**TERMS REFERENCE**

**Ref 01.21: National Policy Consultant**

**Support for the approval of the USAID funded project**

**(Project code: USAID)**

**1. Background**

Currently, WWF is working globally with national and local governments, businesses and the general public to tackle the marine plastic pollution crisis. At the international policy arena, WWF is advocating for and supporting countries to comprehensively address this transboundary problem through a legally binding treaty on reducing marine plastic pollution. WWF urges all nations to express their support to immediately begin the negotiations for this new global agreement and for countries to begin to driving a clearly articulated global ambition or target for the content of this treaty.

The “USAID Biodiversity Conservation” activity is 5 years program starting from July 2020 to July 2025. The project aims to maintain and increase forest quality as well as protect and stabilize wildlife population in five high conservation value provinces (Quang Binh, Quang Nam, TT Hue, Quang Tri, and Lam Dong). The project targets ten special use forests and at least five protection forests, linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam’s threatened and endemic species.

The USAID Sustainable Forest Management will be implement at five provinces including Hoa Binh, Thanh Hoa, Quang Tri, Quang Nam, and Nghe An. Objectives activity aims to achieve five mutually reinforcing objectives as follows: (i) Improve and expand community forest management; (ii) Increase conservation-friendly enterprises in forest-dependent communities; (iii) Increase functionality of law enforcement system for forest crimes; (iv) Improve production forest management practices; (v) Mobilize domestic resources for forest management and protection.

**2. The objective/purpose of the scope of work (SOW)**

The consultant is expected to complete the Reports on Investment Policy Proposals (Template IIIc) for this project as required under Decree 56/2020 ND-CP for final approval of by the Government of Vietnam (GVN, is required to progress and ensure the approval process through completion. and achieve the following:

* Develop full Reports on Investment Policy Proposals by following the Template IIIc of Decree 56/2020 ND-CP.
* Work with project areas, provinces identified by USAID in the call proposal to agree up on the Reports on Investment Policy Proposals.
* Facilitate process from development through official approval for the USAID Biodiversity Activity and SMF Projects.

**3. Duties & responsibilities**

Under the direct supervision of Deputy Chief of Party, the consultant will work closely with the assigned staff of WWF, DAI and MFMB Authorities of MARD. MFMB to develop the final Reports on Investment Policy Proposals and then follow up in every step of project document submission, revision, and approval. Specifically, the consultant will:

* Work with assigned staff of WWF, DAI and related MFMB officials for developing one Reports on Investment Policy Proposals (Template IIIc of Decree 56).
* Facilitate provincial government agencies to collect feedback on the Reports on Investment Policy Proposals to the central ministries, especially Ministry of Planning and Investment (MPI).
* Consult and liaise with all related central ministries to make sure their comments on the draft Reports on Investment Policy Proposals are received in a timely manner.
* Work closely with the technical team of WWF, DAI and MFMB of MARD. MARD to constructively respond to comments (if any) from different central government agencies provided to the Reports on Investment Policy Proposals.
* Update and finalize the Reports on Investment Policy Proposalsbased on the comments received under guidance from different central government agencies MPI, (MARD, MONRE, etc.).
* Work with related ministries, especially the MPI to facilitate and follow up the project approval process to obtain the Prime Minister’s Decision on approval of the USAID Biodiversity Activity and SMF.
* Provide WWF, DAI and MFMB of MARD. MARD with bi-weekly updates, on progress of the project approval.
* Others if required.

**4. Deliverables and Timeframe**

The anticipated period of performance is expected to be 90 calendar days. The required deliverables are listed in the table below. The column “Activities included” refers to the list under “C. Duties and Responsibilities”. All deliverables must be submitted in Vietnamese and English. The specific deliverables and timeframe are shown in Table 1 below.

**Table 1: Deliverables and Timeframe**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Description of Deliverables** | **Activities/ included** | **Deliverables** | **Deadlines** |
|  | **Sign the contract with consultants** |  |  | **1/8/2020** |
| 1 | **Final draft** of Reports on Investment Policy Proposals of Biodiversity and SFM projects in Vietnamese and English and be ready to submit to MARD | 1 | * A final draft Reports | **30/8/2020** |
| 2 | Document of consolidated **comments/ feedback** from relevant central ministries after consultations | 2; 3 & 4 | * Progress Reports | **15/9/2020** |
| 3 | **Final Reports** on Investment Policy Proposals of Biodiversity and SMF (in Vietnamese) submitted ready to MARD for approval | 5 | * A Final Reports on Investment Policy Proposals submitted to MARD for approval | **30/9/2020** |
| 4 | **MARD** on approval of the USAID Biodiversity and SMF Projects and submitted to MPI and MOF | 6 | * MARD’s Decision | **15/10/2020** |
| 5 | **Develop contacts** with all related central ministries and others for hand-over to WWF and DAI | 7 | * Contact list | **15/11/2020** |
| 6 | **MPI submitted to Government** |  |  | **30/11/2020** |

**5. Level of Effort (LOE) and Assignment duration**

The LOE for this assignment will not exceed **90 person days** (640 hours, a work day consists of 8 hours) over the consultancy period, including field travel to project sites.

**Time line:** July to December 2020

6**. Required qualifications:**

Formal education: B.Sc. or M.Sc. in agriculture, natural resources/forest management, or other relevant disciplines;

Work experience: at least 10 years working in the natural resources/forest management sector and/or sustainable development projects;

Involved directly in developing at least 2 detailed project documents for ODA projects;

Prior experience in project designing and familiar with Decree 56/ND-CP dated May 2020 is an advantage;

Established network with central ministries and MARD departments, related Ministries

Advanced computer skills in Microsoft Word and Excel;

Languages: excellent command of written and verbal Vietnamese and English.

* A good understanding of political, ecological, social and cultural context of Vietnam, including of relevant issues (for example biodiversity issues related to marine ecosystems, waste management and pollution impacts, multi-lateral environmental agreements)

**8. Budget for the service**

All the costs, including consultant fees, travel of consultants, hotel & per-diem are based on WWF cost norm.

**9. WWF's Mission and Values:**

***WWF’s mission***

It is part of every staff member's terms of reference to contribute to WWF's mission: To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:

*- conserving the world's biological diversity*

*- ensuring that the use of renewable natural resources is sustainable*

*- reducing pollution and wasteful consumption.*

***WWF's values***

It is also part of every staff member's terms of reference to embody WWF's **values**, which are:

***Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, Persevering & Delivering Results***

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