

TERMS OF REFERENCE

Assignment:	Developing the draft National Action Plan for the Conservation and Sustainable Use of Wetlands in Vietnam
Position:	National individual consultants (02 Experts)
Work location:	Hanoi and provinces when required
Project code and name:	00088048/Conservation of Critical Wetland Protected Areas and Linked Landscapes
Work duration:	From Dec, 2017 to Oct, 2018 (total 125 working days)

1. Introduction

The project “Conservation of Critical Wetland Protected Areas and Linked Landscapes” (Wetland Project) is a four- year project (2015-2018) funded by the Global Environment Facility (GEF) through UNDP. The project’s immediate objective is to provide support to the Government of Vietnam in establishing new wetland Protected Areas, and strengthen systemic, institutional and organizational capacity for the effective management of wetlands to mitigate existing and emerging threats to biodiversity from linked landscapes.

The project document was approved by the Ministry of Natural Resources and Environment of Viet Nam (MONRE) in Decision No. 837/QD-BTNMT dated April 13, 2015. The Institute of Strategy and Policy on Natural Resources and Environment (ISPONRE) is the project’s National Implementation Partner and the Biodiversity Conservation Agency (BCA) is the Co-Implementing Partner, responsible for implementing the project components on consolidating the legal framework on wetlands, strengthening capacity for wetland conservation and sustainable use, and establishment and operation of the wetland Protected Area in Thai Thuy, Thai Binh Province.

The sub Project Management Board (Sub-PMU) is set up under Decision 1136/QD-TCMT dated August 17, 2015 by the General Director of Vietnam Environment Administration (VEA) to support BCA in implementing the assigned components.

The project is seeking 02 experienced consultants in the field of environment/biodiversity to conduct the activity “Developing the draft National Action Plan for the Conservation and Sustainable Use of Wetlands to 2025, vision to 2030”.

This activity contributes to the achievement of project output 1.1 *“New and updated national policy, regulatory and planning frameworks for wetlands conservation”*.

2. Background

Wetland ecosystems, both natural and artificial ones, are important for the socio-economic development, environmental security and the livelihood of tens of millions of Vietnamese people. The issuance of the Decision No. 04/2004/QD-BTNMT dated 05 April 2004 of the MONRE on the Action Plan for the Conservation and Sustainable Development of wetland in the period of 2004-2010 demonstrated strong commitment of the Government in wetland management and created a premise and legal basis for the conservation and sustainable development of wetlands in Vietnam. However, the implementation of the Action Plan has not been thoroughly to achieve the set targets. It did not meet practical

requirements on planning, management, conservation and sustainable use of important natural wetland areas because the desired objectives were too ambitious, and no indicators for monitoring the performance results were included. The proposed priority projects and programs have not been well implemented because of unclear scope of implementation and lack of resources for implementation.

In addition, the implementation period of the Action Plan covered the period from 2004 to 2010, as such the Action Plan no longer is valid. Therefore, the development of the updated National Action Plan for the Conservation and Sustainable Use of Wetlands to 2025, vision to 2030 is necessary to enhance and support the management of natural wetlands and strengthen the efficiency of the legal framework on wetland conservation in Vietnam for the purpose of international integration and country development.

In line with global guidance and best practice, the National Action Plan shall put forth relevant vision and mission statements as well as formulate agreed specific objectives and actions, arranged in thematic programs or programmatic objectives, and prioritized as appropriate, in support of managing wetlands for conservation and sustainable use. Prioritized actions shall be based on information on the current extent of natural wetlands in Vietnam, their location, status, values and threats as well as an evaluation of past and ongoing conservation initiatives. The National Action Plan shall build upon a multi-year time frame and describe relevant legal arrangements and legitimacy, implementation arrangements including identified lead agency and inter-agency coordination mechanisms, stakeholder involvement and relations with national and provincial Wetland Working Groups, financial resources allocations, approach in preparing detailed annual implementation plans, as well as include measurable goals and quantitative indicators of success, monitoring principles and accountability¹.

3. Objectives of the assignment

The assignment aims to propose an National action plan for the conservation and sustainable use of natural wetlands to 2025, vision to 2030 to strengthen the effective implementation of the wetland legal framework and protect biodiversity values of wetlands in Vietnam.

4. Specific tasks

The scope of work of the consultant group includes:

- Prepare the Inception Report that describes the consultants' understandings on the TOR, including: methodology, work plan and detailed outline of the Action plan;
- Overall assessment of the nationwide implementation of Decision No. 04/2004/QĐ-BTNMT, specifically the seven action programs in the Decision (activities implemented, budget allocation, achievements/results, issues met, underlying causes, etc.) as named below:
 - + Develop and consolidate the system of policy and institutions on wetland management;

¹ Recommended guidance on developing national wetland policies and action plans is provided in the Ramsar Convention Secretariat (2010) *National Wetland Policies: Developing and implementing National Wetland Policies. Ramsar handbooks for the wise use of wetlands*, 4th edition, vol. 2. Ramsar Convention Secretariat, Gland, Switzerland, available at [https://www.ramsar.org/search?f\[0\]=type%3Adocument&f\[1\]=field_document_type%3A494&search_api_views_fulltext=](https://www.ramsar.org/search?f[0]=type%3Adocument&f[1]=field_document_type%3A494&search_api_views_fulltext=)

- + Inventory and build up a database and make planning on wetland conservation and sustainable development;
 - + Develop and widely apply models of wise use of wetlands;
 - + Conserve wetlands of international and national importance and restore deteriorated important wetlands;
 - + Strengthen scientific research capability in comply with priority orientations to meet the requirements on wetland management, conservation and sustainable development;
 - + Raise awareness about the conservation and sustainable development of wetland;
 - + Enhance the efficiency of international cooperation for sustainable development of wetland.
- Study regional and international experiences on the development/ implementation of action plans for conservation and sustainable use of natural wetlands in an interdisciplinary and participatory approach.
 - Review the ongoing and completed practices and results of the UNDP-GEF Wetlands Project, including the new wetland classification, national wetland inventory, ongoing legislative reforms, approach to establish Wetland Protected Areas, capacity building initiatives, mainstreaming of wetland considerations in provincial planning, wetland ecosystem services valuation, and alternative livelihood initiatives, and incorporate relevant practices into the national Action Plan.
 - Propose contents of the draft National Action Plan for the conservation and sustainable use of wetlands to 2025, vision to 2030 in line with the National Biodiversity Strategy to 2020, vision to 2030 and the strategy for management of special-use forests, marine protected areas and inland water protected areas in Vietnam to 2020 and vision to 2030. In particular, the contents of the Action Plan should be focused on identifying the following issues:
 - Overview of wetlands in Vietnam
 - Area, location, status
 - Legislative-regulatory framework and institutional arrangements
 - Challenges and threats for wetland conservation
 - National Action Plan, including:
 - Vision, goal, objectives, viewpoints, guiding principles; Priority tasks and issues/programs;
 - +implementation arrangements. It is necessary to clarify the roles and responsibilities of stakeholders in relation to the implementation of the Action Plan, as well partnerships, financial strategy to ensure the long-term sustainable financing of wetlands biodiversity conservation in Viet Nam ;
 - Annexes as relevant.
 - Analysis of opportunities and challenges in implementing the draft National Action plan for the conservation and sustainable use of wetlands to 2025, vision to 2030;

- Draft the Decision on approving the National Action Plan for the conservation and sustainable use of wetlands to 2025, vision to 2030;
- Present the National Action Plan technical/consultation meetings;
- Finalize the National Action Plan and the draft Decision based on comments and inputs of the project and other stakeholders.

5. Required deliverables and work progress

The consultants tentatively work from Dec, 2017 to Oct, 2018 with progress as below:

No.	Deliverables	Deadline
1	Inception Report	Dec, 2017 (within 10 days after signing the contract)
2	First draft Action plan for the conservation and sustainable use of wetlands to 2025, vision to 2030	April 2018 (within 4 months after signing the contract)
3	Final Draft of Action plan for the conservation and sustainable use of wetlands until 2025, vision toward 2030 (finalized based on comments of the stakeholders)	October 2018 (within 10 months after signing the contract)
4	Draft Decision approving the Action plan for the conservation and sustainable use of wetlands to 2025, vision to 2030 (finalized based on comments of the stakeholders)	October 2018 (within 10 months after signing the contract)

All deliverables are in both Vietnamese and English and are subject to review and acceptance of the sub PMU, PMU and UNDP in terms of qualification.

6. Responsibility and Qualifications requirements

The project needs a consultant team of two members to do the assignment including:

❖ **Team leader / Consultant-1: (maximum 65 working days)**

➤ *Responsibility:*

- Manage and coordinate all work of the team, work directly with the Project and be responsible before the sub PMU for the assignment progress and results;
- Develop inception report that identifies the scope of work, methodology, main tasks, work plan and assignment for each team member;

- Study regional and international experiences on the development/implementation of the action plan for conservation and sustainable use of wetlands in interdisciplinary and participatory approach;
 - Develop the outline/frame and proposed contents of the Action plan for conservation and sustainable use of wetlands to 2025, vision to 2030;
 - Develop the draft action plan for conservation and sustainable use of wetlands to 2025, vision to 2030;
 - Develop the draft Decision approving the Action plan for the conservation and sustainable use of wetlands to 2025, vision to 2030;
 - Participate and present in technical/consultation meetings as required by the sub PMU;
 - Ensure the quality of the assignment, the input and quality of the individual team members, and timely deliverables as per agreed in the work plan.
- *Requirement on qualifications and experiences*
- Minimum Master degree in law, environment, ecology, biodiversity, agriculture, fishery, natural resource management or relevant fields; PhD is preferred;
 - Minimum 15 years of experiences in areas of law, policy, environment/biodiversity/wetlands;
 - In-depth understandings about Viet Nam wetlands and relevant policies and planning on biodiversity and wetlands conservation;
 - Profound experience in developing legal documents, strategies and action plans related to environmental protection and conservation, preferably related to wetland and/or biodiversity conservation and sustainable use in Viet Nam;
 - Experienced in manager position or similar position such as head of office, team leader, key consultant or project manager;
 - Excellent analytical, synthetical and report writing skills in the field of environment and/or biodiversity, in both Vietnamese and English;
 - Experienced working for ODA projects and international donors, preferably UNDP and/or GEF;
 - Good communications, organization and presentation skills, capable of guiding and coordinating a team of consultants;
 - Good command of English, capable of working with international experts.

❖ **Consultant 2/Team member:** (maximum 60 working days).

➤ *Responsibility*

- Overall assessment of the nationwide implementation of Decision No. 04/2004/QĐ-BTNMT, particularly the 07 action programs in the Decision (achievements/results, issues, causes, ...);
- Analysis of opportunities and challenges in the implementation of the draft Action plan for the conservation and sustainable use of wetlands to 2025, vision to 2030;

- Contribute to the proposed contents of the action plan for conservation and sustainable of wetlands to 2025, vision to 2030;
- Support the development of the draft decision on approving the action plan for conservation and sustainable of wetlands to 2025, vision to 2030;
- Participate and present in technical/consultation meetings as required by the sub PMU;
- Contribute and give comments, inputs to the inception report and the draft action plan for conservation and sustainable use of wetlands to 2025, vision to 2030.

➤ *Requirement on qualifications and experiences*

- Minimum master degree in Law, Economic, Sociology, Environment or relevant fields closely linked to biodiversity/environment protection;
- At least 10 years of experiences in developing and implementing activities related to agriculture, fisheries, environment, biodiversity/wetland, preferably experiences in socio-economics related to conservation and sustainable use of biodiversity and wetlands;
- Profound understandings about Viet Nam wetlands and relevant policies on biodiversity and wetlands;
- Good command of English, capable of working with international experts;
- Good communications, organization and presentation skills;
- Ability to work as a team member.

7. Payment conditions

Issuing of a payment is subject to any deliverable being formally approved by the sub-PMU.

Costs for travel related to the implementation of the consultancy, specifically information and data collection, shall be borne by the Consultants. Costs related to the workshops to gather stakeholder comments on developing the action plan for wetland conservation and development in Vietnam shall be borne by the sub-PMU. Any costs for translations shall be borne by the Consultants.

- Payment of 20% of the contract value after approval of the Inception Report by the sub PMU;
- Payment of 40% of the contract value after approval of the first draft Action plan for the conservation and sustainable use of wetlands until 2025, vision toward 2030 (draft 1);
- Payment of 40% of the contract value after approval of the draft decision approving the action plan for the conservation and sustainable use of wetlands to 2025, vision to 2030 and the final draft action plan for the conservation and sustainable use of wetlands to 2025, vision to 2030 (finalized based on comments of the stakeholders).

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

8. Support from the Project/sub-PMU:

Organize technical meetings to get inputs to the contract deliverables and other logistical supports to facilitate and implement the assignment.

9. Applications:

Individual National Consultants are requested to submit a signed Curriculum Vitae (CV), indicating for which of the consultant positions (Team Leader / Consultant-1; Team member / Consultant-2) they apply.