REQUEST FOR EXPRESSIONS OF INTEREST

Assignment Title:  Assessment of forest changes and major driving forces, and support for designing of the roadmap for REDD+ implementation in one pilot province

Reference No.:  TV-QCBS-01

Project:  Project on Support for the REDD+ Readiness Preparation in Vietnam

October, 2014
Part 1. REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

Project on Support for the REDD+ Readiness Preparation in Vietnam
Grant No.: TF013447
Assignment Title: Assessment of forest changes and major driving forces, and support for designing of the roadmap for REDD+ implementation in one pilot province
Reference No.: TV-QCBS-01

The Social Republic of Vietnam has received financing from the World Bank toward the cost of the Project on Support for the REDD+ Readiness Preparation in Vietnam, and intends to apply part of the proceeds for consulting services.

Consulting service including as: Awareness raising, collecting background information and details of the institutional landscape of Quang Tri including departments involved in climate change, REDD and current, on-going, and future investment project in Quang Tri; Undertake a review of forest changes in Quang Tri; Undertake an analysis of the carbon stock in Quang Tri; Undertake a targeted review of social and environmental situation of the forestry sector in Quang Tri in key districts; Identify the major deforestation and forest degradation driving forces; Formulation of carbon based REDD+ interventions; Analysis of possible impacts of REDD+ interventions and mitigation of potential impacts; Grievance mechanisms and land tenure; Assess the capacity building and any technical support necessary for the implementation of the PRAP (and REDD+) roadmap; Determine sources of funds for the implementation of the PRAP.

The procurement package will be conducted in 6 months, which is expected to start in December, 2014. On behalf of the project owner's, the Project Management Unit of “Support for the REDD+ Readiness Preparation in Vietnam” now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: Brochures about the capacity of consulting firms have a minimum 5 years experience, describing some similar works carried out successfully (at least 5 similar contracts), and demonstrated staffing which is in accordance with the above tasks.

The consultant will be selected in accordance with the method chosen on the basis of quality and cost (abbreviated as QCBS) with the guidelines specified in the World Bank: Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credit & Grants by World Bank Borrowers, issued January, 2011 (“Consultant Guidelines”). The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s Guidelines, setting forth the World Bank’s policy on conflict of interest.

Release time of REOI is as follows: from 09:00 am 07th October, 2014 to 04:30 pm 24th October, 2014. The expression of interest must be submitted in writing in both English and Vietnamese to the address below (in person, email, or fax) Consultants need more detailed information please contact us at the address below during office hours from 08:30 am – 04:30 pm.

Deadline: 04:30 pm, 24th October, 2014.

Project management unit “Support for the REDD+ Readiness Preparation in Vietnam”
Address: P 043, 14 Thuy Khue Str., Hanoi, Vietnam, Tel: 084 3728 6495, Fax: 084 3728 6496
E-mail: fcpf.pmu@vietnam-fcpf.vn

Hanoi, 02nd October, 2014
National Project Director

Signed

Vu Xuan Thon
Part 2. SAMPLE OF EXPRESSIONS OF INTEREST (EOI)

[Insert address], [insert date]

To: Project management unit “Support for the REDD+
Readiness Preparation in Vietnam”

We, the undersigned, ask to provide consulting services “Assessment of the REDD+ readiness in Vietnam and development of databases of REDD+ projects and programs” follow as the Request of Expression of Interest of the Project management unit “Support for the REDD+ Readiness Preparation in Vietnam” (hereinafter is "the Client") day ... month ... year 2014. Enclosed please submit our Expression of Interest (EOI) from us.

We present the required information in the appendices of this EOI. The certified copies of the required documents are attached to this message.

We understand that

(i) This is the first EOI and not give us the right to receive any documents or be invited to join the project.

(ii) The Client reserves the right, in its discretion, at any stage without prior notice and without giving any reason, to terminate participation in the bidding process of the participate in any, structural changes, the procedures and timing of the bidding process, modify the terms of participation in the bidding process, refused to attend a party at any particular stage of the bidding process and to postpone or cancel the bidding process.

(iii) We must comply with the national security of the government of Vietnam and its eligibility to participate in our auctions could depend on such rules.

The sign here stated that the presentation was made and the information provided in this EOI is complete, true and correct.

Sincerely,

[Signature of competent jurisdiction and sealed]

Name:
Title:
Address:
Appendix 1: INTRODUCTION OF CONSULTANT

<table>
<thead>
<tr>
<th>Name of Consultant</th>
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<tbody>
<tr>
<td>Address</td>
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<tr>
<td>Contact person and details</td>
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<td>Name:</td>
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<td>Company / Association / Government Agency / Other *</td>
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<td>The structure of ownership *</td>
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<td>Name and details of major shareholders *</td>
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<td>The names and details of Directors / Partners / Key Management Personnel *</td>
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<tr>
<td>The principal activities (description of activity / key tasks, no more than 5 lines)</td>
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<tr>
<td>Previous experience</td>
<td>[Description of previous experience in the related field of the package, no more than 10 lines]</td>
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<tr>
<td>Number of years of consulting experience</td>
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<tr>
<td>The annual turnover of the last three financial years *</td>
<td>[The Contractor shall submit a photocopy of the three following documents: (i) The financial statements have been audited or certified by a competent authority; or (ii) The declaration self-annual tax settlement with the tax authorities confirm that the contractor has submitted the declaration; or (iii) Inspection records of contractor tax settlement, the three (3) years.]</td>
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<tr>
<td>The average annual turnover of last three financial years *</td>
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</table>

* If the Contractor is a partnership consultant / group, providing detailed information each member of the partnership / corporation.
Appendix 2:

EXPERIENCE OF CONSULTANT

[Using the form below, provide information on each task that company, or an affiliate of the company conducting the task, legally contracted as a separate unit or as a in the company linked to the conduct of consulting services, similar to the requirements of this task. Presented maximum duty 05]

<table>
<thead>
<tr>
<th>Name of task:</th>
<th>Estimated value of the contract (or US $ denominated or Euro VND):</th>
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</thead>
<tbody>
<tr>
<td>Country:</td>
<td>Mission time (months):</td>
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<td>Domestic Location:</td>
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<td>Name of Client:</td>
<td>Total number of months to participate experts perform the following tasks:</td>
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<tr>
<td>Address:</td>
<td>Estimated value of the services provided by the firm under the contract (in cash or US VND $ or Euro):</td>
</tr>
<tr>
<td>Start date (month / year):</td>
<td>The number of professionals working time provided by the consulting firm link</td>
</tr>
<tr>
<td>Completion date (month / year):</td>
<td></td>
</tr>
<tr>
<td>Name of associated Consultants, if any:</td>
<td>The name of the professional staff of the companies involved and functions performed (indicate important position as head of the group, ...........):</td>
</tr>
</tbody>
</table>

Project Description:

Description of actual services provided by employees within the company's mission:

Company Name:

* Note: The consultant Contractor shall also submit copies of their EOI task / contract declaration above. If the contractor fails to submit the copies consulting tasks / contract attached declaration on their EOI, then the customer will evaluate the tasks / contract is not worth the task / contract themselves even where the tasks / duties that the contract / agreement is similar. The Client may request the contractor provided the original consulting contracts for comparison with the copies of the contracts if the customers need, in case the Contractor fails to provide these original contracts for comparison, the Client shall appreciate that the copies of these contracts are not worth the same as these contracts were made.
### Appendix 3:  
**ELIGIBILITY OF CONSULTANT**

<table>
<thead>
<tr>
<th>No.</th>
<th>Content</th>
<th>Yes (marked with an X)</th>
<th>No (marked with an X)</th>
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</thead>
</table>
| 1   | For business or institution owned by the Government of Vietnam to participate must have written documents as proofs of (i) legal ownership and financing, (ii) operate under commercial law, and (iii) is not an agency under the Ministry of Agriculture and Rural Development.¹. For non-government organizations must ensure to have their business license issued by a competent agency and expire until the end of 2015. For businesses or foreign organizations, it should ensure a legal status and self-financing and operates under the commercial law and which is not a dependent agency of the Borrower or the Donor.  
*In this section, the consultants attached to their EOI notarized copy of one of the following documents: certificate of business registration, investment certificates, establishment decision or certificate of registration lawful activities*. |                                                                      |                       |
| 2   | Whether this Unit is under the Ministry of Public Security or the Ministry of Defence or not?                                                                                                                                                                                                     |                                                                      |                       |
| 3   | Is the Unit currently banned by an agency of the Government of Vietnam banned from bidding or not?                                                                                                                                                                                              |                                                                      |                       |
| 4   | The unit is being banned from the World Bank or not?                                                                                                                                                                                                                                           |                                                                      |                       |

¹To be eligible, businesses or institutions owned by the Government of Vietnam to prove to the customer satisfaction through all relevant documents, including charter and other information. which the customer may require that businesses or organizations that (i) is a legal existence separate from government; (ii) does not receive grants or budget support; (iii) operate as commercial enterprises, there is no obligation to transfer benefits to the Government, has the authority and legal responsibility, self-borrowing and repayment responsible, and can be declared bankruptcy.
Appendix 4:

INFORMATION SUMMARY OF KEY CONSULTANTS
PLANNED PARTICIPATION PACKAGE

Based on the TOR, the consultant summarizes basic information about some of the main consultants for the proposed package in the form below (also submit their EOI). Note that, if you are invited to submit proposals, the consultants will be available in the contractor's proposal and participate in counselling services if the winning bid, except in cases of force majeure or circumstances specifically prescribed by the World Bank.

<table>
<thead>
<tr>
<th>No.</th>
<th>The proposed site</th>
<th>Name Consultant / Nationality</th>
<th>Day, Month, Year of Birth</th>
<th>Qualifications, school, graduation year, country</th>
<th>Years of work experience related tasks</th>
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</thead>
<tbody>
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</table>

Consulting contractor shall also enclose in their EOI notarized copies of the mentioned-above consultants’ diplomas.
Appendix 5: ADDITIONAL INFORMATION

A. TERMS OF REFERENCE (TOR):

TV-QCBS-01 Assessment of forest changes and major driving forces, and support for designing of the roadmap for REDD+ implementation in one pilot province

1. Background and introduction

Vietnam has actively participated in REDD+ preparation and developed a National REDD+ Action Program (NRAP) as an important part of National Strategy on Climate Change, (approved by the Prime Minister in June 2012). It is proposed that during the period from 2012-2015, Vietnam will mobilize international support for being prepared for REDD+ after 2015.

The World Bank through the Forest Carbon Partnership Fund (FCPF) is assisting Vietnam with financial and technical support focused on reducing emissions from deforestation and forest degradation, forest carbon stock conservation, the sustainable management of forests, and the enhancement of forest carbon stocks (activities commonly referred to as REDD+). Assistance from the FCPF is provided through a Readiness Fund which supports participating countries in the development of REDD+ strategies and policies, reference emission levels, management, reporting and verification (MRV) systems and institutional capacity to manage REDD+ including environmental and social safeguards.

Vietnam is also working with support from United Nations Collaborative Programme in Reduction Emissions from Deforestation and Forest Degradation in Developing Countries (UN-REDD Programme) both initiatives are executed by Ministry of Agriculture and Rural Development (MARD). The UN-REDD Phase I has been implemented from 2009 - 6/2012 and created the basic foundation for REDD+ readiness and is followed by Phase II which will be carried from 2013-2015. Furthermore, Vietnam has a plan to submit an Emission Reduction Project Idea Note (ER-PIN) to participate in the FCPF Carbon Fund for consideration in mid 2014. The Emission Reduction Program is expected to last from 2015-2020 and cover 6-8 provinces in the northern central coastal region, where most natural rich forests are located. To participate in the Carbon Fund, Vietnam also needs to submit the Readiness package (or R-Package) at the end of the readiness phase. This document is important to build confidence in the process of the REDD+ readiness preparation not only for the Carbon Fund Participant Committee, but also for policy makers of Vietnam. Key contents of the R-Package are already endorsed by FCPF Participant Committee and available on the FCPF website.

The Project “Support for the REDD+ Readiness Preparation in Vietnam” funded by the FCPF is to provide support for strengthening institutional and technical capacity of the National REDD+ Steering Committee, Vietnam REDD+ Office and relevant central organizations and undertake activities in three pilot provinces (Quang Binh, Quang Tri and Dak Nong) and to be REDD+ ready to contribute to successful implementation of the NRAP. The Project will be implemented from 2013-2015 with total ODA investment of US$3.8 million. Vietnam Administration of Forestry (VNFOREST) is the project owner, responsible for effective management and utilization the grant.
The Project is designed to achieve three key outcomes: (a) strengthened national technical and institutional capacities for successful implementation of the NRAP; design of roadmaps, key materials and guidelines for the development of provincial REDD+ Action Plans of pilot provinces; (b) develop plans and options for participation and provision of REDD+ services from State Forest Companies (SFCs) and Forest Management Boards (FMBs), provide technical guidelines for these entities to become providers of multiple forests goods and environmental services, including emission reduction; and (c) develop strategic REDD+ options at both the national (NRAP) and provincial (PRAP) levels, together with a free-standing Environment and Social Management Framework (ESMF), all of which should be suitable for inclusion in the REDD+ readiness package for Vietnam. The Project activities are building on work that has been undertaken and to supplement the UN-REDD Vietnam Programme and other on-going projects/initiatives to enhance the effectiveness of the joint efforts and enable Vietnam to be REDD+ readiness and benefit from future REDD+ mechanisms. The Central Project Management Unit (CPCU) will be responsible for the management of daily operations of the project.

2. Objectives of the consultancy

The overall objectives of the consultancy are to: (i) identify and quantify the main causes of deforestation and forest degradation; (ii) develop a detailed roadmap for the implementation of REDD+ in Quang Tri; and (iii) develop a Provincial REDD+ Action Plan document for Quang Tri.

3. Overview of the PRAP activities and processes

The PRAP is expected to be an enabling document and process that involves multi-sector planning and sets out solutions: (i) To improve the investment processes in forests in support of, and meeting the requirements of REDD+; (ii) To improve land use and forestland tenure; (iii) To enable the local village communities to participate in the development of REDD+ carbon landscapes on the basis of existing forest use and traditional forest rights in cooperation with the SFCs, involving village communities in sustainable forest management; and (iv) improve provincial forest governance including legal administration, and law enforcement for forest use and timber trade.

The PRAP document should address the following key activities, which have been extracted from the NRAP\(^2\).

- Review, collection, evaluation and processing of data necessary for identification of the reference emission levels and the trends of implementation of REDD+.
- Assessment and prediction of the present and future forest estate change, proposing measures to mitigate and eventually stop deforestation and forest degradation, and increasing forest carbon stocks.
- Investigation, evaluation and verification of the potential reduction of emission, projection of the investment needs and benefits of REDD+ for each province, and defining priority areas for implementation of REDD+.

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\(^2\)This list is not exhaustive and for all of the requirements of the NRAP the consultant is referred to the NRAP Decision 799 QD-TTg 27th June 2012
• Development of the action plan to implement REDD+ at provincial level and mainstreaming REDD+ into forest protection and development and land-use planning as well as programs and projects that aim at the reduction of emissions in agriculture and other related fields, and piloting the system for management, coordination and operation of REDD+ at the provincial level.

• Raising REDD+ awareness and building up technical capacity for concerned staff involved in REDD+ at the provincial, district and commune levels and raising awareness of forest owners and local communities.

• Identification and application of appropriate measures to reduce emissions from deforestation and forest degradation and stabilizing forest carbon stocks, investigation of the possible role and capability of enterprises, organizations, individuals and local communities in REDD+ implementation.

• Improving the legal framework to facilitate REDD+ implementation at the provincial level.

• Reviewing and improving land-use planning, forest protection and forest development plans.

• Reviewing and completing the allocation and leasing of forests and forestland to organizations, households, individuals and local communities in compliance with the existing laws.

• Development of a suitable PRAP process should include the following pre-requisites: (i) the PRAP is required to be practical, replicable and also cost effective; (ii) the PRAP should integrate with the Socio-economic Development Plan (SEDP) and with the Provincial Climate Change Action Plan.

The PRAP should be participatory where possible, and involve the different stakeholders at different levels, the indicative process for the PRAP is as follows, and however, a number of the steps should be undertaken in parallel.
<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>Introduction, background collection of information and awareness</td>
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<tr>
<td>raising on REDD+</td>
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<tr>
<td>Multi sector planning approach, with participatory stakeholder</td>
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<tr>
<td>meetings at all levels, Provincial, District, village level planning</td>
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<tr>
<td>meetings, collection of information on current and planned investment</td>
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<tr>
<td>projects (ODA, Province and National)</td>
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<tr>
<td>Forest inventory and change, assessment of the quality of forest and</td>
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<td>evaluation of the carbon stock, field checks and ground truthing,</td>
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<td>stakeholder meetings at the various levels including SFCs, FMB,</td>
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<td>Districts, Communes and villages</td>
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<td>Socio-economic spot checks on hot spot areas and vulnerable forest</td>
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<td>dependent communities, including land tenure analysis, identify major</td>
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<tr>
<td>land tenure blocks, users and commune and village land tenure, field</td>
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<td>checks on local situation meetings with SFCs and FMBs, Communes</td>
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<tr>
<td>and villages</td>
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<tr>
<td>Analysis of the deforestation and forest degradation drivers</td>
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<td>Provincial and District level workshops</td>
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<td>Identification of possible REDD+ interventions - multi sector</td>
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<tr>
<td>approach participatory discussions with villages and communes, and</td>
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<tr>
<td>with Districts, SFCs, FMBs and the private sector</td>
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<td>Conduct an environmental and socio-economic impact assessment and</td>
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<td>mitigation of potential impacts this should include public</td>
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<td>consultations and participatory meetings at village, Commune and</td>
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<tr>
<td>District levels</td>
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<td>Development of a pilot, open easy to use grievance mechanism that</td>
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<td>can help solve land disputes and other potential grievances that</td>
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<td>may involve REDD+ interventions</td>
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<td>Development of a monitoring system, discussions and workshops at the</td>
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<td>Commune and District and Province, assessment of the capacity</td>
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<td>building and technical support to develop the PRAP and REDD+</td>
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<td>roadmap</td>
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<td>Final PRAP document</td>
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<tr>
<td>(including costing of the final PRAP design and implementation)</td>
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</table>
4. Program area, forest communities and safeguards

The expected main program areas with REDD+ potential in Quang Tri will include three Districts (Dak Rong, Huong Hoa and Hai Lang) and communities including, ethnic minorities (see Annex1 for some preliminary details), that are dependent or partially dependent on the forest and although REDD+ is expected to provide significant long term benefits, there is a potential for causing negative impacts to the environment and to the livelihoods of forest dependent communities.

The REDD+ roadmap should include special measures needed to ensure that the project activities are culturally appropriate to the needs of local communities; and in particular any intervention needs to take into account the special needs of ethnic minorities as many communities are highly dependent on forests for their livelihoods. As the FCPF is funded through the World Bank their safeguard policies shall apply, the project has a draft Process Framework and a Draft Communications Plan that which should be followed.

5. Indicative tasks that the consultant will be expected to undertake for the development of the PRAP

A suggested, but indicative, list of tasks is provided below to assist in the development of the PRAP, however, these should not preclude any additional tasks or activities to needed to meet the TOR and desired main outcome of a PRAP for Quang Tri.

Task 1 Awareness raising, collecting background information and details of the institutional landscape of Quang Tri including departments involved in climate change, REDD and current, on-going, and future investment project in Quang Tri

The consultant will be expected to introduce and explain the PRAP in the national and provincial context and also explain REDD+ requirements and possible interventions, to the provincial administration and key departments such as DARD, DONRE, Provincial FPD and potential key target forested Districts, Protection Forest Management Boards SUF Management Board that would be expected to participate or be involved in REDD+. In addition, the private sector, joint stock forest companies holding forest land or plantations should also be involved.

To facilitate the development of the PRAP and develop a consistent view and to avoid overlap it is important to obtain multi-sector information on ODA, national and provincial government investment projects in Quang Tri, including the main areas of implementation, expected interventions and any possible impact on forestland.

[e.g. WB Irrigated Agriculture Investment Project, the project will include the development of climate-smart agriculture to increase farm productivity and incomes, and make agriculture more resilient to climate change, while also mitigating Green House Gas (GHG) emissions; ADB biodiversity project and biodiversity corridors project, the status of proposed hydropower projects or other infrastructure projects.]

Task 2 Undertake a review of forest changes in Quang Tri

 Undertake a review of the forest changes and forest inventory for the period 1990 to 2010\(^3\) and any land use changes for the province using data from the SFCs, FIPI, NFIM and satellite imagery (including SPOT and or equivalent ) etc. This is expected to require a review of the

\(^3\)The choice of period is dependent on the availability and quality of information, at a minimum the period should aim to cover 2000-2010.
forest inventories, updating these, and improving mapping quality where possible, developing a GIS (digital format) and mapping the changes of the three types of forest.

One set of maps and supporting data produced should show the boundaries of the SFCs, Forest Protection Management Boards and SUF Management Board areas and (where possible) any other sizeable forestland holdings (such as private sector forest companies, provincial administration and communes) so that an accurate assessment of the current status of the forest land tenure can be made.

Detailed ground truthing will be required and reference points recorded to support and validate the map work and quality of the forest this is also required to support the carbon stock analysis.

**Task 3 Undertake an analysis of the carbon stock in Quang Tri**

Undertake an analysis of the quality of the forest and the carbon stock and estimate the potential available for the province.

If data is available, develop a model of the carbon flux (net gains and losses) in individual strata layers, to compare the total volume of forest-based greenhouse gas emissions of the province and the priority strata for targeting mitigation and carbon stock enhancement activities.

Make an assessment of carbon removals through the sequestration of GHGs from the atmosphere through activities such as reforestation and assisted natural regrowth. Carbon stock enhancements should be defined as areas where afforestation, reforestation and/or restoration activities could be undertaken.

Detailed ground truthing will be required as outlined in Task 2 to support the carbon stock analysis.

**Task 4 Undertake a targeted review of social and environmental situation of the forestry sector in Quang Tri in key districts**

This task aims to provide an overview of the socio-economic situation of communities in the main forested districts that would have potential for REDD+ interventions. The consultant will collect, analyse and present basic data relating to the current environmental and social situation of the forestry sector, including:

- An assessment of different forest dependent communities and disadvantaged groups accessing forest resources (following the lines of the stakeholder analysis4);

- A summary review of their relationship to the forests from an ethnic, historical, cultural and economic perspective as well as an analysis of their attachments, access to, and use of forest resources, including the formal/ informal arrangements and internal mechanisms regarding the use of forests and the sharing of benefits from this utilisation; and

4The consultant shall review and update the comprehensive list of stakeholders identified during the drawing up of the R-PP and review stakeholders identified in the FCPF Communication Plan (April 2014) that are directly linked with the social and environmental impacts of the REDD+ readiness and implementation process. All meetings with villagers should be carefully documented, recording the types of attendees, and the issues they raise. Involvement of women should be encouraged and where necessary arrangements to hold separate meeting with them should be made.
A summary of community views, issues raised, concerns and recommendations for the REDD+ program.

Task 5 Identify the major deforestation and forest degradation driving forces

The identification of the major deforestation and forest degradation driver forces operating in the province should be a participatory driven process (the consultant will need to show that the various stakeholders have been consulted and made contributions) including workshops and or participatory focus group meetings at the villages, District and Province levels, and also taking the results from the discussions with stakeholders and include results from Task 4 above. The consultant should develop a threat map for the province showing current and predicted forest violation hot spot areas and predicted loss of forest. This output should be thoroughly discussed in the main forested districts and at the provincial level, and should involve the key stakeholders.

Task 6 Formulation of carbon based REDD+ interventions

An output of the consultancy in the PRAP should be an estimate of the carbon credit production potential and an overall cost benefit analysis on whether REDD+ interventions are financially sound and economic.

This will necessitate an approximation of total area available to carbon stock enhancements from afforestation, reforestation and restoration activities available for REDD+, taking into account the costs, nature of the stock enhancements and extent of planting activities – essentially a draft financial model specific for REDD+ intervention making clear assumptions for different interventions including the scale of interventions this would include, for example, the scale of support by local villagers, assumptions on the possible price of carbon and the cost of emissions reduction verification etc.

The consultant will need to undertake a review of the existing current and future business plans for the SFCs in the province to establish where they can meet and support REDD+ expectations and requirements on forest management, and plantings. A review of the forest management plans of the Forest Protection Management Boards (FPMBs) and SUF MBs is also required - to review their new planting and enrichment/rehabilitation planting plans. Any private sector or joint stock forest company with forestland holdings should also be included.

REDD+ interventions such as reduced impact logging and/or other sustainable forest management (FSC) would need to be quantified based on specific harvest volumes and descriptions of the logging practices etc.

Stakeholder discussions will be required on the identification and implementation of the investments.

The PRAP should also take account of opportunities for payment for forest environmental service (PFES).

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5There as complementary consultancy contract that is reviewing in detail the business plans of Ben Hai SFC and information should be forthcoming from that consultancy.
Task 7 Analysis of possible impacts of REDD+ interventions and mitigation of potential impacts

The consultants shall analyse the potential socio-economic and environmental impacts, and propose mitigations, where necessary, of the proposed interventions under REDD+. As part of the review, consideration should be given to impacts (if any) on poverty alleviation, environmental protection, sustainable socio-economic development and biodiversity. The consultant shall review the overall provincial REDD+ strategy in Quang Tri and identify any gaps, and identify the potential social and environmental risks and possible mitigations that may be required during implementation.

The consultant shall prepare: (i) a screening and assessment of site-specific interventions with summary environmental and social impacts; (ii) a time-bound action plan for the mitigating of any adverse impacts; (iii) a monitoring plan for the implementation of the mitigation plans, including arrangements for the participation of relevant stakeholders in such monitoring.

The consultant will undertake a brief review of the capacity of the institutions at different administrative levels, from the central to the commune level; in particular review their capacity at the different levels to manage and monitor any socio-economic and environmental mitigation plan. Any capacity gaps identified should be addressed through a proposed capacity building program.

The final content of the PRAP shall be agreed with the project, but will include sections on potential socio-economic and environmental impacts and proposed mitigations and linkages to the SEDPs and Climate Change Action Plans.

Task 8 Grievance mechanisms and land tenure

As noted an important principle for REDD is that villagers should both be involved in the development of carbon landscapes on the basis of existing use and traditional forest rights, and Quang Tri has many communities living in and around the borders of SFC, Forest Protection Management Boards (FPMB) and Special Use Forest Management Board (SUF MB) forestland and some of the areas have been subject to encroachment and land and forest use disputes. The consultant is required to carefully research any disputes (as part of the socio-economic overview Task 3 above) between the various village communities who may be located inside or close to the SFCs, FPMBs and SUF MB land areas and then develop a pilot grievance mechanism so that this can be used as process to help settle disputes amicably.

Where any dispute is found, an important decision on whether to continue with the investment program in that part of the SFC, FPMB or SUF MB forestland will depend on whether the MB and villages are willing and able to reach a solution. As noted it should be expected that any grievance process and potential solutions would be subject to independent reviews.

Task 9 Assess the capacity building and any technical support necessary for the implementation of the PRAP (and REDD+) roadmap

The Consultant shall propose a detailed capacity building strategy (the capacity building could include institutional adjustments or procedures, recruitments or new assignments and training for Provincial, District or Commune officials)to ensure that the PRAP can be effectively implemented. The Consultant will recommend public and/or civil society institutions likely to be able to conduct this capacity-building work and develop a draft budget.
Task 10 Determine sources of funds for the implementation of the PRAP

The Consultant should develop an estimated cost for the design (a cost for the replication of PRAPs that would be undertaken by the Province and whether this is feasible) and also for overall implementation of the PRAP including the costs of mitigation (if any), institutional capacity building (if any), training (if any) and MRV at the provincial level. Propose financial sources for the implementation of the PRAP and to apply the given safeguard measures.

6. Draft workplan

An indicative work plan of activities and team inputs is shown below in Figure 1.

The work is expected to be very field orientated and extended periods of fieldwork should be expected to be undertaken in Quang Tri and the Districts and extensive visits and meetings with the District, communes and villages would be required. The consultant is required to carefully document the number of meetings, the number and types of participants and the issues raised.

The attendance of women in any stakeholder meeting particularly at the commune and village level should be encouraged and where necessary, separate meetings with women should be undertaken to ensure that their views are heard and documented.

7. Expected outputs

The main outputs should include, but not be limited to:

- Brief inception report and work plan, brief mid term progress report recording main areas of progress and any bottle necks potential issues, final report with finalised maps, (the PRAP would be a stand alone separate document);
- Series of digital (Mapinfo and ArcGIS) and printed maps (the map projection to be used is VN2000) on forest and land use showing historic changes, the mapping scales should be 1:50,000 for the districts and 1:100,000 for the province;
- Report on the results from stakeholder consultation;
- Report on socio-economic situation of the forest dependent villages;
- Grievance plan;
- Environmental and socio-economic impact assessment with mitigation plan;
- Lesson learned report on the PRAP, the costs of designing the PRAP with a view to replicating the PRAP in other Provinces;
- Cost benefit analysis of REDD+ interventions and possible carbon fund benefits, estimation of the costs of designing the PRAP in other Provinces and the costs of implementation of the PRAP;
- A stand alone PRAP including the costs of implementation of the PRAP.

8. Firm experience and staffing

The consultant firm should have experience of designing donor projects, undertaking Strategic Environmental Assessments and Social Impact Assessments, Environmental Management Plans, experience of the forest sector and experience of World Bank safeguard requirements. The firm will receive remuneration on a lump sum basis for the consultancy; all consultants should have relevant, regional and local experience in the required fields; international experience for the team leader and the sociologist positions would also be an advantage.
Due to expected extensive fieldwork and to expedite the work together with the need to work closely with the SFCs PFMBs and rural communities, the consultant is expected to set up a project office in Quang Tri. All documents will need to be produced in Vietnamese and English.

**Composition of the team**

As the contract will be on a lump sum basis the inputs for the consultant team members will be proposed by the consultant company; however, the consultant company is expected to include the following key personnel which are defined in detail: Team leader Forest Management specialist; Forest inventory specialist; Rural/Participatory sociologist; GIS specialist; Environmentalist specialist; Economist.

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Qualifications</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team leader Forest management specialist</td>
<td>Masters degree in forestry management or carbon financing</td>
<td>More than 10 years experience of forest management in private and state industries; international experience of REDD+ and carbon financing</td>
</tr>
<tr>
<td>2</td>
<td>Forest inventory specialist</td>
<td>Masters degree in forestry management</td>
<td>More than 10 years experience of forest inventory and management work;</td>
</tr>
<tr>
<td>3</td>
<td>GIS specialist</td>
<td>Masters degree in GIS related subject</td>
<td>More than 10 years experience of natural resources GIS, mapping work and ground truthing work.</td>
</tr>
<tr>
<td>4</td>
<td>Rural/participatory sociologist</td>
<td>Master degrees in rural or development sociology</td>
<td>More than 10 years with at least 5 year experience as a rural sociologist; international experience of socio-economic development, participatory approaches, community natural resource management, undertaking Social Impact Assessments, and government systems, and institutional reviews and World Bank safeguards; working with rural communities and ethnic minority communities; some experience of REDD+ requirements an advantage</td>
</tr>
<tr>
<td>5</td>
<td>Economist</td>
<td>Master degree in Agricultural Economics, Natural Resource Development Economics and relevant practical experience</td>
<td>More than 10 years with at least 5 years in project planning and management. Experience of carbon financing and REDD+ and experience of institutional reviews and World Bank safeguards.</td>
</tr>
<tr>
<td>6</td>
<td>Environmental specialist</td>
<td>Master degree in environmental degree or related subject.</td>
<td>More than 10 years with at least 5 years working on environmental aspects of natural resource projects and Strategic Environmental Assessments; Experience of REDD+; communities and forest projects; developing EMPs, and monitoring and evaluation of EMPs / EMFs.</td>
</tr>
</tbody>
</table>
Tasks for the team are as follows and may be added to as necessary:

**Team Leader**

- Be responsible for the implementation of the project to design a Provincial REDD+ Action Plan (PRAP);
- Review the forest stock and the forest management practices of the province;
- Oversee the implementation of the forest inventory, forest change process and the forest carbon assessments;
- Undertake a review of the capacity of the staff involved at the Provincial, District, Commune level and identify any capacity building measures;
- Review the current forest management and, in consultation with other team members, such as the and economist, and review the overall forest business approach of the SFCs;
- If appropriate develop improved forest management practices and guidelines;
- Undertake a rapid training needs assessments and assessment of the capacity of the SFCs;
- Establish whether it is cost effective for the Province to support REDD+ interventions and improved forest management.
- Work closely with other pilot project activities funded under the FCPF including the development of the business plans for two SFCs in Quang Tri and Quang Binh.

**Forest inventory specialist**

- Conduct a forest inventory of the provincial forest areas; this should be based on a review of the SFC forest inventories, and as necessary review up to date satellite imagery and field ground truthing field work;
- In conjunction with the GIS specialist, help organise the ground truthing process and training of any enumerators required in the assessment;
- Assist in the stratification of the forest and the overall production of all forest maps.

**GIS**

- Prepare a series of GIS maps that show the forest change over the suggested 20 year period (1990 to 2010) or other relevant period (an issue here is the cost, consistency and quality of the data), however, at a minimum the period will need to cover 2000 to 2010).
- Oversee in conjunction with the forest inventory specialist the ground truthing of recent satellite imagery, existing forest inventory maps etc;
- Undertake a classification of imagery by land cover (ecological) types;
- Undertake a biomass stratification of the inventory to assess carbon stocks in each ecological type;
- Develop historical deforestation mapping for a minimum of three periods.

**Rural Sociologist**

- Undertake a diagnostic stakeholder analysis, and a communication plan to discuss REDD+, different stakeholder meetings should be held with the SFCs, Forest Management Boards, District, Commune, and village level ensuring that ethnic minority villages are adequately represented in any sample, particular attention should be placed on ensuring that the communications will reach the small rural communities; (this should include a brief review of the availability of credit to households) and reviewing social and local community participation issues and management capabilities of the MBs and SFCs;
- With the other team members assess the potential social risks and impacts of current and future REDD+ interventions on rural and forest dependent communities, particular

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6There is a closely aligned project also funded under FCPF, which is looking at two SFCs, Ben Hai in Quang Tri, it should be possible to share information and share development of the processes e.g. on forest inventory, SFC business plans and grievance mechanisms between the two projects if they are being implemented simultaneously.
consideration should be given to poor forest dependent communities that include a high proportion of ethnic minorities

- Ensure that women stakeholders are enabled to participate and ensure that gender concerns are incorporated into REDD+ options and planning, including the requirement for gender-disaggregated data collection and gender consultation;
- Assist in assessing the importance and impact of the various drivers of deforestation and forest degradation;
- In conjunction with other team members review benefit sharing mechanisms available under REDD+
- Identify any potential areas of conflict between community stakeholders and the SFCs and Forest Management Boards and propose a draft grievance mechanism;
- Assist with the rapid training needs assessments and assessment of the capacity of the Provincial Districts Offices, SFCs, FPMBs, etc that would be involved in implementing REDD+
- In conjunction with other team members review benefit sharing mechanisms in REDD+ policies;
- Review the potential for PFES at the local community level, and identify potential bottle necks and solutions; and
- In conjunction with other team members assist in reviewing current and proposed potential mitigation mechanisms that will reduce any potential negative impacts from the REDD+ programs on rural communities.

Environmental Specialist

- Examine the potential environmental risks and impact issues related to REDD+ and current and planned REDD+ interventions proposed and in particular interventions proposed on village and community land;
- In consultation with other team members identify potential mitigation measures and monitoring mechanisms
- Conduct public consultations on possible environmental impacts, public consultation should engage the different stakeholder groups affected by the proposed REDD+ policies and interventions, and should include, the two SCFs any adjacent Forest Management Boards, civil society organisations, NGOs and the communities, separate meetings will need to be held;
- Assist in assessing the importance and impact of the various drivers of deforestation and forest degradation; and
- Assess the institutional capacity at the deferent levels, including the SFCs, District and Commune, to implement any environmental management plan and develop measures aimed at strengthening capacity where required.

Economist

- Conduct a cost benefit analysis of the proposed REDD+ interventions;
- Estimate the costs of preparing PRAPs and identify lessons learned for the replication of the PRAP process to other Provinces.
- Estimate the costs of implementing the proposed PRAP;
- With the other team members assess the potential social risks, benefits and impacts of current and future REDD+ interventions on rural and forest dependent communities;
- Particular consideration should be given to the carbon and non carbon benefits that may accrue to rural poor communities that include a high proportion of ethnic minorities;

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7It is a requirement that the discussion on the benefit sharing process shall not place emphasis on cash payments to village communities; benefit sharing should be discussed in a broad sense with emphasis on improving livelihoods through forest development and sustainable management.
Identify possible interest and requirements from international carbon financing mechanisms or institutions; and
In conjunction with other team members estimate the potential income from PFES.

B. EVALUATION CRITERIA OF THE EXPRESSION OF INTEREST

STEP 1 - PRELIMINARY ASSESSMENT

Criterion 1:
Having received the Request for Expression of Interest (REOI); Having submitted the original documents of the Expression of Interest (EOI); EOI was submitted as prescribed.

Criterion 2:
For business or institution owned by the Government of Vietnam to participate must have written proof of: (i) being a legal ownership and self-financing, (ii) operating under commercial law, and (iii) not being an agency under the Ministry of Agriculture and Rural Development.

For Non-government Organizations, it is required to have a business licence issued by a competent authority and this not expire before the end of 2015.

For businesses or foreign organizations, it should ensure a legal status and self-financing and operates under the commercial law and which is not a dependent agency of the Borrower or the Donor.

Criterion 3:
The consulting firm is not banned by the World Bank and / or an agency of the Government of Vietnam from bidding or providing consulting services by the time of submission.

Criteria 4:
EOI is eligible and signed by the authorized persons and stamped by consulting firm. Independent contractor or joint members shall be allowed to submit 01 expression of interest.

The consulting firm who pass the preliminary assessment will be included in the detailed assessment of Step 2, if Step 1 is not passed, it shall be excluded.

STEP 2 - DETAILED ASSESSMENT

- The maximum is 100 points.
- The need to achieve a minimum of 70 out of 100 points.
- The main criteria, sub-criteria, and the marking system of EOI evaluation is as follows:

1. Specific Assessment Criteria

Criterion 1: General Experiences
This criterion evaluates activities relating to experience of the contractor, the total number of years of experience and the number of key staff.

Total points for this criterion: 15 points

Assessment breakdown:
1.1 Number of years established: maximum score is 5 points
   + < 3 years: 0 point
   + From 3 – 5 years: 3 points
   + > 5 years: 5 points

1.2 Experience of operation: maximum score is 5 points
The consultant firm should have experience of designing donor projects, undertaking Strategic Environmental Assessments and Social Impact Assessments, Environmental Management Plans, experience of the forest sector and experience of World Bank safeguard requirements: 5 points

+ Missing one of these areas: 3 points
+ Irrelevant: 0 points

1.3 Human Resources in accordance with the proposed TOR: maximum score is 5 points

+ There are some consultants as required: 5 points
+ Missing one expert as required: 3 points
+ Irrelevant: 0 points

**Criterion 2: Specific experience**

This criterion is to assess specific capabilities of experienced Consultants in the fields of designing donor projects, undertaking Strategic Environmental Assessments and Social Impact Assessments, Environmental Management Plans, experience of the forest sector and experience of World Bank safeguard requirements.

Total points for this criterion: 70 points

**Assessment:**

2.1 Experience in designing donor projects, undertaking Strategic Environmental Assessments and Social Impact Assessments, Environmental Management Plans: maximum score is 30 points

+ 0 project: 0 point
+ 1 project: 6 points
+ 5 projects: 30 points

2.2 Experience of the forest sector: maximum score is 20 points

+ 0 project: 0 point
+ 1 project: 4 points
+ 5 projects: 20 points

2.3 Experience of World Bank safeguard requirements and work with forest dependent communities: maximum score is 20 points

+ 0 project: 0 point
+ 1 project: 4 points
+ 5 projects: 20 points

**Criteria 3: Relevant experience**

This criterion to evaluate the consultant's experience in the implementation of projects financed by International donors in Vietnam, projects financed by the World Bank in Vietnam and experience in implementing forest and environment related projects in Vietnam.

Total points for this criterion: 15 points

**Assessment breakdown:**

3.1 Experience in implementing projects financed by international donors in Vietnam: maximum score is 6 points

+ 0 project: 0 point
+ 1 project: 2 points  
+ 3 projects: 6 points

3.2 Experience in implementing projects financed by the World Bank in Vietnam: maximum score is 6 points
+ 0 project: 0 points  
+ 1 project: 2 points  
+ 3 projects: 6 points

3.3. Experience in implementing projects in the forest sector and having an environmental and climate change aspect in Vietnam: maximum score is 3 points
+ 0 project: 0 points  
+ 1 project: 1 point  
+ 3 projects: 3 points

STEP 3 - EVALUATION OF STRENGTHS, WEAKNESSES