



## INDEPENDENT CONSULTANT SCOPE OF WORK

### Forestry crimes investigation skills consultant to train forest rangers on Forestry crimes investigation skills

<b>Consultant Name:</b> (Last, First)	<b>Position Title:</b>	Forestry crimes investigation consultant to train forest rangers on Forestry crimes investigation skills	
<b>Project Name:</b>	USAID Sustainable Forest Management		
<b>Billing Code:</b>	3.1.3.2	<b>Contract No:</b>	
<b>Period of Performance:</b>	From February 2023 to before August 2023		
Travel Days:	5 days per training including travelling (max)		
Workdays (in field):	5 days, base on the DAI approval, including travelling		
Remaining Workdays: (Research, Report Writing)	2		
<b>Total Level of Effort:</b>	<b>7 days/training, no more than 42 days/6 trainings</b>		
<b>Evaluator:</b>	<b>PPMU, DAI, FPD</b>		

#### **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 SERVICE:**

### **I. BACKGROUND OF THE ASSIGNMENT**

#### **1.1. Background**

Forest rangers are one of the important forces in the fight against Forestry crimes in the forestry sector. Rangers are also assigned some initial investigation activities for a number of Forestry crimes in the forestry sector. However, the majority of forest rangers have extensive forestry expertise, a few managers and legal staff have professional qualifications in law. Very few forest rangers have knowledge and experience in criminal offenses in the forestry sector, and rangers' investigative competence; on detecting, investigating and handling Forestry crimes in the forestry sector.

In addition, the criminal law and criminal procedure in Vietnam are very complicated and change frequently, making it difficult for the police force to fight and prevent Forestry crimes in the forestry sector. forest. Despite great efforts, the forest rangers have only managed to handle a small number of Forestry crimes in their respective fields. Forest rangers urgently need to be equipped with more knowledge and skills on competence, criminal offenses and criminal investigation in the forestry sector.

#### **1.2. Legal basis**

Investigative tasks and powers of forest rangers assigned to conduct a number of investigative activities are specified in:

- Law on Organization of Criminal Investigation Agency 2015
- Penal Code 2015, amendments and supplements 2017
- Criminal Procedure Code 2015
- Other legal documents related to criminal and criminal proceedings.

The Project requires two consultants, one with expertise in criminal offenses in the forestry sector and the other one with expertise in investigating criminal offenses in the forestry sector. The two consultants will work together to conduct a **training course on Forestry crimes and criminal investigation in the forestry sector for forest rangers**.

This SOW is for the *Forestry crimes investigation consultant in forestry sector*.

## **2. OBJECTIVES OF THE ASSIGNMENT AND TASKS**

### **2.1. Overall objectives**

This training course aims to equip forest rangers involving in investigating and handling forestry crimes (a) basic knowledge about Forestry crimes in the forestry sector, (b) forest rangers' investigative competence, and (c) investigation skills on forestry crimes that contribute to law enforcement strengthening and sustainable forest management.

### **2.2. Specific tasks**

The 3-days training course is to equip students with basic knowledge and skills on:

1. Classification of reports of Forestry crimes and grounds for prosecution of criminal cases
2. Receiving and handling denunciations and reports of Forestry crimes in the forestry sector
3. Taking testimonies from witnesses

4. Exploring the scene, collecting and filing evidence
5. Request for expertise
6. Procedure for Prosecution of cases, prosecute the accused
7. Investigation planning
8. Take preventive measures to the suspected/accused (arrest, detain, etc.)
9. End of investigation
10. Transfer the case file to the People's Procuracy/Court/Investigative police agency

### 3. SCOPE OF WORK

*Forestry crimes investigation consultant* in the forestry sector will conduct the following tasks:

1. Coordinating with Forest Rangers, DAI and Consultant of Forestry crimes in the forestry sector in planning to conduct training courses;
2. Development of training materials and practical exercises
3. Conduct training in the project area according to the assigned program
4. Evaluation of training report writing.

### 4. LOCATIONS

The consultant will carry out the trainings in designated provinces including Son La, Hoa Binh, Thanh Hoa, Nghe An, Quang Tri and Quang Nam.

### D. CONSULTATION TIME (LOE) AND DELIVERABLES

The estimated consulting days for each training is 7 days per training per province for Forestry crimes investigation consultant, scheduled from February to August 2023 including field trips in the Project locations. The specific products to be delivered are as follows:

No.	Deliverables	LOE per training	No of training	Total LOE	Time
1, 2	Training materials in Vietnamese including case studies preparation and responses to the specific criminal cases asked by the trainees (during and after the trainings)	1	6	6	2/2023
3	Conduct 3-days training in province with 2 days travelling	5	6	30	2-8/2023
4	Training report in Vietnamese and English	1	6	6	8/2023
	<b>Total days for 6 trainings</b>			<b>42 days</b>	

#### **Remarks:**

- The Project to pay for fieldtrips, hotels, and travel for a maximum of 5 days per training for trainings in the Project locations;
- The Project does not pay on meals, vacations, and travel for the consultant without travelling.
- The deliverables include (1) Training materials in Vietnamese; (2) final training report for each training with the post training assessment from trainees in Vietnamese and English shall be handed over and approved by FPD, PPMU and DAI.



## **D. QUALIFICATIONS**

- Vietnamese citizen
- Minimum Master's Degree from Law schools, Procuratorate Universities, Court Academy, People's Police Academies or related fields;
- Have at least 15 years of working experience in crime investigation, study or other areas related to law enforcement;
- Have profound knowledge and experience in provide trainings on law enforcement techniques (crime study, investigation, prosecution, judgment) related to handling Forestry crimes;
- Having practical experience as prosecutors, investigators, judges is an advantage;
- Have worked in Vietnamese law enforcement agencies;
- Good facilitating, presentation skills;
- Good reporting skills;
- Able to use Microsoft office applications such as word and excel, data analysis tools and software;
- Speaking English is not compulsory, but is an advantage.

## **E. HOW TO APPLY AND REQUESTED DOCUMENTS**

Individual interested candidates are requested to submit:

- Updated CV in English and/or Vietnamese
- Cover letter indicating why the applicant is suitable for this position along with current contact details of at least three referees in English or Vietnamese
- Scanned copy of highest related degrees
- Similar consultancy projects/reports completed before either in English or Vietnamese

via email to our recruitment email at [VietnamSFM@dai.com](mailto:VietnamSFM@dai.com). Please quote the position title in the subject line: "**Application for Forestry crimes investigation consultant in forestry sector**".

**Deadline for application:** 5.00 p.m. (Hanoi time) **26<sup>th</sup> January 2023**.

**Remark:** *If being recruited, the candidate will have to provide DAI with a release letter with authorized signature and stamp from current employer to certify that candidate will not receive salary from current employer during the implementation of this consultancy assignment. This release letter is required for candidate **who are currently working for government agencies only**.*

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*

## ANNEX: TENTATIVE TRAINING AGENDA

*Final Agenda will be proposed by the consultants and approved by DAI. The Agenda proposed below is for discussion and can be adjusted to fit with the local conditions.*

Time	Activities	Remarks
<b>Day 1:</b>		
8h00-9h45	Crimes in forestry sector Questions & Answers	Forestry crimes consultant
9h45-10h00	Tea break	
10h00-11h30	Crimes in forestry sector (continued) Discussion of the crimes in the province	Forestry crimes consultant
11h30-13h30	Lunch break	
13h30 – 15h00	Roles and responsibilities of forest rangers in handling Forestry crimes Questions & Answers	Forestry crimes consultant 2 Consultants
15h00-15h15	Tea break	
15h15 – 17h00	Training discussion: Case study prepared by the consultants	2 Consultants
<b>Day 2:</b>		
8h00-9h45	1. Classification of crime reports and grounds for prosecution of criminal cases 2. Receiving and handling denunciations and reports of crimes in the forestry sector 3. Taking testimonies from witnesses Training exercise and practice	Investigation consultant  2 Consultants
9h45-10h00	Tea break	
10h00-11h30	4. Exploring the scene, collecting evidence 5. Request for expertise/examination 6. To prosecute the case, prosecute the accused Training exercise and practice	Investigation consultant  2 Consultants
11h30-13h30	Lunch break	
13h30 – 15h00	7. Investigation planning 8. Take preventive measures 9. End of investigation Training exercise and practice	Investigation consultant  2 Consultants
15h00-15h15	Tea break	
15h15 – 17h00	10. Transfer the case file to the People's Procuracy/ Court/ Investigative police agencies Training exercise and practice	Investigation consultant 2 Consultants
<b>Day 3</b>		
8h00-9h45	Training exercise: Case study prepared by the consultants; Questions and Answers	2 Consultants
9h45-10h00	Tea break	
10h00-11h30	Training exercise: Case study prepared by the consultants; Questions and Answers	2 Consultants
11h30-13h30	Lunch break	
13h30 – 15h00	Training exercise: Case study prepared by the consultants; Questions and Answers	2 Consultants
15h00-15h15	Tea break	
15h15 – 16h30	Training exercise: Case study prepared by the consultants	2 Consultants
16h30 – 17h00	Training assessment and close-up	PPMU/DAI