

CALL FOR EXPERTS

A. 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.

B. 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:

1. 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 will be 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.

C. DESCRIPTION OF CONSULTANCY SERVICES:

I. Scope of the consulting works

The SFM project is seeking consultants to complete various technical and management expertise to support to implement the Project’s activities from 2022-2025.

Detailed specific SOWs will be available and shared for specific consultancy needs.

We are seeking experts in the following areas:

1. Community forestry management (CFM) such as: Agroforestry, Land/Forest Allocation, Forest monitoring, Training for communities CFM, etc.
2. Conservation-friendly enterprises (CFE) in forest-dependent communities such as: Forestry value chains/ non-timber forest products; Capacity building on value chains, cooperatives management; Post-harvest technology; Market linkages, etc.
3. Forestry policies and legal enforcement
4. Sustainable forest management and forest certification
5. Payment for Environmental Services (PFES) and Carbon PFES
6. Project monitoring and evaluation, Geography Information System (GIS)
7. Social communication
8. Gender equality and social inclusion
9. Expert in software architecture
10. Others relevant to the project scope

II. Location

These tasks will be carried out in Hanoi and/or any province among seven project provinces of Lao Cai, Son La, Hoa Binh, Thanh Hoa, Nghe An, Quang Tri and Quang Nam.

III. Qualifications

- Vietnamese nationality.
- Bachelor's degree or higher in related field
- At least 5 years of experience in related field
- Skills in analyzing statistical data, synthesizing and writing reports and presenting research results is preferred
- Experience working with USAID/ODA projects is preferred
- Vietnamese and English proficiency in speaking and writing.

IV. Application process

The Project will draw from the established pool of experts when looking to hiring short-term consultant(s) for various activities. Note that inclusion in the pool does not guarantee an assignment; however, experts must be part of the established pool in order to be considered for any activity.

The selection of expert(s) for each activity will have two stages. This Call for Experts is Stage 1 of the selection of expert(s). Stage 2 will occur when the Project seeks to competitively request specific expertise for project activities. The process for Stage 2 is described for reference only. Bids/applications relating to Stage 2 will be extended only to those accepted in the general pool of experts at a later time as assignments needs arise.

Stage I	Application to the general pool of experts	No deadline. Applications to pool of experts will be accepted on a rolling basis.
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Stage 2	Competitive recruitment for a specific project activity	Deadline for specific activities will be indicated in the SOW for each assignment.
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Stage 1 – Application to the general pool of experts (for action)

All experts who meet the criteria described in the preceding section are encouraged to submit:

1. An application letter specifying the area(s) to apply for
2. A CV in Vietnamese and English with the required details as described below
3. A valid email address for SOW dissemination under Stage 2; and
4. A completed and signed USAID biodata (USAID-I420 form) with a proposed daily rate in VND which is Personal Income Tax inclusive that will be valid for at least one calendar year.

Interested candidates should refer to the Instruction of Applications [\(LINK\)](#) for completing their application.

General Guidance

Assignments for project activities will be awarded to qualified individual experts; assignments are not intended for a firm or team. Inclusion in the general pool of experts does not guarantee an assignment. This Call for Experts in no way obligates the Project to award a contract nor does it commit the Project to pay for any costs incurred in the preparation and submission of an application in response hereto. Furthermore, the Project reserves the right to reject any and all offers, if such action is considered to be in the best interest of USAID.

CV Submission

CVs are required to include the following details:

- Name & contact info - mailing address, telephone number, email
- Nationality
- Languages
- Employment history – Employer, employment duration, location, position held, key responsibilities and/or accomplishments
- Education history – Institution name, location, degree obtained, notable concentrations/certificates earned, date years of attendance
- Three professional references – name, title, organization, relationship, email address, phone number

CVs that do not provide the required information may not be considered for inclusion in the general pool of experts. CVs will be reviewed for technical relevance and evaluated for inclusion in the pool. CVs must include a valid email address for SOW dissemination under Stage 2.

Establishment of Daily Rate

Candidates should complete and submit the USAID I420 Employee Biographical Data ([link](#)) and propose a gross daily rate in Box 6. Proposed daily rates are valid for at least one calendar year from the date that the application is submitted. Candidates do not need to fill out Boxes 2, 4, 5, 7, and 16 on the USAID I420 form.

Once the candidate is confirmed as part of the general pool of experts at a proposed daily rate, s/he may not negotiate a higher rate until after one calendar year of submission. The Project reserves the right to request additional supporting documentation that verifies the salary history reported on the USAID I420 form at any time. Supporting documentation may include: 1.) pay stub 2.) signed contract or 3.) the name, title, and contact information of a current or previous employer willing and able to confirm a recent/past salary or daily consulting rate as the case may be.

Stage 2 - Competitive selection for a project activity (for reference only)

For each project activity requiring short-term technical assistance, the Project will announce to the general pool of experts the release of a Scope of work (SOW). The SOW will include details such as approximate period of performance, number of LOE days, approximate travel dates in Vietnam if applicable, activity background, methodology, tasks and responsibilities, required qualifications, reporting, and deliverables.

Based on the SOW, qualified and interested experts from the pool will be invited to submit a brief cover letter which highlights assignments and experience relevant to the SOW.

Guidelines for Stage 2: Candidates may alternatively propose a rate equal to or lower than the daily rate established during the application process into the general pool of experts.

The Project intends to make Independent Consultant Agreement (ICA) awards under Stage 2 to the responsible candidate(s) whose application(s) represent the best value to the U.S. government. For overall evaluation purposes, all technical factors/qualifications other than cost or price, when combined, are significantly more important than cost or price.

This Call for Experts does not obligate the Project to award a contract.

To learn more about DAI, please visit our website: <https://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.