

TERM OF REFERENCE

ACTIVITY 1.3.5.2.1: DEVELOP THE OPERATIONAL PLAN (OP) FOR TAM GIANG – CAU HAI WETLAND CONSERVATION AREA

Assignment:	Develop the operational plan (OP) for Tam Giang – Cau Hai Wetland Conservation Area (WCA)
Subject:	03 National Consultants
Place:	Ha Noi, Thua Thien Hue Province
Code and title of project:	00088048/ Conservation of critical wetland Protected Areas and linked landscapes.
Duration:	December 2017 to June 2018

1. INTRODUCTION

The Project “Conservation of Critical Wetland Protected Areas and Linked Landscapes” (the “Wetlands Project”) is being funded by the Global Environment Facility (GEF) through the United Nations Development Program (UNDP), being implemented in 4 years from 2015 to 2018. The project will provide technical assistance to the Government of Viet Nam in establishing new wetland conservation areas, strengthening systematic, institutional and operational capacities for effective management and mitigation of threats for wetland biodiversity and linked habitats.

The project was approved under the Decision No. 1131/QĐ-TTg dated July 09, 2014 by the Prime Minister of Viet Nam and Decision No. 837/QĐ-BTNMT dated April 13, 2015 by the Minister of Natural Resources and Environment of Viet Nam. The Institute of Strategy and Policy on Natural Resources and Environment (ISPONRE) is assigned as the National Implementing Partner; the Biodiversity Conservation Agency (BCA) is the co- implementing partner, and two pilot provinces were selected for project implementation activities – Thua Thien Hue (TTH) province and Thai Binh (TB) province.

This TOR outlines for the assignment of "*Develop the operational plan for TG-CH Wetland Conservation Area*” to achieve the Output 1.3 of the Wetland project “Two new wetland conservation areas (WCAs) established and operational”

2. BACKGROUND

In WCAs a management approach relatively new to Viet Nam is envisioned to be piloted, emphasizing sustainable use and wetlands-friendly livelihood practices as well as greater community engagement in site-based biodiversity conservation and management

activities, in accordance with the Species/Habitat Conservation Area category of the 2008 Viet Nam Law on Biodiversity (Chapter III) and with IUCN Protected Area (PA) Category VI¹.

The Wetland project is now supporting TTH to establish Tam Giang – Cau Hai WCA. In support of the formal establishment of the TG-CH WCA, the Wetlands Project has conducted a number of studies, specifically (i) a baseline survey, providing updated qualitative and quantitative information on the environmental, ecological and socio-economic conditions of the proposed TG-CH WCA; (ii) a review and quantitative assessment of the Ecological Health Index (EHI); (iii) a threats analysis and threat reduction/alternative livelihood strategy to improve wetland biodiversity and ecosystems in the planned TG-CH WCA; and (iv) an ecosystem services assessment and valuation in the proposed TT WCA and the TG-CH WCA.

Currently, the Vietnam Institute of Marine Environment and Resources (IMER) is developing the profile for establishment of TG-CH WCA, in line with the regulations as stated in the Biodiversity Law. The profile will be submitted to the TTH Provincial People's Committee (PPC) for approval by December 2017. As part of the Profile, also an organizational and financial structure has been proposed for the operations of the TG-CH WCA, which has been discussed among different stakeholders for consultation.

Under the proposed consultancy assignment, the Wetland project shall further elaborate the provisions and general outline of WCA and its management arrangements as described in the formal Profile document and as agreed with stakeholders, to prepare the operation plan (OP) of TG-CH WCA for the period 2018 to 2020.

3. OBJECTIVES OF ASSIGNMENT

Develop the operational plan (OP) for the proposed TG-CH Wetland Conservation Area for the period 2018 to 2020.

4. SCOPE OF WORK / TASKS

4.1. Prepare the Inception report

- Review the reports from previous outputs of the Wetlands Project for development of the management plan for TG-CH WCA, including but not limited to the following:

¹ IUCN Category VI PAs are described as follows: "Protected areas that conserve ecosystems and habitats, together with associated cultural values and traditional natural resource management systems. They are generally large, with most of the area in a natural condition, where a proportion is under sustainable natural resource management and where low-level non-industrial use of natural resources compatible with nature conservation is seen as one of the main aims of the area."

- ✓ the baseline survey, providing updated qualitative and quantitative information on the environmental, ecological and socio-economic conditions of the proposed TG-CH WCA;
- ✓ the threats analysis and threat reduction / alternative livelihood strategy to improve wetland biodiversity and ecosystems in the planned TG-CH WCA; and
- ✓ the ecosystem services assessment and valuation report, specifically information for TG-CH WCA.

- Review available operational plans of marine and terrestrial protected areas (PA) which has been developed in Viet Nam to draw lesson learnt for TG-CH WCA.

- Prepare the Inception Report describing the detailed work plan and anticipated activities and their timing, linked to assigned specific tasks and responsibilities of each consultant in developing the TG-CH WCA operational plan.

4.2. Developing the Operational Plan for TG-CH Wetland Conservation Area

- Review the profile for development of TG-CH WCA prepared by consultant firm within the framework of wetlands values, threats and overall conservation and sustainable use objectives; formulate the objective and outline of the operational plan for TG-CH WCA

- Work with TTH DONRE and other line Departments to identify the prioritized list of technical projects/activities to be implemented in the TG-CH WCA in the period of 2018 – 2020)

- Work with TTH DONRE and other line Departments to identify the list of prioritized capacity needs (i.e. Facilities, equipment, staffing, etc) for effectively operation of the OP of TG-CH WCA

- Work with TTH DONRE to develop the OP for TG-CH in line with the agreed outline and following the regulation requirements. The OP shall include the following points:

(a) Objectives, activities and implementation arrangement of the OP, including a Monitoring and Evaluating (M&E) plan;

(b) Proposed activities of the OP including the following main contents:

- ✓ Operation of the WCA management board;
- ✓ Protection and enforcement activities;
- ✓ Conservation and restoration of important and typical wetland ecosystems, and endangered, precious and rare species, prioritized for conservation;
- ✓ Survey, monitoring, scientific research and investigations on flora and fauna diversity and their habitats, environmental conditions, ecosystems and services

- provided, and sustainable livelihood activities in support of obtaining and maintaining up-to-date information and understanding on the status of TG-CH WCA, specifically its biodiversity;
- ✓ Education, training and awareness raising activities on environmental protection, sustainable livelihoods and biodiversity conservation for relevant stakeholders, especially WCA staff, government decision makers and local communities;
 - ✓ Description of ecotourism services, planned resource exploitation and generating livelihood options for the local community;
 - ✓ Opportunities to support wetland biodiversity oriented conservation activities in the TG-CH WCA buffer zone and wider landscape;
 - ✓ Prioritized list of investment projects (i.e. required infrastructure, facilities, equipment, staffing, etc.) for effectively operation of the TG-CH WCA in the period of 2018-2020, including objectives, necessary inputs (technical, human, financial, including source of funding), timing & duration, expected outputs, lead agency...);
 - ✓ Prioritized list of technical projects for wetland conservation in TG-CH (i.e. protection, conservation, restoration, scientific research, monitoring, livelihood support, education & awareness raising, etc.), including objectives, necessary inputs (technical, human, financial, including source of funding), timing & duration, expected outputs, lead agency...);
 - ✓ Monitoring and Evaluating (M&E) Plan for implementation of the OP.

4.3. Stakeholder consultation

- Conduct stakeholder consultations to provide inputs for the operational plan at national and local level;
- Finalize the OP which addresses the comments from different stakeholders.

5. DELIVERABLES/OUTPUTS

- **Inception Report (IR):** The IR shall include a description of methodology and approach for development of operational plan. The IR also shall include a work plan as well as an in-depth description of specific tasks and work assignment for individual consultants involved in further preparation of the TG-CH WCA Operational Plan, including the proposed detailed outline of the OP for the TG-CH WCA. IR is submitted to the PMU within 2 weeks after signing of the contract.

- **The Operational Plan for TG-CH WCA:**

- The Draft OP is submitted to the PMU by 30th April 2018
- The Final OP is submitted to the Sub-PMU by 15 June 2018

The required outputs above including the IR, the draft and final OPs have to

submitted to the PMU both in English and Vietnamese.

All deliverables are subject to review and acceptance of the PMU and UNDP in terms of qualification.

6. WORKING DURATION

December 2017 to June 2018

7. REQUIREMENTS / QUALIFICATIONS

To achieve the results as formulated in the current TOR, the Wetlands Project is aiming to engage a qualified team of 03 consultants with relevant qualifications and experience as described below:

7.1 National Consultant 1/Team Leader (50 working days): Take overall responsibility for the whole assignment; coordinating the input of each team member and taking responsibility for the quality of all deliverables to the PMU and UNDP;

Specific qualifications for the Team leader include:

- Minimum Master's degree in ecology, biology, natural resources / environmental management or related field, preferably a Master or PhD in relevant field;
- Minimum 10 years of working experiences related to planning and/or implementation of management assignments on biodiversity conservation, protection and/or restoration and/or PA operational planning and management in PAs;
- Demonstrated involvement in developing one/several PA management plan(s) in Viet Nam or abroad;
- Experienced in, or extensive knowledge of, environmental and biodiversity related issues and conservation management solutions in wetlands, preferably in Thua Thien Hue province.
- Understanding of legislative requirements for PA establishment and management, including regulations on development and approval of management plans in Viet Nam;
- Excellent leadership skills, experienced with serving as team leader in international projects;
- Having outstanding skills and experiences in data analysis, synthesis and reporting.
- Good communication skills, organization skills and presentation skills; Good capability and experience in working with authorities at local level in Viet Nam.
- Proficient English language skills; able to working independently with international experts; Good computer skills.

7.2 National consultant 2 (45 working days) Implementing the work under the

assignment of the Team Leader, with the primary responsibility for assistance in formulating management activities related to protection, conservation, and restoration of biodiversity, as well as monitoring and science-related issues. Supporting the development of the prioritized list of activities included in the TG-CH WCA operational plan, with specific focus on protecting and conserving biodiversity; participating in stakeholder consultations as needed; providing support on additional assignment as requested by the Team Leader.

Specific qualifications for the envisioned individual consultants include:

- Minimum Master's degree in ecology, biology, natural resources/environmental management or related field, preferably a PhD in relevant field;
- Minimum 8 years of working experiences related to biodiversity protection, conservation and/or implementation of management responsibilities at the PA level, preferably related to wetlands;
- Demonstrated hands-on experiences in development of a PA management plan, preferably in Viet Nam;
- Preferably experienced in, or extensive knowledge of, environmental and biodiversity related issues and conservation management solutions in wetlands, preferably in Thua Thien Hue province.
- Experience in research and review of local and international experiences and lessons learned in management planning and implementation for PAs, preferably with relevance to wetlands;
- Outstanding skills and experiences in data analysis, synthesis and reporting;
- Good communication, organization and presentation skills; Experienced in working with authorities at local level;
- Good teamwork, good knowledge of English and adequate computer skills.

7.3 National consultant 3 (45 working days): Implementing the work under the assignment of the Team Leader, with the primary responsibility for formulating management activities related to financing and financial instruments, support to improved/alternative livelihood with due attention for the conservation of biodiversity, and education & awareness raising among local stakeholders; participating in stakeholder consultations as needed; providing support on additional assignment as requested by the Team Leader.

Specific qualifications for the consultant 2 include:

- Minimum Master's degree in economics, environmental economics or related fields.
- Minimum 8 years working experiences in financial planning, design and

implementation of financial instruments for protected areas, including from livelihood activities, tourism etc.;

- Demonstrated in-depth understanding of and experience in finance for biodiversity such as payment for environmental services (PES), eco-tourism models, natural capital approaches, benefit-sharing mechanisms, etc.;

- Preferably experienced in, or extensive knowledge of, environmental and biodiversity related issues and conservation management solutions in wetlands, preferably in Thua Thien Hue province.

- Outstanding skills and experience in analysis, synthesis and making financial report;

- Good communication, organization and presentation skills; Experienced in working with authorities at local level.

- Good teamwork, good knowledge of English and adequate computer skills.

8. PAYMENT METHOD AND SCHEDULE

The PMU will sign an individual contract separately with each National Consultant.

- Payment-1 - 20% of the contract value - after approval of the IR by the PMU
- Payment-2 - 40% of the contract value - after submission and approval of the Draft operational plan of TG-CH WCA by the PMU
- Payment-3 - 40% of the contract value - after submission and approval of the final operational plan of TG-CH WCA by the PMU

The detailed conditions and schedule for submission of deliverables and related payments will be finalized in the Consultancy contract.

9. APPLICATION FORM: Individual National Consultants are requested to submit a signed Curriculum Vitae (CV), indicating in the cover letter for which of the consultant positions (National Consultant 1/Team Leader; National Consultant 2; or National Consultant 3) they apply.