



TOR Approved: _____

Date: _____

TERMS OF REFERENCE FOR CONSULTANT TO SUPPORT THE NATIONAL ASSEMBLY TO IMPLEMENT AN INVESTIGATION MISSION TO GATHER INFORMATION TO PREPARE A COMBATING WILDLIFE TRAFFICKING REPORT (Wildlife Specialist)

DTA Activity Number: CWT002

Component: 2

KRA(s): 1.5, 2.1, 2.4

Indicator(s):

1.5.1 – Number of GIG-supported public consultation events to improve Vietnam’s legal and regulatory framework

2.1.1 – Number of activities to support executive oversight processes receiving GIG assistance

2.4.1 – Number of policy implementation assessments conducted with GIG support

Counterpart:

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Director
Department of Science, Technology and Environment, ONA
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Background

This activity seeks to support the Vietnam National Assembly’s Science, Technology, and Environment Committee (STEC) to strengthen their capacity and fulfill the NA’s role to oversee the Government’s efforts to combat wildlife trafficking. The activity will include:

- Substantive awareness raising on CWT issues for the NA staff and deputies.
- Support to the NA to carry out investigations to gather information on the implementation and enforcement of laws related to CWT efforts, in order to prepare materials for the workshop and the NA report.
- Convene consultation workshops to discuss and gather information from stakeholders on CWT issues.

GIG will provide technical support to ensure that STEC and the Department will be able to fulfill the NA’s oversight role and monitor the implementation of laws related to combating wildlife trafficking.

Purpose and objectives of the assignment

GIG will support the STEC to design and implement an investigation mission to consult with relevant stakeholders, review government CWT efforts, and gather information to prepare a CWT report to NA. This will be the first report on combating wildlife trafficking that has the involvement of the National Assembly, therefore the consultant will play an important role in assisting in information collection, analysis and drafting to ensure that the report will be informative and contain recommendations for the future involvement of the NA in supporting CWT efforts. The GIG program is seeking a local consultant with biodiversity and wildlife background to work closely with GIG and STEC to:

- i. *Gathering* all available information on wildlife trafficking in Vietnam (2013-2015) from various sources: government' reports, newspaper article and NGOs and CSOs report (such as Environment for Nature Vietnam (ENV), Wildlife Conservation Society (WCS), Traffic, and World Wildlife Fund (WWF) Vietnam.
- ii. *Analyze* and extract relevant information on wildlife trafficking in Vietnam for period from 2013-2015 for the preparation of a technical wildlife trafficking report to be combined in NA's CWT report.
- iii. *Consult* with additional stakeholders and experts to gather information for the wildlife trafficking report.
- iv. *Provide* a technical report on the status of wildlife trafficking in Vietnam, with a special focus on the trafficking of rhino horn, elephant ivory and pangolin.
- v. *Work with* the lead consultant (Governance and Enforcement) to compile information on government efforts on CWT and wildlife trafficking in a synthesis report for STEC to submit to NA with recommendations for involvement of the NA in the future.

Objectives of the assignment include:

1. To strengthen the NA's oversight role in monitoring government efforts in law implementation, focusing on CWT;
2. To heighten awareness among NA Deputies on CWT issues; and
3. To prepare a report on CWT for the NA's October session in 2016.

Principal duties and responsibilities

Principal duties and responsibilities of the consultancy include, but are not limited to:

1. **Support STEC** to develop workplan for the mission, focusing on: (i) a review of central and provincial government efforts on implementing laws and regulations on CWT; (ii) review of the current wildlife trafficking in Vietnam; (iii) the identification of the key challenges that prevent effective combating

efforts; and (iv) the development of recommendations for improvement of laws and regulation to improve CWT efforts.

2. **Prepare a wildlife trafficking report**, based on the information gathered from reports produced by NGO, CSOs and mass media.

3. **Carry out additional information collection and consultation activities** to gather relevant information to consolidate the report on wildlife trafficking in Vietnam.

4. **Support the lead consultant to** prepare a synthesis report on CWT efforts that include information on Government efforts and information on the wildlife trade to submit to STEC.

5. **Attend and present findings** at technical meetings organized by GIG and the NA for comment; and at the national consultation workshops to gather feedback from stakeholders.

6. **Consolidate and finalize** the report based on technical comments by GIG and the NA; and base on the comments from stakeholders at the consultation workshop.

7. **Attend a** close-out meeting with GIG to review and conclude the consultancy.

Deliverables

No.	Activities	Time	Due date
1	A concept note for the assignment that including: background information, methods to address the tasks, detail workplan, report outline	1	TBD
2	A list information sources for the wildlife trafficking report and Government Agencies, NGO, CSOs that will be consulted	1	TBD
3	Field work: Join the mission to meet and consult with stakeholders	5	TBD
4	A draft report on wildlife trafficking in Vietnam base on available information.	12	TBD
5	Collect and consult with other stakeholder, especially CSO, INGO to gather more information to consolidate the report.	3	TBD
6	A set of draft consolidated report on wildlife trafficking in Vietnam	5	TBD
7	A set presentation materials to deliver technical seminars that organize by GIG and NA (together with the lead consultant)	2	TBD
8	A draft Comprehensive report (together with the lead consultant)	7	TBD
9	Presentation materials of consolidated report to deliver consultation workshop (together with the lead consultant)	2	TBD
10	A final report - revised, consolidated report base on technical comment from GIG and STEC; and comments from stakeholders in the consultation workshops (together with the lead consultant)	4	TBD
11	Review and proofreading of the report for publication	1	TBD
12	A detailed report outlining work performed for each day billed	1	TBD
Total		44	

Level of effort and period of performance

The assignment start date is as specified in the Consultant Agreement. The total estimated level of effort is 44 work days. Final deliverables will be delivered to USAID/GIG Program no later than September 30 2016.

Duty station

The assignment will take place in Hanoi and other provinces

Reporting

The consultant will report to Brian Giacometti, Governance and Accountability Director of the USAID/GIG Program, and Nguyen Manh Ha Combatting wildlife trafficking Program Manager. All deliverables must be submitted to the following for review and approval:

- brian.giacometti@vietnamgig.com
- Ha.nguyen@vietnamgig.com

QUALIFICATIONS AND KEY COMPETENCIES

- Demonstrated knowledge of biodiversity and wildlife trade issue in Vietnam
- Demonstrated knowledge of Vietnamese legal and regulatory challenges, and opportunities for strengthening law-making and policy-making in the field of combating wildlife trafficking
- Understand the National Assembly structure and operational system and experience working with GVN, private sector, and other non-governmental counterparts.
- Demonstrated strong communication and interpersonal skills, and strong intellectual and operational capacity in research, collaboration, and facilitating agreement;
- Good communication and interpersonal skills, including demonstrated capacity to coordinate direct technical assistance with the Program's counterparts, USAID, and other donors.

EXPERIENCE AND EDUCATION

- Master Degree or equivalent in forestry, environment, biology and combating wildlife trafficking
- Minimum of 5 years working experience in the area of biodiversity, environment protection, or combating wildlife trafficking experience preferred.
- Fluent written and spoken English and Vietnamese required.

HOW TO APPLY

Applicants are advised to submit expressions of interest and CVs immediately. Applications will be reviewed on a rolling basis but this application window will close on COB June 2, 2016. Selection will be made as soon as a qualified candidate is identified. To apply, please submit an expression of interest and CV only to consultants@vietnamgig.com. Please include the position of interest in the subject line email following this format: Application to Consultant position – CWT002 – Your full name.