical assistance (STTA) on Knowledge Product Management (KPM) Consultant.

## **II. OBJECTIVES**

DAI is engaging the KPM Consultant to provide high quality knowledge and communication products. The main objectives of the assignment are to (a) review and copy-edit knowledge products (e.g. technical reports, monitoring reports, to-be-published papers, others) of the Project produced by non-native English writers; b) review secondary documents/data and support the Project to finalize communication products (e.g. Bullet Points for Weekly Update, Newsletters, Technical Video Scripts, Social Behavior Change Communication, news articles, success stories, etc). This SOW describes specific activities anticipated over the next nine-month period.

## **III. SUPERVISION AND COLLABORATION**

The KPM Consultant shall conduct all activities and prepare the deliverables under the overall supervision of the Chief of Party (COP) and direct supervision of Deputy COP. The KPM Consultant will also work closely with the Project Senior Communications Specialist, and other technical Directors of the Project.

## **IV. ACTIVITIES**

1. Work closely with the Project supervisors to agree a brief work plan for achieving the objectives and the deliverables of this SOW;
2. Review, edit and finalize (i) the Report on Capacity-Building Needs Assessment for Plantation Owners and Nurseries in SFM Certification and Institutional Capacity for Farmer Groups; (ii) the Practical Guideline on Forest Certification and Saw-log Plantation; (iii) Practical Guideline on Private Sector Engagement Plan; (iv) the Report on Climate Change Adaptation (v) the Practical



Guideline on Silviculture, Seedling and SFM Management; and (vi) Reports for USAID or GVN related to community forest management, environmental governance and policy, payment for environmental services on Community and specified by the Project's technical directors.

3. Review secondary documents/data and work with the Senior Communications Specialist of the Project to produce communication products (e.g. Bullet Points for Weekly Update, Newsletters, Technical Video Scripts, Social Behavior Change Communication or SBCC tools, successful stories, etc.);
4. Work with other technical directors to review and copy-edit other knowledge products to be requested by the supervisors; and
5. Prepare a brief completion report on this SOW.

Central to this consultancy are meetings conducted via Skype or video conference call with Project staff in Vietnam and internationally.

The KPM Consultant is expected to prepare and submit deliverables by the due dates as requested by the her/his supervisors. S/He will communicate regularly with Project staff and incorporate their feedback on all deliverables. Any activities to be carried out by the KPM Consultant in addition to the activities described in this SOW will be developed by DAI in coordination with the KPM Consultant and elaborated in an amendment to this SOW.

## V. SCHEDULE OF DELIVERABLES AND LEVEL OF EFFORT

The period of implementing this assignment is within 370 days, with the total level of effort (LOE) not to exceed **50 days**, based on the break-down in Exhibit I below. The assignment will be implemented from August 1, 2022 to March 30, 2023. All deliverables must be in English, including annexes of all information collected or generated during the implementation of the relevant activities.

### Exhibit I. Deliverables and Due Dates

No	Deliverables	Deliverable Descriptions	Estimated LOE (day)	Due date
1	One Work Plan (Activity 1)	<ul style="list-style-type: none"> <li>Brief work plan with agreed approach</li> </ul>	1.0	6 days after contract award
2	Knowledge Products (Activity 2)	<p>The following are the deliverables to be ready to submit to USAID:</p> <ul style="list-style-type: none"> <li>One Report on Identification of Potential Plantation Owners, Nurseries and Processors for Sustainable Forest Management Practice</li> <li>One Practical Guideline on Forest Certification and Saw-log Plantation;</li> <li>One Practical Guideline on Private Sector Engagement Plan;</li> <li>One Report on Climate Change Adaptation;</li> <li>One Practical Guideline on Silviculture, Seedling and SFM Management</li> </ul>	15.0	180 days after contract award

No	Deliverables	Deliverable Descriptions	Estimated LOE (day)	Due date
3	Knowledge Products (Activity 1, 3, 5)	<ul style="list-style-type: none"> <li>Technical reports for USAID or GVN related to community forest management, environmental governance and policy, payment for environmental services</li> </ul>	20.0	180 days after contract award
4	Communication Products (Activity 3)	<ul style="list-style-type: none"> <li>18 Bullet Points for Weekly Updates</li> <li>Two Newsletters and one Policy Brief of the Project</li> <li>Script of one Technical Video on Objective 4</li> <li>One SBCC tool</li> </ul>	12.0	250 days after contract award
5	One completion Report (Activity 4 & 5)	<ul style="list-style-type: none"> <li><b>Final brief completion report</b> summarizing all deliverables and annexes</li> </ul>	2.0	270 days after contract award
		<b>TOTAL</b>	<b>50</b>	

## VI. REQUIRED QUALIFICATIONS

The successful candidate must comply with the following requirements:

- BA in Communications or Social Sciences such as Natural Resource Management, Community Development, Economics, or Management; MA preferred;
- Sound knowledge in Vietnamese socio-economic and sustainable natural development policies and plans or other similar country contexts preferred;
- At least five (5) years of experience in monitoring and evaluation or results-based management; previous experience conducting field monitoring of livelihoods, micro, small and medium enterprise (MSME) and/or conservation enterprise development and/or sustainable natural resources management projects preferred. Excellent reviewing and analytical skills in socio-economic and environmental development fields.
- Professional documents editing, writing of communication and knowledge products; prior experience on producing knowledge products for USAID funded projects is preferable.
- Experience working with rural and ethnic communities of Vietnam is advantage.
- Understanding and knowledge of basic computer applications such as MS Words, Excel and data base management; and
- Competent in interpersonal and communication skills in English (native speaker) and Vietnamese reading skill is preferable.