FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for Consultantx/PSA □

Minimum number of years of relevant experience required:  1yr □  5yrs □  12+yrs □

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Expert in Forest Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Department:</td>
<td>FOM, UN-REDD Programme</td>
</tr>
<tr>
<td>Programme/Project Number:</td>
<td>UNJP/VIE/049/UNJ(UN-REDD Programme)</td>
</tr>
<tr>
<td>Location:</td>
<td>Hanoi, Vietnam</td>
</tr>
<tr>
<td>Expected Start Date of Assignment:</td>
<td>1st April 2015</td>
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<tr>
<td>Duration:</td>
<td>20 days</td>
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GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

General background

Outcome 2.4 of the UN-REDD phase 2 Programme in Vietnam is aimed at supporting pilot provinces to implement Provincial REDD+ Action Plans (PRAP). Also, Provincial Programme Management Units (PPMU) are tasked to design a series of activity packages to implement REDD+ demonstration activities in the field. Among several REDD+ activities defined in existing draft PRAPs, Sustainable Forest Management (SFM) for State Forest Companies (SFC) has been retained as an appropriate REDD+ demonstration activity. This consultancy is part of the activity package for SFM support to SFCs and is aimed at performing a pre-assessment audit of SFCs eligibility, interest and capacities to comply with international standards of forest certification.

Duties and responsibilities

The overall objective of the consultancy is to perform a feasibility study for forest certification in two SFCs. The feasibility study (or pre-assessment audit) will assess SFCs eligibility, interest and capacity to comply with FSC international standard. More specifically, duties and responsibilities are as following:

- To plan a pre-assessment audit with two SFCs (identified by UN-REDD PMU)
- To help two SFCs to prepare for the pre-assessment audit (explanation of the audit process, documentation to prepare, sites to be visited, stakeholders to be met, etc.)
- To prepare the pre-assessment audit (planning, interim national standard to be used, etc.)
- To perform a pre-assessment audit with two SFCs (capacity assessment and gap analysis to comply with FSC standard)
  - Opening meeting: review audit objectives, scope and criteria to be assessed; agree on audit plan, sites to visit
  - Gathering evidence: through interviews, document review and observations
  - Closing meeting: presentation of the audit conclusions, discovered non-conformances, observations or recommendations made as a result of the audit
- To perform a SWOT analysis of SFCs for forest certification
- To suggest roadmap, activities and resources for forest certification (in order to fulfil the gaps identified during the feasibility study)
- To prepare a pre-assessment report (based on the report template provided by UN-REDD)
### Key Performance Indicators

<table>
<thead>
<tr>
<th>Expected Outputs</th>
<th>Required Completion Date</th>
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<tbody>
<tr>
<td>Planning of audits</td>
<td>3 April 2015</td>
</tr>
<tr>
<td>Didactical materials to help SFCs to prepare for the audits</td>
<td>10 April 2015</td>
</tr>
<tr>
<td>Two pre-assessments audits</td>
<td>24 April 2015</td>
</tr>
<tr>
<td>Pre-assessment reports (based on report template provided by UN-REDD)</td>
<td>30 April</td>
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</tbody>
</table>

### Required Competencies

**Minimum requirements**

- Bachelor, Master Degree or PhD in Forestry, Natural Resources Management or related field
- At least three years of relevant working experience in the area of forestry and forest certification
- Working knowledge of English

**Selection criteria**

- Extent of knowledge of forest certification, FSC principles and criteria
- Demonstrated experience on conducting audits for forest certification
- Demonstrated experience in delivering capacity building, planning and reporting in forestry
- Demonstrated initiative and ability to deliver results within deadlines
- Experience in international organizations
- Quality of both oral and written communication skills

### Compensation:

The Consultant will be compensated according to Reference annex II – Service Provide, annex II-A National consultant rates in Project Personnel Pro-forma Cost in the 2013 EU-UN Cost Norms based on your qualification

### Application

Interested applicants should send a cover letter specifying the post you are applying to and a up-to-date CV by 5:30pm on Friday March 26, 2015 to the following email address:

[dothu.phuong@fao.org](mailto:dothu.phuong@fao.org) with copy to: [xuangiap.nguyen@fao.org](mailto:xuangiap.nguyen@fao.org)

Only short-listed candidates will be notified for interview.

Note that three individual consultants will be recruited for this task.

Applications shall not be returned.

**UN-REDD contact information:**

Vietnam UN-REDD phase II programme
No.14 Thuy Khue Street, Tay Ho, Hanoi, Vietnam