

## TERMS OF REFERENCE

<b>Procurement package</b>	Editing selected project deliverables and materials for publication
<b>Position:</b>	02 National Consultants
<b>Project code and title:</b>	00088048/Conservation of Critical Wetland Protected Areas and Linked Landscapes
<b>Duration of assignment:</b>	Tentatively from September 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 Protected Area (WPA) in TB province.

Since 2015, the project has worked with consultants to implement a number of project activities, including (i) Update the existing inventories of wetland in Vietnam and develop detailed list of important wetlands and mapping on result of important wetlands inventories; (ii) Survey and assessment on biodiversity value, socio-economic culture status to support the establishment of Thai Thuy wetland conservation area in Thai Binh province; (iii) Design a biodiversity monitoring program for the proposed Thai Thuy Wetland Protected Area and pilot monitoring of selected indicators; (iv) Support the implementation of livelihoods activities to reduce the threats to biodiversity and mobilize community participation for wetland conservation and sustainable use in Thai Thuy district, Thai Binh province and (v) Develop a technical guideline on establishment of Wetland Protected Areas.

In addition, the project is also having a number of Ramsar handbooks translated to provide reference materials to government officers for awareness raising and capacity building on wetland management. Selected handbooks shall be printed include: National policy on wetland, participatory skills, river basin management, coastal management and wetland management. These guidelines are very useful for the management officers as they provide background knowledge for wetland management (i.e National policy on wetland, wetland management) and also provide them with tools and skills in managing wetland types commonly found in Vietnam including river basin and coastal wetlands.

The project is looking for the consultant team with writing and working experiences in environment/biodiversity field to edit deliverables of activity (i) to (v) and selected Ramsar

handbooks for publication and distributing to government officers at central level in support of enhancing their knowledge and skills in wetland management.

## II. Assignment objectives

Selected project deliverables and Ramsar handbooks are edited for publication and distribution to enhance knowledge and capacity for government officers at central and local level on the conservation and management of wetlands.

## III. Scope of work

The consultants shall perform the following tasks:

- Review the translated Ramsar handbooks and selected key reports of the activities (i) to (v);
- Develop the inception report, which propose methodology, detailed workplan and work assignments of team members;
- Develop detailed outline of all documents;
- Conduct the edition of selected document following the agreed detailed outline.
- Prepare and present in technical meetings to get comments and inputs to the detailed outlines and draft versions;
- Collate comments and finalize the documents and stick to the agreed plan.

## IV. Expected deliverables

The consultants tentatively work from Sept2018 to December 2018 (with possible extension depending on the project extension process) and shall provide the deliverables (in soft copy, in Vietnamese) as per implementation schedule presented in the table below:

Deliverables	Deadline for submission	Requirements
1. Inception report	Within 3 weeks after contract signing (tentatively by early September, 2018)	- Including detailed outline of documents 2 to 8 (as listed in this table), methodology, detailed workplan and work assignments of team members
2. Document on updated wetland and mapping of important wetlands in Vienam	First edition: Within 2 months after approval of the inception report (tentatively by Oct, 2018) Final edition: Within 2 weeks after receiving comments on 1st edition (tentatively by Nov, 2018)	- Reflect fully and concisely the results of the wetland inventory in 2016: including methodology, wetland inventory results, list important wetland areas, maps, limitations and recommendations for further inventories.
3. Baseline survey findings and guideline on biodiversity monitoring for the Thai Thuy WPA, Thai Binh province.		Fully reflecting results of activity (ii), (iii) to guide the management board of Thai Thuy WPA in the supervising and monitoring of its biodiversity and also as reference to other protected areas.

Deliverables	Deadline for submission	Requirements
4. Ramsar handbooks: National policies on wetlands	1st edition: Within 1 month after receiving the translated version (tentatively by Oct, 2018)	<ul style="list-style-type: none"> <li>- Condense and relevant to Vietnam context</li> <li>- Understandable writing and user-friendly to government officers</li> </ul>
5. Ramsar handbooks: Participatory skills	Final edition: Within 01 month after receiving comments on the 1st edition (tentatively by Nov, 2018)	
6. Ramsar handbooks: River basin management		
7. Ramsar handbooks: Coastal management		
8. Ramsar handbooks: Wetland management		

*Note: Document names can be revised based on proposal of the consultant and agreement with the project.*

#### **V. Tasks and qualifications requirement**

A team of two consultants with specific tasks and requirement as follows (Total working days for team is 70 working days)

##### **1. Team leader: (tentatively 36 working days)**

###### **Specific tasks:**

- Manage and coordinate all work of the team, work directly with the Project and be responsible before the sub PMU/PMU for the assignment progress and results;
- Develop the inception report in which tasks are assigned clearly to team members in line with their capacity and experiences;
- Take lead in developing detailed outline of all documents;
- Take lead in final review and edition of all documents;
- Be responsible for editing selected document as assigned among the team;
- Participate and coordinate the group prepare for any technical meeting during the process for completing the edited document.

###### **Qualification and experiences requirement:**

- Minimum Master degree in Environment, Ecology, Biodiversity, Wetland, Natural Resource Management or relevant fields; a PhD in environment, biodiversity is preferred;
- Minimum 15 years of experiences in the area of environment, biodiversity, wetlands or related fields;
- Experiences in editing or being editor or chief editors of at least 15 books/technical documents in the area of environment, biodiversity, wetlands or related fields;
- Minimum 5 years of experiences in the position of Team leaders/managers,
- Experiences in management of wetland/biodiversity or relevant sectors is preferable;

- Experienced working in ODA projects or with international donors, preferably UNDP;
- Fluent English.

## **2. Consultant 2: (34 working days)**

### **Specific tasks:**

- Work with the team leader to develop the Inception report and propose his/her own tasks in line with the experiences and capacity;
- Work with the team leader on the detailed outline of the document;
- Prepare for and participate in technical meetings to get inputs to the document and collate all comments;
- Responsible for editing selected document as assigned among the team;
- Conduct other tasks as assigned in the inception report.

### **Qualification and experiences requirement:**

- Minimum Master degree in Environment, Ecology, Biodiversity, Wetland, Natural Resource Management or relevant fields;
- Minimum 10 years of experiences in the area of environment, biodiversity, wetland or related fields;
- Experiences in editing or being editor or chief editors of at least 10 books/technical documents in the area of environment, biodiversity, wetlands or related fields;
- Experiences in management of wetland/biodiversity or relevant sectors is preferable;
- Experienced working in ODA projects or with international donors, preferably UNDP;
- Fluent English.

*Note: Working days of each consultant might change depending on detailed work assignment and negotiation between the sub PMU and the bidders. However, the total working days of the package shall not exceed 70 working days.*

## **VI. Payment methods**

The contract is signed in lumpsum with each individual consultant. Payments are made in three times as below:

- First payment of 20% contract value after the sub PMU approves the inception report;
- Second payment of 40% contract value after the sub PMU approves the draft version of all document;
- Final payment of 40% contract value after the sub PMU approves the final version of all documents.

Details of payments and deadline for deliverables shall be specified in negotiation stage and included in the final contract with each individual consultant.

## **VII. Support from the Project**

- Organize technical meetings to give inputs to the deliverables;
- Provide reports and document of relevant project activities relating to this assignment.