

TERMS OF REFERENCE (TOR)
ACTIVITIES 1.3.5.2.9: PILOT MONITORING OF SELECTED KEY INDICATORS OF THE BIODIVERSITY MONITORING PROGRAM FOR THE PROPOSED TAM GIANG – CAU HAI WETLAND CONSERVATION AREA

Assignment	Pilot monitoring of selected key indicators of the biodiversity monitoring program for the proposed Tam Giang – Cau Hai wetland conservation area
Position:	National Consultancy Firm
Number of position required:	01
Duty location	Thua Thien Hue Province
Project code and title:	00088048/Conservation of Critical Wetland Protected Areas and Linked Landscapes
Duration of assignment:	July 2018 to December 2019
Reporting to:	PMU/ISPONRE, DONRE TTH

I. INTRODUCTION

The Project “Conservation of Critical Wetland Protected Areas and Linked Landscapes” (Wetland 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, extended to 2019. 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 assigned the role of Co-Implementing Partner; and two pilot provinces were selected for project implementation activities - Thua Thien Hue (TTH) Province and Thai Binh (TB) Province.

The project’s immediate objective is “*to establish new wetland Protected Areas and create capacities for their effective management to mitigate existing and emerging threats from connected landscapes*”. The project tries to achieve this by strengthening systemic, institutional and operational capacity for effective wetlands biodiversity management in Viet Nam nationally and at provincial level at selected sites, with a major thrust to strengthen national and provincial capacities for planning, administering and managing Wetland Conservation Areas (WCAs). Two WCAs - Tam Giang - Cau Hai (TG-CH) WCA, TTH Province, and Thai Thuy (TT) WCA, TB Province will be established with support of the project.

This consultancy assignment aims to implement “*Pilot monitoring of selected indicators of the biodiversity monitoring program for the proposed Tam Giang – Cau Hai wetland conservation area*” to achieve the Output 1.3 of the Wetland project “*Two new wetland conservation areas (WCAs) established and operational*”.

II. BACK GROUND

The Wetland project is now supporting TTH province to establish the TG-CH WCA in line with the regulations as stated in the Biodiversity Law 2008. The Conservation Area Establishment Project (“Profile”), describing the biodiversity conservation purposes of the WCA, its zoning, management and implementation arrangements, etc., will be submitted to the TTH Provincial People’s Committee (PPC) for approval in June 2018. To date, the draft Profile for establishing the TG-CH WCA has identified the spatial zoning for the TG-CH WCA, including the proposed core zone of 2,090.35 hectares consisting of three existing zones including O Lau, Con Te – Ru Cha and 23 Aquaculture Conservation Areas in Quang Dien, Phong Dien, Phu Vang, Phu Loc and Huong Tra districts. Within the proposed core zone, the strict protection zone covers 834.8 ha, in Quang Thai commune (Quang Dien district) and Huong Phong commune (Huong Tra district) as well as the 23 existing Aquaculture Conservation Areas in five districts.

In order to support the Management Board (MB) of TG-CH WCA after its establishment, the wetland project is implementing the activity on designing a Biodiversity Monitoring Program (BMP) with a set of Biodiversity Monitoring Indicators (BMI) consistent with the typical characteristics of the TG-CH WCA. The BMP is being developed in accordance with the Biodiversity Law 2008 of Viet Nam and builds upon the guidelines for selecting biodiversity monitoring indicators developed by the Convention on Biological Diversity (CBD). The proposed BMP with BMIs specifically suitable for TG-CH WCA will be provided in June 2018.

In order to prepare for the piloting the practical monitoring of the proposed BMIs for TG-CH WCA, the project is seeking a national consultancy firm to pilot implementation the BMP in the TG-CH WCA. The result from the pilot monitoring will be used for tracking changes in the status of biodiversity in the TG-CH WCA, and support the decision making on appropriate management solutions by designated authorities responsible for the area.

III. OBJECTIVES

Objective of the assignment is to pilot the monitoring of proposed Biodiversity Monitoring Indicators and to finalize the Biodiversity Monitoring Program for the planned Tam Giang – Cau Hai Wetland Conservation Area.

IV. SCOPE OF WORK

- Develop Inception Report that describes proposed methodology, detailed work plan, specific tasks for designated thematic consultants involved in implementation of the assignment as well as time table for the required field mission and reporting during the assignment.

- Work with the project, the team responsible for the development of the BMP and DONRE Thua Thien Hue as well as relevant other stakeholders to elaborate a detailed pilot monitoring implementation plan based on the designed BMP and BMIs for TG-CH. The pilot implementation plan should include but not be limited to:

- Monitoring objectives, scope, objects according to the type of wetland ecosystems as well as specific technical use
- Description of indicators to be monitored and the routes for sampling;
- Monitoring points (with geographical coordinates and field location of each point)
- Time period for monitoring of the indicators;
- Required budgets to conduct the pilot monitoring
- Format and contents of field information sheet, lab information sheets, etc. as required for comprehensive standardized information collection and recording.
- Description of analytical procedures as relevant, including statistical.

- Conduct pilot monitoring of selected BMIs according to the pilot implementation plan;

- Analyze the BMP overall as well as its individual components, formulate lessons learned and recommendations for improvement, as relevant.

- In collaboration with the BMP design team, DONRE TTH and other relevant stakeholders, finalize the BMI selection indicators and BMP description for TG-CH WCA.

- Regular reporting to the PMU on the progress in completing the pilot implementation plan.

- Prepare a Final report on implementation results of the piloting BMI monitoring including detailed and summarized results of pilot BMI monitoring, review of the BMP, lessons learned and recommendations.

- Engage in field trips and stakeholder consultation meetings as and when requested by the project

V. EXPECTED OUTPUTS

1. Inception Report including proposed methodology, detailed work plan, specific tasks for designated thematic consultants and time table as well as agreed Table of Contents for the Reports.

2. Detailed pilot implementation plan for monitoring of the key BMI.s

3. Report on pilot monitoring results, including recommendations for finalizing the monitoring program;

4. Final Report of results on the pilot monitoring of BMIs, review of the BMP as well as lessons learned and recommendations.

All reports to be submitted in Vietnamese and English.

VI. REPORTING AND TIMING

The consultancy will be implemented from July 2018 to December 2018. The reporting requirements are as follows:

1. Inception Report, no later than 10 days after signing of the contract.
2. Detailed plan for pilot monitoring of the key indicators (August 2018).
3. The first progress report on pilot monitoring results, including recommendations for finalizing the BMP (October 2018).
4. Final Report on the pilot monitoring of BMIs and review of the BMP, as well as lessons learned and recommendations (December 2018).

VII. PAYMENT METHOD AND SCHEDULE

Payment method is TTR. Payment schedule is as follows:

1. Payment of 20% contract value within 07 days after acceptance of the Inception report.
2. Payment of 40% of the contract value within 07 days after acceptance of the detailed plan.
3. Payment of 20% of the contract value within 07 days after acceptance of the 2nd progress report on pilot monitoring results.
4. Payment of 20% of the contract value within 7 days after acceptance of the final report.

All the report should be submitted in English and Vietnamese language.

Issuing of any payment is subject to any deliverables being formally accepted by the Wetland project PMU and UNDP. The detailed payment schedule and conditions will be finalized in the Consultancy contract.

VIII. REQUIREMENTS / QUALIFICATIONS

The consultation firm has to have extensive experience in the environmental and biological field as well as expertise in conducting the activities related to design and implementation of environmental/water/biodiversity quality monitoring in Viet Nam, preferably related to wetland conservation and/or Protected Areas. In particular, the firm has to:

1. Meet requirements of the Law on Tendering No. 43/2013/QH13 dated Nov 26, 2013 (Article 5 - Validity of the Tenderer).
 - having registration for establishment and operation issued by the competent authority of country where it is operating; independent cost accounting entity;
 - having registered on the national bidding network system;

- not in the process of dissolution and not in time banned from bid participation as well as not concluded to fall into the state of bankruptcy or to be insolvent as prescribed by law.
 - having written agreement among members in case of participating in bidding with its partnership, in which clearly stating responsibilities of head of partnership and general responsibilities, separate responsibilities of each member in partnership.
2. Have a minimum of 5 years experiences working in the field of designing and implementation of environmental/water/biodiversity quality monitoring programs and plans, relevant wetland conservation and management experiences..
 3. Have implement at least 1 projects/assignments related to the design and implementation of environmental/water/biodiversity quality monitoring plans; specific experiences with wetland areas is preferable.
 4. Be able to mobilize a team of experts/consultants in the fields relevant to the monitoring of the proposed BMIs for the TG-CH WCA.
 5. Preferably have established working relations with authorities, scientists, NGOs & various other relevant stakeholders in TTH Province.
 6. Individual team members proposed by the firm for implementing this assignment should comply with the following requirements:
 - At least 5 years of working experience (at least 10 years for the Team Leader) in biodiversity conservation, environment monitoring and assessment, preferably at PA level.
 - At least a Master's degree in biology, environment, environment monitoring or related field.
 - Good writing, oral and graphic communication skills in both Vietnamese and English.