

Terms of Reference

Assignment supporting the project ‘Integrated sustainable landscape management through deforestation-free jurisdiction project in Lam Dong and Dak Nong provinces, Viet Nam’

Position: National Consultant on integrated planning capacity assessment at provincial and district levels

Duty station: Home-based (Viet Nam) with travel to provinces (Lam Dong and Dak Nong) in the Central Highlands

Anticipated duration: October 2022-January 2023

Due date for application: 16 November 2022

1. Background to the assignment

This assignment will support the implementation of the UNEP-UNDP project ‘Integrated sustainable landscape management through deforestation-free jurisdiction’ project in Lam Dong and Dak Nong provinces in Viet Nam (hereafter ‘the Central Highlands project’ or ‘VN-CHS’). This project, supported by the European Union (EU) is being implemented by UNDP in coordination with UNEP, the Ministry of Agriculture and Rural Development (MARD), Lam Dong and Dak Nong provinces, the International Centre for Tropical Agriculture (CIAT), European Forest Institute (EFI), and the Sustainable Trade Initiative (IDH).

The VN-CHS project aims at improving the capacity of Vietnamese and Central Highland government partners and other stakeholders to develop and implement robust integrated land use planning and management tools and processes at various levels that support environmental sustainability, social inclusion and resilience. Robust and integrated land use planning will promote sustainability and scaling up of integrated sustainable landscape management through alignment of the sustainability framework and associated monitoring with REDD+ safeguards and other key initiatives. In particular, the project is expected to: (i) enhance ecosystems, including reducing loss and degradation of natural forests, protecting biodiversity, restoring priority ecosystems, and reducing GHG emissions, (ii) improve livelihoods, through the inclusion of vulnerable groups including ethnic minorities and women in agriculture, forest-farming and ecotourism value chains, and (iii) sustain food production and improve quality, through improved farming practices, better organization of producers, and transparent and shortened supply chains.

2. Overview of the assignment

This Terms of Reference (ToR) covers an assignment to support **Outcome 1 of the VN-CHS project in Lam Dong and Dak Nong provinces**. This outcome aims to establish effective governance systems including integrated land use planning and management tools and processes at district and provincial levels.

The assignment involves **carrying out a review of experiences, knowledge, and capacity at the provincial and district level** with recent integrated planning processes. It also includes understanding the knowledge and capacity needs in relation to land use planning, monitoring and the goals of the sustainability framework (a framework to be developed by the project to support deforestation-free jurisdictions).

The term “**integrated planning**” as outlined in **Viet Nam’s Law on Planning (2017)**, refers to “an approach that integrates fields and sectors related to infrastructure, use of natural resources and environmental protection in a uniform manner upon the formulation of the planning in a defined territory in order to achieve the goal of balanced, harmonious, effective and sustainable development.” The VN-CHS project is examining selected integrated planning processes, in line with the above law, including: **(i) provincial-level master planning (2021-30)** in the target provinces; **(ii) district-level 10-year and annual land use planning**, and **(iii) forest- and agricultural-sector planning**. This assignment will feed into future work under

Outcome 1.1c including supporting the development of integrated land use planning in the target provinces and districts., and the development of the aforementioned sustainability framework.

The assignment is home-based in Viet Nam, preferably in Lam Dong and Dak Nong provinces, with minimal domestic travel anticipated. The expected duration of the assignment is from **November 2022 to February 2023**, involving an estimated a total of approximately 50 days over 3-4 months. The languages of the assignment are Vietnamese and English.

The assignment is managed by the **UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC)**¹, which is coordinating several activities of the VN-CHS project. The consultant will report to UNEP-WCMC and liaise closely with:

- Key provincial-level partners involved in integrated planning and land use planning in Lam Dong and Dak Nong, such as the Departments of Agriculture and Rural Development (DARDs), Departments of Natural Resources and Environment (DONREs), Departments of Land and Forest Protection Departments, among others.
- District level officials in up to 4 target districts in the two provinces, with a focus on those involved in master and annual land use planning (specific districts tbc at the start of the assignment).
- Consultancy institutes/companies involved in formulating key plans at provincial and district levels.
- The VN-CHS Provincial Coordinators, and the National Coordinator, who help to coordinate among project partners and government agencies as needed.
- International and regional partners relevant to project activities, including UNEP, UNDP, CIAT and EFI.
- Other relevant stakeholders involved in integrated planning/land use planning in the provinces and districts, e.g. mass organisations, and civil society (to be discussed at the start of the assignment).

3. Key tasks and deliverables

Coordinating with UNEP-WCMC, the project team and key national partners, the consultant will carry out the following tasks:

1. Developing a **workplan for the assignment**, setting out the expected timeline and deliverables, to be agreed upon with UNEP-WCMC and partners.
2. Carry out a review of **experiences and capacity at provincial and district level** in relation to integrated planning, land use planning, monitoring, and the goals of the sustainability framework - based on the following activities:
 - a) **Document review** of the previous set of provincial master plans (two provinces, 2021-2030), district land use plans (4 districts, 2021-2026 and 2021-2030) and district annual land use plans (2021-2022) to investigate how these plans support deforestation-free jurisdiction and sustainability.
 - b) **Identification and mapping of key stakeholders related** to integrated planning at provincial and district levels.
 - c) Brief review of **existing tools and methods** used to develop, implement, and monitor land use plans at district level.
 - d) **Assessment of the experiences of the stakeholders** in integrated planning processes based on provincial master planning (2021-30), district-level 10-year and annual land use planning, and forest- and agricultural-sector planning:

¹ This is not a UN position. UNEP collaborates with WCMC as UNEP-WCMC. The successful consultant will be appointed by WCMC.

- Developing a questionnaire and reporting template for reviewing stakeholder experience, knowledge, capacity and use of tools/methods in consultation with UNEP-WCMC and partners.
 - Conducting interviews with key informants/via focus group discussions to complete the questionnaires
 - Evaluation of existing capacity, knowledge, and capacity of stakeholders in integrated land use planning and sustainability monitoring, based on document review, questionnaires and assessment template.
- e) **Write-up and visualisation of results**, i.e. of stakeholders’ experiences, knowledge, and capacity, and associated knowledge and capacity gaps, through easy-to-understand infographics – for example, spider diagrams and flow charts.
- f) The **review and evaluation should consider a set of factors to be prioritised at the start of the assignment**, which could include: the extent of integration across sectors; the inclusion of environmental and climate change dimensions; the negotiation/harmonisation between sectors and their objectives; the utility of decrees/guidance; other tools/methods used to develop land use plans; the extent of public participation; the supportiveness of planning processes for deforestation-free jurisdictions, etc.
- g) Based on these tasks, prepare and present on **a report with major conclusions and recommendations** for VN-CHS design with a focus on components related to integrated land use planning, and for addressing any key gaps in knowledge and capacity on integrated planning

Anticipated deliverables: Workplan for the assignment; List of priority stakeholders/interviewees; Questionnaires; Template for assessing experience and capacity; Assessment report; 1 x presentation to project partners.

4. Indicative timeline

Workplan, template and review methods drafted, reviewed by UNEP-WCMC & partners, and agreed	Late November 2022
List of stakeholders, draft questionnaires and template, integrate comments and finalise	Mid-December 2022
Draft assessment results and initial report submitted for review	Late-January 2023
Presentation to partners for getting feedback	Late January/early February 2023
Final assessment report	Late February 2023

5. Consultant qualifications

The consultant will have the following sets of expertise:

Up-to-date knowledge of integrated planning, land use planning and land management, sustainable development and green growth, agriculture, and forestry, and/or REDD+ issues in Viet Nam
Demonstrated experience in the development and application of capacity needs assessment and/or policy reviews, and/or monitoring and evaluation in the field of environmental and/or rural development
Excellent written communication skills in Vietnamese and English
Experience in liaising with national and provincial government agencies in Viet Nam, with experience in the Central Highlands preferred
Minimum Master’s degree in natural resource management, political science, or social sciences

Minimum of 7 years working experience in a related field

6. Instructions for applications

Applicants shall submit the following documents to apply for this assignment in English:

- Cover letter introducing yourself and your interest in the assignment (no more than 1 page).
- Short technical proposal, describing your proposed approach to developing the assessment and the application, and providing a proposed workplan (including person days per task) (no more than 2 pages).
- Financial proposal, presented in a word document/or preferably a .pdf document of an Excel table (to allow easy upload to our website), setting out your proposed number of person days per task and proposed fee per person day (i.e., daily rate) in USD.
- Your CV (no more than 2 pages).

How to apply:

Please click '**apply now**' via our website advert to attach your CV and cover letter and other documents.

All documents to be submitted in .PDF form.

If you have any questions please email Hemant Tripathi hemant.tripathi@unep-wcmc.org and Charlotte Hicks charlotte.hicks@unep-wcmc.org and **by close of business UK time on 23rd November 2022.**

Thank you.

This is not a UN position.

UNEP collaborates with WCMC as UNEP-WCMC. The successful consultant will be appointed by WCMC.