

TERMS OF REFERENCE

Procurement package Translation of Ramsar Handbooks

Position: 01 National Consultant

Project code and title: 00088048/Conservation of Critical Wetland Protected Areas and Linked Landscapes

Duration of assignment: 5 months (Tentatively from July to December, 2018)

1. INTRODUCTION

The Project “Conservation of Critical Wetland Protected Areas and Linked Landscapes” (the “Wetland Project”) is being funded by 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 systemic, institutional and operational capacities for effective management of wetlands and mitigation of existing and emerging threats to biodiversity from connected 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 while the Biodiversity Conservation Agency (BCA) is the Co-Implementing Partner and responsible for implementing the assigned components - consolidating the legal framework on wetlands, strengthening capacity for wetland conservation and sustainable use, and establishment and operation of the Thai Thuy (TT) Wetland Conservation Area (WCA) in TB province.

The **Ramsar Convention** on Wetlands of International Importance especially as Waterfowl Habitat (referred to as the Ramsar Convention) is an international convention on the conservation and sustainable use of wetlands. Vietnam signed the Ramsar Convention in 1989, becoming the 50th member and the first Southeast Asian country to join the convention. To guide and assist Party countries in managing wetlands, the Ramsar Convention Secretariat regularly issues technical handbooks with up to now 20 handbooks on topics such as laws and policies on wetlands, wise use of wetlands, participatory skills, river basin management, wetland inventory...

With an aim to equip central government officers on these knowledge as well as raise awareness and communicate on the conservation and wise use of wetlands as guided by Ramsar Convention, the project selects a number of handbooks and document for translation into Vietnamese, which provides government officers with understandings on Ramsar Convention, the implementation of Ramsar Convention and equip them with knowledge on laws, institutions on wetland management and skills/tools for managing of wetland types commonly found in Vietnam, including:

| No. | Handbook | Number of pages (350 words) |
|-----|--|-----------------------------|
| 1 | An introduction to the Convention on Wetlands | 120 |
| 2 | National policies on wetlands (Handbook #2) | 77 |
| 3 | Law and Institutions (Handbook #3) | 100 |
| 4 | Participatory Skills (Handbook #7) | 100 |
| 5 | River basin management (Handbook #9) | 141 |
| 6 | Coastal management (Handbook 312) | 110 |
| 7 | Impact assessment (Handbook #14) | 55 |
| 8 | Designating Ramsar sites (Handbook #17) | 78 |
| 9 | Addressing change in ecological character (Handbook #19) | 100 |
| 10 | Governance on Protected Areas (IUCN) | 144 |

The project is looking for consultants with translation and working experiences in areas of biodiversity/wetland area to translate the mentioned document into Vietnamese for printing and delivering to wetland - related government officers in an attempt to enhance their capacity.

II. Assignment objectives

The mentioned documents are translated from English to Vietnamese to support the capacity strengthening for central government officers in wetland management and conservation.

III. Expected deliverables and Implementation Schedule

The consultant tentatively works from July 2018 to December 2018 and shall provide the deliverables (in soft copy, in Vietnamese) as per implementation schedule presented in the table below:

| No. | Deliverable (translation version) | Deadline | Requirement |
|-----|---|---|---|
| 1 | An introduction to the Convention on Wetlands | Within 01 month after the contract signing (tentatively July, 2018) | Precise translation, appropriate and understandable wording Precise translation of technical terms |
| 2 | National Wetland Policies (Handbook 2) | Within 01 month after the contract signing (tentatively July, 2018) | |
| 3 | Participatory Skills (Handbook 7) | Within 02 month after the contract signing (tentatively Aug, 2018) | |
| 4 | Law and Institutions | Within 02 month after the contract signing | |

| | | |
|----|---|--|
| | (Handbook 3) | (tentatively Aug, 2018) |
| 5 | Governance on Protected Areas (IUCN) | Within 03 month after the contract signing (tentatively Sept, 2018) |
| 6 | River basin management (Handbook 9) | Within 03 month after the contract signing (tentatively Sept, 2018) |
| 7 | Coastal management (Handbook 12) | Within 04 month after the contract signing (tentatively Oct, 2018) |
| 8 | Impact assessment (Handbook 14) | Within 04 month after the contract signing (tentatively Oct, 2018) |
| 9 | Addressing change in ecological character (Handbook 19) | Within 05 month after the contract signing (tentatively Mid Dec, 2018) |
| 10 | Designating Ramsar sites (Handbook 17) | Within 05 month after the contract signing (tentatively Mid Dec, 2018) |

Requirements to the translated versions:

1. In terms of quality

- Understandable and logical wording with precise implication of the original document;
- Precise translation and use of technical terms in Vietnamese;
- No spelling error and no dialect in the translated version.

2. In terms of format

- Keep the original format;
- Translated versions are in Microsoft word format with Unicode text encoding.

Numbers are in standard format use in written Vietnamese with correct use of commas and dots (dot for separating thousands and comma for separating decimal numbers).

IV. Qualifications and experiences requirement

- Minimum Master degree in Environment, Ecology, Biodiversity, Wetland, Natural Resource Management or relevant fields;
- Having translated or edit translation of at least 20 books/documents in the area of biodiversity/wetlands;

- Having edited or composed at least 20 books/documents in the area of biodiversity/wetlands;
- Profound understandings about wetlands/biodiversity in Vietnam and relevant policies on wetlands/biodiversity;
- Proficient English and at least 2 years studying or working in an English-speaking country;
- Having bachelor degree in English or international certificates in English such as TOEFL, IELTS, TOESL...is preferable.

V. Payment methods

Payment is based on the rate per page (page of 350 words) of the original document, which shall not exceed cost norm of UNDP and based on the negotiation between the bidder and the sub PMU. The contract is signed in lumpsum with each individual consultant. Payments are made in three times as below:

- First payment is made upon approval of the first 4 document 1-4;
- Second payment is made upon approval of the 4 document 5-8.
- Final payment is made upon approval of the 2 document 9-10.