

TERMS OF REFERENCE (TOR)

ACTIVITIES 1.3.5.2.6: SUPPORT THE BOUNDARY DEMARCATION OF TAM GIANG – CAU HAI WETLAND CONSERVATION AREA, THUA THIEN HUE PROVINCE

Assignment	Supporting boundary demarcation of Tam Giang – Cau Hai wetland conservation area in Thua Thien Hue province
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:	4 months, with extension upon request
Reporting to:	Consulting firm will work closely with PMU/ISPONRE and Department of Natural resources and Environment of Thua Thien Hue province

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. 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 (WAs). Two WPAs - Tam Giang - Cau Hai (TG-CH) WPA,

TTH Province, and Thai Thuy (TT) WPA, TB Province will be established with support of the project.

This consultancy assignment is designed to support TTH Province to demarcate the boundary of Tam Giang – Cau Hai WPA in TTH following the formal approval of the WCA profile by the TTH Provincial People’s Committee (PPC). The assignment is designed as a follow-up step of the tasks under activity 1.3.2.1.1: “Develop the Conservation Area Establishment Project (“Profile”) for the Tam Giang – Cau Hai WPA in Thua Thien Hue Province” as part of Output 1.3: “*Two new Wetland Conservation Areas established and operational*”. Under the Output, the project will establish the two new WCAs in accordance with existing biodiversity and PA legislation. Accordingly, the TG-CH WCA in TTH will be established as stipulated by the Viet Nam Law on Biodiversity (2008) and other relevant legal documents.

II. BACK GROUND

The Wetland project is now supporting TTH to establish the TG-CH WPA. Currently, the Vietnam Institute of Marine Environment and Resources (IMER) is developing the profile for establishment of TG-CH WPA, in line with the regulations as stated in the Biodiversity Law. The profile has been submitted to the TTH PPC for appraisal and approval in November 2019. Tentatively, the PPC decision of the WPA establishment is expected by December 2019.

The draft profile for TG-CH WPA establishment has identified different management zones for TG-CH WPA. The proposed area of designated core zone of the WPA is 2,071.5 ha including two parts (O Lau and Con Te – Ru Cha) and 23 existing Aquaculture Conservation Areas throughout the TG-CH aquatic zones in 5 districts of TTH: Quang Dien, Phong Dien, Phu Vang, Phu Loc and Huong Tra. Within the core zone of the WPA, the strict protection zones proposed cover 834.8 ha, located in Quang Thai commune (Quang Dien district) and Huong Phong commune (Huong Tra district) as well as 23 existing aquaculture PAs in five districts.

The project is seeking for a consultancy firm to demarcate the WCA boundary in practice once the profile is approved by the TTH PPC.

III. OBJECTIVES

The consultancy is to demarcate (design and install) the boundary of Tam Giang – Cau Hai Wetland Protected Area in practice once the WCA is established. The demarcation process must be followed the relevant current legal regulation of Viet Nam.

IV. SCOPE OF WORK

In close collaboration with PMU and DONRE TTH, the selected consultancy firm will carry out the following activities, but not limited to:

Preparation phase

- Prepare the Inception Report that describes the consultant’s understanding, methodology and detailed work plan of the assignment.

- Review the TG-CH profile prepared by the IMER, in particular the zoning scheme and boundary maps of the WPA, relevant reports and maps clarifying socio-economic conditions, including location of communes, villages, roads, dikes, land use, fisheries areas etc. that will clarify potential access and pressures on WPA wetlands, especially the core zones

- In close collaboration with consultancy firm that conducts boundary demarcation of Thai Thuy WPA to review and collate documents, legal documents, standards and technical regulations of Viet Nam related to boundary demarcation of wetland conservation areas and/or other types of protected areas including fishery resources protection zones. This should also include drawing lesson learnt from those relevant demarcation activities where available.

- Develop the comprehensive demarcation system of the WPAs in TG-CH, including (i) formulation of general criteria, rules and guidelines for demarcation and signage for WPAs in Viet Nam, to ensure recognition of WPAs as a distinctive PA network; (ii) elaboration of design and technical specifications for standardized terrestrial and aquatic boundary markers, notice boards and information sheets (size, design and displayed information and so on).

- Conduct field survey on identifying the validation of locations with geographic coordinates and assessment of technical appropriateness of proposed locations; In case it is impossible to place landmarks at the locations as defined in the profile, they must be located in a convenient and stable position, closest to the boundary line and must be clearly described the distance and azimuth from this position to the designated location and marked on the map; setting up landmarks, notices and necessary information boards based on the location and sub- zone division of TGCH WPA in the Decision on establishment of TGCH WPA. As relevant, the scheme shall take any national PA demarcation regulations (locations, numbers, frequency, etc.) into account.

- Work with related stakeholders, including DONRE, DARD, DPI and the assigned authorities of five districts around the lagoon to:

- Identify existing border markers in the WPA, their number, type / design and condition / technical state, including signage for the 23 existing aquaculture PAs.
- Based on the comprehensive demarcation system and standardized design of boundary markers, for TG-CH WPA develop a detailed demarcation scheme to mark the WPA boundaries of the different zones identified. The scheme should include a detailed map of the WPA external and internal boundaries with the proposed location of terrestrial and aquatic boundary marker points, notice boards and information sheets, taking the location of existing markers into account. Preparation of the scheme shall be based on dedicated field survey for the validation of locations with geographic coordinates and assessment of technical appropriateness of proposed locations. As relevant, the scheme shall take any national PA demarcation regulations (locations, numbers, frequency, etc.) into account.

- Prepare an implementation plan for the installation or boundary markers, notice boards and information sheets at proposed locations in accordance with the demarcation scheme. The implementation plan shall include detailed design features of relevant markers, boards and sheets, technical specification for their construction, and detailed cost assessment for construction and installation in the field. The implementation plan also will include an assessment of any licensing or permission regulations, from legal standpoint and land ownership that may need consideration before practical field installation can proceed. Boundary markers on coastal wetlands: estimated number and Markers are numbered on their body. Notice boards and information boards. The demarcation plan should include a detailed map including boundary coordinates of the WPA external and internal boundaries with the proposed locations of terrestrial and aquatic boundary marker points, notice boards and information sheets, taking the locations of the existing markers identified in the TGCH WPA profile.
- Develop operational manual for maintaining the boundary demarcation system, including the monitoring and evaluation framework of the system of boundary markers, notice boards and information sheets, for their regular review of quality and state/condition, including recommendations on tools for their protection and maintenance. The M&E framework and tools should not be too complex to apply, should describe the designation of accountability to relevant parties, including WPA Management Board, communes and households as appropriate, and should describe a transparent approach information sharing and control.
- Present the demarcation scheme, implementation plan and operational manual to provincial, district and commune authorities as well as to community members during public events, to create awareness, clarify possible land ownership / land access rights and agree on commune/community involvement and commitments in protection of the boundary markers, notice boards and information sheets.
 - Install of boundary markers, notice boards and information sheets based on the implementation plan agreed by DONRE and Management Board of WPA
 - Conduct M&E during and after installation of the boundary markers
 - Finalize the demarcation profile – including demarcation scheme, installation plan, operational manual - taking into account related comments/requirement of TTH PPC, DONRE TTH and local authorities.
 - Prepare the final report on the consultancy, including a description of actions taken, detailed summary of stakeholder consultations held and public meetings convened, including confirmation of acceptance of the demarcation profile (including signatures of relevant communes), as well as a description of lessons learnt of the demarcation process.

V. EXPECTED OUTPUTS

1. Inception Report including proposed methodology, detailed and time table as well as agreed Table of Contents for the Final Report.
2. Comprehensive plan for WPA demarcation in TG-CH.

3. Profile of the TG-CH WPA boundary demarcation including (i) review of existing demarcation, (ii) detailed demarcation scheme, including the boundary map, the description of the boundary; (iii) detailed implementation plan; (iv) operational manual.

4. Final report describing the implementation process, stakeholder consultations and the lessons learnt of the demarcation process.

5. Demarcation boundary installed and verified, including marks, notice boards and information boards for TGCH WPA.

VI. REPORTING AND TIMING

The consultancy is for a period of 4 months, starting in December 2019. The reporting requirements are as follows:

1. Inception Report with detailed work plan, including anticipated missions, as well as proposed methodology and an agreed Table of Contents for the Final Report, no later than 10 days after signing of the contract.

2. Comprehensive demarcation system for TG-CH, within 2 months

3. TG-CH WPA draft demarcation profile, including demarcation scheme, implementation plan and operational manual, within 3 months

4. Final demarcation profile of the WPA boundary demarcation, within 4 months

5. Demarcation boundary installed and verified, within 4 months

6. Final report describing the implementation process including summary of stakeholder consultations and description of the lessons learnt.

VII. PAYMENT METHOD AND SCHEDULE

Payment method is TTR. Payment schedule is as follows:

- Payment of 20% of the contract value after the satisfactory acceptance of PMU and DONRE TTH on the Inception Report (Output #1 in Section 6).

- Payment of 20% of the contract value after the satisfactory acceptance of PMU and DONRE TTH on the draft demarcation plan (Output #2 in Section 6).

- Payment of 40% after field installations of demarcation boundary.

- Payment of 20% of the contract value after the satisfactory acceptance of PMU and DONRE TTH on the Final report.

VIII. REQUIREMENTS / QUALIFICATIONS

The consultation firm has to have extensive experience in the environmental and biological field as well as expertise in making boundary for the protected areas (terrestrial, marine, wetlands) in Viet Nam. In particular, the firm has to:

- meet requirements of the Law on Tendering No. 43/2013/QH13 dated Nov 26, 2013 (Article 5 - Validity of the bidder);
- Experiences of design and install boundary makers for protected areas

- Good record of performance in term of technical and financial aspects
- preferably have an established network with authorities, scientists, NGOs & CBOs in TTH Province.

Members of the firm implementing this assignment should comply with the following requirements:

- All proposed key experts/consultants should have at least a University degree or higher, experiences in designing agricultural and rural development works, having a working certificate for designing works for agriculture and rural development; Project Manager with proven experiences in at least 2 works at similar scale and level with this assignment.
- Good writing, oral and graphic communication skills in both Vietnamese and English.