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## TERMS OF REFERENCE (TOR)

**Project:** Assessing gaps and opportunities in deploying landscape level sustainable financing that support conservation led interventions in Central Annamite Landscape.

**Position title:** Finance Lead Consultant (FY26-0142)  
**Report to:** CCO and CAL focal point  
**Location:** CAL (Hue, Da Nang, and Quang Tri Provinces)  
**Time:** From August- October 2025

### 1. Background

The Central Annamite Landscape (CAL), recognized as one of WWF's Global 200 Ecoregions and listed among Conservation International's biodiversity hotspots, contains one of the largest remaining tracts of intact tropical forest in mainland Southeast Asia.

Beyond their biodiversity value, the Central Annamite holds significant potential for climate mitigation, especially through REDD+ mechanisms that support forest protection and carbon finance. However, these ecosystems are under growing pressure from illegal logging, agricultural expansion, and infrastructure development. Increasing forest fragmentation-driven by land conversion and widespread monoculture plantations of acacia and rubber-has severely disrupted ecological connectivity, weakening the forest's ability to sustain locally driven community economy, biodiversity and ecosystem services. Biodiversity corridor spanning Hue, Danang, and Quang Tri provinces in Vietnam is a critical ecological zone that supports biodiversity conservation, climate resilience, and sustainable livelihoods. However, long-term financing for its protection and restoration remains a challenge. Long-term financing for sustainable investment within the landscape land use is also a challenge for large and medium size private sector. To ensure its sustainability, there is a need to assess existing and potential financing mechanisms and develop a viable financial model that aligns with conservation and community development goals. Mechanism that attracts sustainable investments from the private sector that benefit local economy and propose sustainable business/production models.

### 2. Objectives

The primary objective of this consultancy is to:

- Assess current financing mechanisms (public, private, blended, and innovative) applicable to landscape conservation in the target provinces.
- Identify gaps, opportunities, and risks in existing financing approaches.

- Propose the most suitable and sustainable financing model(s) for the biodiversity corridor, ensuring scalability and long-term impact.

### 3. Scope of Work

The Sustainable Financing Expert will:

#### 1. Desk Review & Stakeholder Mapping

- Review existing financing mechanisms (e.g., government budgets, international donors, Payment for Ecosystem Services (PES), carbon credits, eco-tourism, green bonds, corporate partnerships, as well as contractual farming mechanism, including farmer, SME and commercial bank partnership, as well as GEF, GCF etc. The task will pay attention to the current policy and gaps analysis on policy at national and provincial level to support biodiversity led interventions. Beside the sources, also to pay attention to the recipients of the different financing systems.
- Identify key stakeholders/actors mapping (government agencies, NGOs, private sector, communities) involved in landscape financing.
- Particular attention on mapping of domestic finance for farmers and SMEs. E.g. specific financial products for farmers, and rural SMEs, from Agribank etc, and government-linked concessional lending.

#### 2. Field Assessment & Consultations

- Conduct consultations with provincial authorities, conservation agencies, private investors, and local communities with focus on Hue, Da Nang, and Quang Tri provinces. The focus will be on WWF CAL interventions (from biodiversity to sustainable management and protection of forest and freshwater ecosystems, including inclusive conservation), and the consultant will engage each main projects team and prioritize the meetings with stakeholders.
- Assess willingness to pay, market-based opportunities, and challenges in implementing financing models.
- Assess accessibility to finance by local communities, smallholder farmers, SMEs, women, and marginalized groups in the target provinces.

#### 3. Financial Mechanism Analysis

- Evaluate feasibility of financing mechanisms (that will such as:
  - Public financing (e.g., provincial conservation funds, national programs).
  - Private-sector investments (e.g., sustainable forestry, agriculture, eco-tourism and Nature Base Solutions). Blended finance (e.g., donor-private partnerships).
  - Innovative mechanisms (e.g., biodiversity offsets, green bonds, trust funds).
- Analyze legal/policy frameworks enabling or constraining financing options.

#### 4. Recommendations & Roadmap

- Propose 2–3 sustainable financing models (covering conservation and production areas) with clear implementation pathways (from source to recipients)
- Particular map of domestic finance for farmers and SMEs
- Develop a roadmap for piloting/scaling the preferred model(s), including risk mitigation strategies. A roadmap for piloting/scaling should look at appropriate benefit sharing

mechanism(s) to identify clearly about the roles, rights, major responsibilities/authorities of stakeholders, private sector (SME) and local communities and assess landscape finance approach to inland, wetland and seascapes.

- Outline monitoring and evaluation frameworks for financial sustainability.

#### 4. Deliverables

No	Tasks	Output	Mandate day	Deadline
1	Inception Report	Work plan Methodology Stakeholder list	3	End of August
2	Draft Assessment Report	Findings from desk review and consultations	10	18 September
3	Final Report	Financing models, recommendations, and roadmap	10	End of September
4	Presentation to key stakeholders for validation	Presentation	5	Mid-October

#### 5. Duration & Timeline

- **Total Duration:** 28 days over 2 months (flexible based on fieldwork needs).
- Key milestones to be agreed upon contract signing.

#### 6. Qualifications

- Advanced degree in finance, economics, social and environmental economics, or related fields.
- Minimum 7 years of experience in sustainable financing, conservation finance, or blended finance mechanisms.
- Familiarity with Vietnam's environmental policies, PES, and biodiversity-related financing.
- Familiarity with Central Annamite Landscape context
- Strong analytical, report-writing, and stakeholder engagement skills.
- Fluency in English; Vietnamese language skills are an advantage.

#### VI. Working relationship

##### Internal:

WWF-Vietnam: Works in close collaboration with WWF-Viet Nam, and relevant partners to complete all tasks strictly following the above timeline

##### External:

Liaise and work with Government agencies, the private sector, NGOs, CSOs, academia, etc when required.

This job description outlines the primary responsibilities and reflects the proactive approach expected from WWF in driving the project's success.

## **VII. Expression of interest**

Interested consultants/experts team can email applications to [ly.lemai@wwf.org.vn](mailto:ly.lemai@wwf.org.vn) and [binh.vuthanh@wwf.org.vn](mailto:binh.vuthanh@wwf.org.vn), including Curriculum Vitae, a brief proposal, total working days with a daily rate, and total estimated cost. Please mention the reference subject email with the title "[FY26-0142] CV/Proposal-[name of consultant]- Finance Lead Consultant"

## **VIII. Request for competency profile and proposal**

Base on the contents of assignment described in the Terms of Reference, the candidates are requested to submit the Application, according to the following forms:

NO	Contents	Form
1	Technical Proposal - TBD by the consultant	Annex 1
2	Letter of interest	Annex 2
3	Curriculum vitae (CV)	Annex 3
4	Release Letter (if expert is working full-time at a state-owned units or non-state agencies)	Annex 4

**Annex 1. Technical Proposal/Đề xuất kỹ thuật**

Proposed methodologies, approaches, describe your relevant experience and capabilities, and suggest a plan for carrying out the tasks from the consultant (if selected)

Tư vấn đề xuất phương pháp luận, cách tiếp cận, mô tả tính đáp ứng năng lực kinh nghiệm của mình và đề xuất kế hoạch thực hiện nhiệm vụ (nếu được lựa chọn)

Criteria	Consultant briefing on meeting requirements
1. Relevant experiences for the mission	
- Understanding of the mandate	
- Methodology	
- Experience in the field of study	
2. Qualifications	
3. Implementation schedule	

Full Name and Signature:

Date Signed: , 2025

## Annex 2. Letter of interests

### LETTER OF CONFIRMING INTEREST AND AVAILABILITY

Date\_\_\_\_\_, 2025

**To: World Wide Fund for Nature-Viet Nam (WWF-Viet Nam)**

Dear Sir/Madam,

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference (ToR) describing the duties and responsibilities of *Individual Consultant to provide assistance to .....(name of assignment)*;
- b) I hereby propose my services and I confirm my interest in performing the assignment through the submission of the CV which I has duly signed and attached hereto as Annex 1;
- c) In compliance with the requirements of the ToR, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in the *proposed work plan with timeline to carry out the assignment*.
- d) I hereby propose to complete the services based on the following payment rate:
  - ☐ An all-inclusive daily fee of .....VND for the daily rate of ..... VND/working day.
  - ☐ A total lump sum of payable in the manner described in the ToR.
- e) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to WWF-Viet Nam's review, acceptance and payment certification procedures;
- f) This offer shall remain valid for a total period of ..... days after the submission deadline;
- g) If I am selected for this assignment, I shall sign an Individual Contract with WWF-Viet Nam;
- h) I fully understand and recognize that WWF-Viet Nam is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that WWF-Viet Nam will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

Full Name and Signature:

Date Signed: \_\_\_\_\_, 2025

### Annex 3. Curriculum vitae (CV)

#### **CURRICULUM VITAE (CV)/ LÝ LỊCH CHUYÊN GIA**

*(Đơn vị tư vấn/Chuyên gia sử dụng sơ yếu lý lịch sẵn có hoặc sử dụng mẫu đính kèm. Cá nhân chuyên gia tư vấn trong danh sách nêu tại Mẫu số 3 phải kê khai Mẫu này.)*

**1. Vị trí đề xuất/Proposed Position** *(Chỉ đề xuất 1 tư vấn cho 1 vị trí/only one candidate shall be nominated for each position):* \_

**2. Tên chuyên gia/Name of Expert** *(Điền đầy đủ họ và tên/Insert full name):* \_\_\_\_

**3. Địa chỉ email/Contact email:** \_\_\_\_\_ **Điện thoại liên hệ/Contact phone No.:** \_\_\_\_\_

**4. Ngày tháng năm sinh/Date of Birth:** \_\_\_\_ **Quốc tịch/Citizenship:** \_\_\_\_

Số Căn cước công dân/ID number: .....

Mã số thuế cá nhân/ID tax code: .....

**5. Trình độ văn hóa/Education and Trainings** *(Liệt kê bằng tốt nghiệp cao đẳng/đại học và các khóa học chuyên ngành khác của chuyên gia tư vấn, nêu tên trường học, loại bằng cấp và thời gian nhận bằng/Indicate college/university and other specialized education and trainings of expert, giving names of institutions, degrees obtained):*

Loại bằng cấp: \_\_\_\_\_

Trường học: \_\_\_\_\_

Thời gian nhận bằng: \_\_\_\_\_

**6. Thành viên hiệp hội chuyên môn/Membership in Professional Associations:** \_\_\_\_

**7. Lĩnh vực chuyên môn/Areas of expertise:** *(Liệt kê đầy đủ nhất các lĩnh vực chuyên môn, nghiệp vụ của tư vấn/List out as much as possible your professional expertise)*

**8. Kinh nghiệm làm việc với WWF (nếu có)/Previous working experience with WWF, if any** *(Liệt kê các nhiệm vụ tư vấn đã từng đảm nhận tại WWF/List out assignments which expert has worked with WWF):*

Từ (năm)/From (Year): : \_\_\_\_\_ Đến (năm)/To (Year): \_

Tên Dự án và địa điểm triển khai Dự án/Project name and location: \_\_\_\_

Vị trí đảm nhận và các nhiệm vụ được phân công Positions held/main assignment :\_\_

Đồng nghiệp/cấp trên đã từng là cộng sự/Focal point that you worked with: \_\_\_\_

**9. Kinh nghiệm làm việc với các Tổ chức phi chính phủ, các tổ chức quốc tế song phương và đa phương (nếu có)/Previous working experience with INGOs, bi-lateral or multi-lateral international organizations, if any** (Liệt kê danh sách các tổ chức mà tư vấn đã từng làm việc/*List out name of the organizations you have worked with*)

**10. Minh chứng của Sự phù hợp với nhiệm vụ/Relevant Professional Record**

(Tham chiếu tới những Công việc/Nhiệm vụ trước đây mô tả tốt nhất năng lực thực hiện nhiệm vụ được giao/*Describe work undertaken that best illustrates capability and experience to handle the Tasks Assigned*)

Từ (năm)/From (Year): : \_\_\_\_\_ Đến (năm)/To (Year): \_

Đơn vị sử dụng lao động/Employer: \_\_\_\_

Vị trí đảm nhận / Positions held/: \_\_\_\_\_

**11. Các nghiên cứu liên quan và các bài đã đăng: Relevant Researches, Publications**

(Liệt kê và mô tả các nghiên cứu và bài đăng mô tả tốt nhất năng lực và kinh nghiệm để đảm nhận nhiệm vụ được giao/*List and Describe researches and publications that best illustrates capability and experience to handle the Tasks Assigned*)

**Cam đoan/Certification:**

Tôi, ký tên dưới đây, cam đoan là bản CV này mô tả chính xác bản thân tôi, năng lực và kinh nghiệm của tôi. Tôi nhận thức được rằng mọi lời khai không chính xác ở đây đều có thể dẫn đến việc tôi bị Bên mời thầu loại hoặc sa thải./I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, and my experience. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Purchaser.

Tôi đồng ý để WWF-Việt Nam sử dụng dữ liệu của tôi vào danh sách các tư vấn tiềm năng và nhận các thông báo mời thầu phù hợp khi được triển khai/I accept that WWF-Viet Nam can use my data to update WWF's consultant list and send bid invitations to me when properly. (Lựa chọn/Optional: Tư vấn có thể xóa dòng này nếu không đồng ý để WWF-Việt Nam cập nhật liên hệ của mình vào dữ liệu danh sách chuyên gia/Expert delete this statement if you do not accept to be recorded into WWF's consultant list).

**Đại diện nhà thầu nộp HSDX**

(Ký, ghi rõ họ tên, chức vụ, đóng dấu)

**Tên tư vấn**

(Ký, ghi rõ họ tên)

**Ngày/tháng/năm**

**Ngày/tháng/năm**



#### Annex 4. Release Letter

(if expert is working full-time at a state-owned units or non-state agencies )

*(Applied for an individual consultant who is a full-time employee of an organization and only be requested to submit before the signing of consulting service contract)*

*(Áp dụng cho tư vấn cá nhân là nhân viên toàn thời gian cho một tổ chức và chỉ được yêu cầu nộp trước khi ký kết hợp đồng dịch vụ tư vấn)*

[LETTERHEAD OF CONFIRMATION LETTER ISSUED]

#### RELEASE LETTER - THƯ XÁC NHẬN

*Date & Time*

*Ngày*

To: WWF-Viet Nam

Kính gửi: WWF-Viet Nam

The [Name of the Organization] agrees that:

[Tên tổ chức] đồng ý:

Mr/Ms. [Name of Consultant], [Job title in the organization]

ID Number:                      issued by:                      dated:

Mr/Ms. [Tên tư vấn], [Chức vụ]

Số CMT:                      cấp tại .....ngày .....

Has been approved by [Name of the Organization] to provide independent consulting services for WWF-Viet Nam on [Name of the consultancy assignment] under [Project name] during the time, tentatively from [when] to [when].

[Tên tổ chức] đồng ý cho phép ông/bà [Tên tư vấn] thực hiện dịch vụ tư vấn độc lập cho tổ chức WWF Việt Nam trong khuôn khổ dự án. [Tên dự án] trong khoảng thời gian dự kiến từ .....đến .....

During this consultancy assignment, Mr/Ms. [Name of the Consultant] commits to:

- Implement the consultancy services outside of the official working hours of his/her employer or during his/her approved annual leave.
- Implement the consultancy services outside of his regular duties assigned by his/her employer.

Trong thời gian thực hiện dịch vụ tư vấn này, Ông/bà. [Tên tư vấn] cam kết:

- Thực hiện các dịch vụ tư vấn ngoài giờ làm việc chính thức quy định bởi [Tên tổ chức] hoặc trong thời gian nghỉ phép của Ông/Bà [Tên tư vấn]
- Thực hiện các công việc tư vấn độc lập ngoài phạm vi nhiệm vụ chính thức được giao tại [Tên tổ chức]

Sincerely,

Trân trọng,

*(Sign or seal according to the internal authority of the certifying organization*

*(Ký đóng dấu hoặc đóng dấu theo thẩm quyền nội bộ của tổ chức xác nhận)*