

German Financial Cooperation with Socialist Republic of Vietnam
Sustainable Forest Management and Biodiversity as a Measure to Decrease CO2
Emissions (KfW8)

Funding no: BMZ No.2011 66 222; 2013 70 238

Invitation for Express of Interest

Name of consultant services package:	Combined Forest Inventory and Forest Status Map (including land measurement) for Issuing Red Book (2nd time)
Bid package No:	05TV-KfW8-NPMU
Name of Project:	Sustainable Forest Management and Biodiversity as a Measure to Decrease CO2 Emissions (KfW8)
The Offeree	Management Board for Forestry Projects - National Project Management Unit (NPMU) of KfW8
Contact address:	Office complex No. 2, 16 Thuy Khue, Tay Ho district, Hanoi, Vietnam

Representative of the Procuring Entity
NPMU's Director of KfW8 Project

Nguyen Truong Giang

Hanoi, 8/2019

INVITATION FOR EXPRESS OF INTEREST

1. The Project-Executing Agency (PEA, §2) hereby invites qualified independent consultancies to submit a prequalification document for required consulting services (see §3.). The expenditure of the projects is funded by the Bilateral Financial Cooperation Program of German government, provided through the German Reconstruction Bank - KfW.

2. Project Executing Agency: Management Board for Forestry projects – National Project Management Unit (NPMU) of the “Sustainable Forest Management and Biodiversity as a Measure to Decrease CO2 Emissions Project” (KfW8)

Address: Room 603, Office complex No.2, 16 Thuy Khue, Tay Ho, Ha Noi, Vietnam.

Telephone: 84-24-37286237. Fax: 84-4-37286236.

Email: kfw8npmu@gmail.com

3. Brief description of the Project and the intended measures:

(i) Project name: “Sustainable Forest Management and Biodiversity as a Measure to Decrease CO2 Emissions“, abbreviated as: KfW8 project.

(ii) Project objective:

It is a dual objective to promote integrated forest management as a means to decrease CO2 emissions with a focus on production and protection of natural production forest resources, plantations and protection forests, while providing opportunities to link the integrity of ecosystem to the livelihoods of forest-dependent people and in order to demonstrate the effectiveness of protecting biodiversity of forest ecosystems through participation of local people in protection and supervision agreements based on performance, the agreements can be applied under the public financial mechanism that have being applied in Vietnam.

(iii) Main component of the project:

+ Component 1: Protection of biodiversity values (Lao Cai and Ha Giang provinces);

+ Component 2: Promotion of biodiversity values (Yen Bai and Bac Kan provinces);

+ Component 3: Prevention of Biodiversity loss (Lai Chau province)

(iv) Total investment fund: 26.07 million EUR equivalent to 723.99 billion Vietnam Dong, including:

+ ODA fund of German Government: 20,5 triệu EUR (Preferential loan: EUR 15 million, grant fund: EUR 5.5 million) equivalent to VND 569.39 billion, accounting for 78.6%;

+ The Vietnamese government's counterpart fund is expected to be EUR 5.57 million equivalent to VND 154.6 billion, accounting for 21.4%.

(v) Project duration: 7 years (from 2015 to the end of 2021).

(vi) Project location: Lai Chau, Lao Cai, Yen Bai, Ha Giang and Bac Kan provinces.

4. Objective of consulting service:

The service provider will carry out the forest resource inventory in the field and establish procedures for land and forest allocation in line with the general guidance as provided in Circular no. 33/2018/TT-BNNPTNT dated 16 November 2018 of the Ministry of Agriculture and Rural Development (MARD). The project will in addition, apply the more detailed technical specifications for inventory design as described under the previous Circular no. 38/2007/TT-BNN guiding the order and procedures for forest allocation, forest lease and forest recovery to organizations, households, individuals and village communities, with regard to forest inventory sample intensity, participatory aspects and elaboration of volume functions.

The project further more adheres to Circular No. 25/2014/TT-BTNMT dated May 19, 2014 regulating cadastral maps, Circular No. 30/2014/TT-BTNMT dated June 2, 2014 regulating required documents of land allocation, land lease, changing land use purpose, land recovery; Circular No. 33/2017/TT-BTNMT dated September 29, 2017 providing detailed regulations of the Decree No.01/2017/ND-CP dated 6 January 2017 of the Government amending and supplementing a number of Decrees implementing the Land Law and amending and supplementing a number of articles of Circulars guiding the implementation of the Land Law.

Natural forest resources inventory includes assessing the quantity and quality of forest status allocated to village communities with the participation of people in villages as a basis for developing land and forest allocation plans and community forest management plan. This is a prerequisite condition to ensure that the village community with the role of forest owner understands the results of forest inventory and follows the project requirements. Forest inventory provides baseline data for the process of land allocation, forest allocation to communities and development of community forest management plan. Survey data will be used as a monitoring tool for forest resource development and project impact.

Despite not required as legal basis for forest allocation to an entire community anymore following the recent forest policy change, the project is understanding the issuance of a legal land use title in form of a so-called red book at compulsory part of the forest allocation procedure by the project.

The selected sites for forest allocation to communities are natural forests planned as production forests (areas of forestry land that are vulnerable to land use conversion), which are not among the other forest protection contract projects and programs and can provide harvested products for local people.

5. Services are to be provided by a consultant team comprising of international/national long- term and international/national short-term experts, and other professional and administrative supporting staff as following:

- + Task Team Leader (01 person)
- + Field leader (03 persons)
- + GIS cum cadastral or geodetic expert (03 persons)
- + CFM expert (03 persons)
- + Technical surveyors (24 people)

6. The Consult party are free to associate themselves with other firms to ensure that all required know-how and experience are available for joint-venture.

7. Prequalification documents in English or Vietnamese to establish a Express of Interest based on the content of English Invitation for Expression of Interest, (all

documents/records of EOI letter may be in different language from language of EOI letter, but must be accompanied by accurate translation into the language of EOI letter) must be made in comply with following structures and contents and shall be presented in the same sequence as below:

- (i) **EOI Letter**, comprising the firm's name, address, contact person, telephone, fax and email and all association companies in this project (if applicable).
- (ii) **Presentations of firms** (maximum 10 pages), including clear statements of type of enterprise, ownership structure and main task of the association, if applicable.
- (iii) **Statements and Declarations:**
 - a) Declaration of submitting a proposal in case of being short-listed;
 - b) Statement on **affiliations** of any units in affiliation which may present a benefit conflict in providing the envisaged services.
 - c) In case of an **association** – the intended contractual arrangement with international and local firms, nominating the lead consultancy and including documents of intent of participating firms (in case of local partners, a fax copy of such letter of intent is sufficient).
 - d) Declaration of adherence to the highest standard of ethics during execution of the contract. Applicants should be aware that any fraudulent or corrupt activities disqualify them immediately from participation in the selection process and will be subject to further legal investigation. The said declaration shall be submitted and duly signed according to the following forms:

- e) **Certified statement of financial capacity** of the lead consultant and all associated partners showing the necessary turnover of more than *0EUR* (Balance sheet, statement of turnover or annual tax statement or profit and loss account all of the last three years (2016, 2017, 2018))
- (iv) **List of project references** carry out as Form 4 of Annex 1 (EU-Format) from 2014 up to now (including: copies of implemented projects/contracts as listed; (ii) Certified document of the investor that contract was executed as per relating issues) and closely related to the envisaged services (*maximum 15 references*).
- (v) **Brief CVs** on personnel proposed for backstopping and home office support.
- (vi) **List of available personnel structure** for the envisaged services with information about education, professional experience, regional experience, years with firm, specific project-related experience and experience in similar posts. This list shall allow a profound judgement on the consultants' general ability to provide the required personnel having the specific experience for the project in case of an offer. Personal belongs to the firm or have a long cooperation gets more points.

Interested consultants are requested to submit concise and clear, but substantial documents and to adhere to the above structure. Non-compliance with this invitation or faulty information shall lead to non-qualification. Any surplus of information not specific to the material requested will be penalized.

8. The prequalification proposal shall be submitted in one (01) original and four (04) copies to the Project management board at following address:

Management Board for Forestry projects – National Project Management Unit (NPMU) of KfW8 Project

Address: Room 603, office complex 2, number 16 Thuy Khue, Tay Ho, Ha Noi, Viet Nam.

Telephone: 84-4-37286237. Fax: 84-4-37286236.

Email: kfw8npmu@gmail.com

No later than 10:00 am 13/9/2019.

9. All cost for a site visit, obtaining information/data and preparation/submission of the prequalification document, meetings, negotiations, etc. in relation with the prequalification or the subsequent proposal shall be borne by the consultants.

10. At any time, PEA either at its own initiative or in response to clarifications requested by an interested consultant may clarify this invitation. Such information shall be sent in writing by facsimile or e-mail to all parties, which have informed PEA about their participation.

11. It is planned to establish a short-list of not more than five (05) prequalified consultants not later than four weeks after the submission date and require said consultants to send technical and financial proposals.

12. The evaluation procedure for the prequalification process will follow the latest version of the “Guidelines for Assignment of Consultants in Financial Co-operation Projects“ (refer to homepage of KfW development bank www.kfw-entwicklungsbank.de). Only financially capable firms which have submitted the necessary statements (see § 7 iii) satisfying the set conditions will be evaluated. Specific evaluation criteria and their individual weight are presented in the following table: After completion of evaluation procedure, a short list of five (5) consultants with highest rank or get at least 70 scores shall be made. All firms in short-list shall be invited to submit technical and financial proposals; all unqualified firms shall be informed accordingly.

a)PRE- QUALIFICATION

Criteria 1:

Consulting contractors who have received Request for Express of Interest (REOI); submitted 01 original and 04 copies of Expressions of Interest (EOI) and submitted on time as stipulated in Section 8 of REOI.

Criteria 2:

Consultantcy have not infringe and submitted valid claims under the provisions of Section 7 (iii) of the REOI.

Criteria 3:

EOI must be made according to the forms as stated in REOI, with signed and sealed (if any) by a competent person consultant contractors. If the contractor is a joint venture consultants, they must enclose a joint venture agreement in the EOI. Independent consultants or members of the joint venture only be permitted to submit an EOI for this package.

Consulting contractors who pass through the pre-qualification stage will be evaluated in detail in the second step, and the consultants did not pass step 1 will be rejected.

b) DETAILED EVALUATION

Criteria	Maximum Score
1. Evidence of relevant experience gained by company during the past five years (from 2014 up to now)	45
1.1 Experience in implementing similar projects/contracts including at least activities (i)-(iv) in <u>each</u> contract: (i) natural forest inventory; (ii) forest and land allocation; (iii) geodetic measurements; (iv) preparation of documents for land and forest allocation; (v) the fields related to forest design and planning, forest sustainable management. <i>(Lead company/members of the joint venture that have implemented a total of 05 projects/contracts in similar fields with the value of each contract is not less than 100,000 EUR (equivalent 2,600,000,000 VND)</i>	20

Criteria	Maximum Score
<i>will achieve maximum score. 20% score will be deducted per each reduced project)</i>	
<p>1.2 Proven working experience with the described methodology applied by KfW in projects</p> <p><i>(Lead company/members of the joint venture that have implemented ≥ 3 projects=15 points, 2 projects=10 points, 1 project=5 points, no project=0 points)</i></p>	15
<p>1.3 Experience under various working-conditions in developing Southeast Asia countries (All contracts completed in satisfactory quality and within contract period)</p> <p><i>(Lead company/members of the joint venture that have implemented a total of 05 projects/contracts in similar fields in Southeast Asia countries will achieve the maximum score. 20% score will be deducted per each reduced project)</i></p>	5
<p>1.4 Experience in working conditions in the Northwest Region in Vietnam, working experience in similar sectors is priority.</p> <p><i>(Lead company/members of the joint venture that have implemented a total of 05 projects/contracts in similar fields in Northwest Region of Vietnam will achieve the maximum score. 20% score will be deducted per each reduced project)</i></p>	5
<p>2. Personnel</p> <p>Assessment of the contractor's personnel qualifications for the tasks required under the TOR</p> <p><i>Lead company/members of the joint venture that have listed all main positions as required by TOR including: (i) Task Team Leader: 01 person (ii) Leader: 03 persons; (iii) GIS expert: 03 persons; (iv) CFM expert: 03 person (v) technical surveyor: 24 persons and number of staff is sufficient and meet the TOR, will achieve the maximum score. Each person is lack of compare to the TOR, the score will be deducted.</i></p>	55
2.1 Task Team leader (1 person) ...as described in ToR	5
<p>Master's degree or higher qualification in forest or natural resource management (100% score)</p> <p>Bachelor's degree or lower qualification in forestry or natural resource management (0% score)</p>	1
<p>At least 20 years of experience in forestry work (100% score)</p> <p>Between 15-19 years of experience in forestry work (50% score)</p> <p>Below 15 years of experience in forestry or similar work (0%)</p>	2

Criteria	Maximum Score
Experience in working with international development projects (100% score)	1
More than 1 year contract with the company	1
2.2 Field leader (3 person) ...as described in ToR	12
University degree (100% score) Lower qualification (0% score)	1
At least 10 years of experience in forestry work (100% score) Between 8-9 years of experience in forestry (50% score) Below 8 years of experience in forestry (0%)	1
Experience in working with international development projects (100% score)	1
More than 1 year contract with the company	1
2.3 GIS cum cadastral or geodetic expert (3 person) ...as described in ToR	12
University degree in cadastral or geodetic (100% score) Lower qualification (0% score)	1
At least 10 years of experience in GIS and forestry work (100% score) Between 8-9 years of experience in GIS and forestry work (50% score) Below 8 years as a project manager or equivalent (0%)	1
Experience in working with international development projects (100% score)	1
More than 1 year contract with the company	1
2.4 CFM expert (3 person) ...as described in ToR	12
University degree in cadastral or geodetic (100% score) Lower qualification (0% score)	1
At least 10 years of experience in forestry work (100% score) Between 8-9 years of experience in forestry work (50% score) Below 8 years of experience in forestry or similar work (0%)	1
Experience in working with international development projects (100% score)	1
More than 1 year contract with the company	1

Criteria	Maximum Score
2.5 Technical surveyor (at least 24 person, each person maximum 0,5 score) ...as described in ToR	12
At least 5 years of experience in forestry (100% score) Below 5 years of experience in forestry (0%)	0,5
2.6 Form of the application documents: Are they complete, concise and related to the project?	2

13. After having completed the evaluation of the prequalification documents, a short-list consisting of five Consultants who have highest rank achieved minimum score (70 points) will be established. Short-listed firms will be invited to submit their technical and financial proposal; firms who did not pass pre-qualification also will be informed accordingly.

14. PEA is not bound to select any consultant.

15. The preparation and the submission of the prequalification document is the responsibility of the applicant and no relief or consideration can be given for errors and omissions.

16. After opening the prequalification documents until preparation of the short-list of the qualified consultants, no communication_of any type shall be considered unless called for by PEA.

Director of KfW8 Project

Nguyen Truong Giang

Annex 1 - List of forms

The contractor shall prepare documents according to following forms:

No.	Description	Applicable form	Notes
1	Letter of interest	Form no.1	
2	The letter of authorizing	Form no.2	Applicable only when legal representative of the bidder is authorized in bidding.
3	Joint-venture agreement	Form no.3	Applicable only when the contractors express the interest
4	Experiences of the contractors	Form no.4	
5	Financial capacity of the contractors	Form no.5	
6	List of key experts and background	Form no.6	
7	Comments (if any) to improve the content of the terms of reference		
8	General solutions and methodologies proposed by contractors		
9	Declaration of commitment		

Form No. 1:

LETTER OF INTEREST

Dd/mm/yyyy

To: National Project Management Unit (NPMU) of the “Sustainable Forest Management and Biodiversity as a Measure to Decrease CO2 Emissions Project”

(KfW8)

(Hereinafter referred to as the Procuring entity)

After studying the Invitation for expression of interests (including the revised version, if any), we, _____ [*Insert the name of contractors*], expressed an interest in bidding package _____ [*Insert the name of package*].

If we are selected in the short list, we will participate in bidding process of _____ [*Insert the name of package*].

We are committed the declared information in the dossiers of express of interests is accurate and truthful.

Legal representative of the contractor ⁽²⁾

[Name, title, signature and stamp] ⁽³⁾

(2) In the case, the legal representative of the contractor authorizes for subordinates to sign a letter of interest, the decision of authorizing must be sent together with the document as form 2; If the company has the decision or regulations prescribed that the officer of the company can have the right to sign, its has to be enclosed with said documents (Letter of authorizing as per Form no.2 is not necessary)

(3) In the case, a foreign contractor did not have seal; they must provide confirmation of competent institutions for the signature of the person who signs the letter of interest and other documents as a legal representative of the contractor.

Form No. 2

THE LETTER OF AUTHORIZING ⁽⁴⁾

(It is just applied for the case when the legal representative of the contractor authorizes for an officer in the company in bidding)

Today is dd/mm/yy, at _____

I'm _____ [Insert the name, ID or passport No. and the title of legal representative of the contractor], is the legal representative of _____ [Insert the name of the contractor] located at _____ [Insert the address of the contractor] hereby authorize to _____ [Insert the name, ID number or passport number and title of the person are authorized] to perform the following tasks in participating the short-list selection of the [Insert name package] under the project _____ [Insert name of project] organized by _____ [Insert name of Procuring entity]:

- To sign a letter of EOI;
- To sign a joint venture agreement;
- To sign documents during the procedure of selecting the short list, including request to clarify REOI and other documents of explanation]⁽⁵⁾

The above authorized person only performs the work within the scope of authorization as a legal representative of _____ [insert contractor's name]. _____ [insert name of the legal representative of the contractor] that is entirely responsible for the work done by _____ [Name of authorized person] within the scope of authorization.

The letter of authorizing comes into effect from _____ to day _____⁽⁶⁾. This letter of authorizing shall be made in _____ copies, which have the same legal value, the authorized person keeps _____ and the authorizing person keeps _____.

Authorized person

[Name, title, signature and stamp (if applicable)]

Authorizing person

[Name of legal representative of contractor, title, signature and stamp]

⁽⁴⁾In the case, the original copy of the letter of authorizing should be sent with the letter of expressing interests as in form No.1 hereof. The authorization of the legal representative of contractor to his vice director, subordinate, manager of the representative's branch office to perform one or some above works on behalf of contractor's legal representative. Regarding the seal, this should be the seal of the contractors or the branch which its officer is authorized. The authorized person shall not authorize to another person.

⁽⁵⁾ The scope of authorizing can be one or more of all activities as above.

⁽⁶⁾ The effective period of the letter of authorizing should be in comply with the short list selecting process.

Form No.3:

JOINT VENTURE AGREEMENT ⁽⁷⁾

(Only applicable in case the contractors cooperate together and express the interest of bidding package)

_____,DD/MM/YY

Package: _____[*Insert name of package*]

Project: _____[*Insert name of project*]

- Pursuant to _____⁽⁸⁾ [*Bidding Law No. 43/2013/QH13, dated 26/11/2013 of the National Assembly*];

- Pursuant to _____⁽⁸⁾ [*Decree No. 63/2014/ND-CP, dated 26/06/2014 of the Government, about the guidelines for the implementation of some articles of the Procurement Law on selecting contractor*];

- Pursuant to the Invitation for EOI of the package _____ [*Insert name of the package*] date ____ [*Date of Invitation for EOI*].

We, on behalf of the parties who sign a joint venture agreement, include:

The name of joint venture's member _____ [*Insert name of each member of the joint venture*]

Represented by Mr. / Ms: _____

Position: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Bank account: _____

Tax code: _____

The letter of authorizing no. _____ date _____ (if any)

⁷Based on the scale and nature of the package, the joint-venture agreement as per this form may be changed, amended accordingly.

⁸Updated legal documents according to current regulations

The parties (hereinafter referred to as members) agreed to sign the agreement of joint venture with the following contents:

Article 1. General principles

1. The members of joint venture are voluntary to participate in the selection of a short list of the package ____ [*Insert the name of package*] under the project ____ [*Insert the name of the project*].
2. The members of joint venture agreed that name of the joint venture is _____ used for all transactions relating to the package [*Insert name of joint venture as agreed upon*].
3. The members must commit that neither party may participate independently or cooperate in any manner with the other parties to engage their interest in this package.
4. When the joint venture is chosen in the short list, the members will sign the agreement of joint venture to participate in the next step of the bidding process as required by the bidding document.

Article 2. Assignment of responsibilities

The members agreed to take joint responsibility and specific responsibilities to implement the package ____ [*Insert name of the package*] under the project ____ [*Insert name of the project*] for each member as follows:

1. The leader of the joint venture

The members unanimously authorized for ____ [*Insert name of a party*] as the leader of the joint venture, representing for the joint venture in the following activities:

- Sign the letter of EOI;
- Sign documents to deal with the procuring entity in the process of short-list selection, including written requests for clarification of EOI documents and documents of clarifying EOI.⁽⁹⁾

2. Responsibilities of each member in the joint venture:

The members of joint venture are expected to assign responsibilities of each member as follows: _____ [*Insert expected main work of each member, including lead member of joint venture*]

Article 3. Effectiveness of the joint venture agreement

The agreement will take effect from the signing date and invalidated in the following cases:

1. The joint venture is not included in the short list of above package;
2. The selection of the shortlist is canceled by the procuring entity;

This agreement is made in ____ copies, each party keeps ____ copy with same legal value.

Legal representative of the lead member

[name, title, signature and stamp]

Legal representative of the members

[name of each member, title, signature and stamp]

⁹ The scope of authorization consists of one or more above works.

Form No. 4

EXPERIENCE OF THE CONTRACTOR

Please complete a table using the format below to summarize the **major relevant projects related to this project** carried out in the course of the past **5** years (from 2014 till now) by the legal entity or entities making this application. The number of references to be provided must not exceed **15** for the entire application.

Ref (maximum 15)	Project title		...						
	Name of legal entity	Country	Total project value (EUR)	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Original fund	Dates (start/end)	Name of partners if any
...
Description of project							Type of services provided		
...							...		

* **Note:** The consultant should submit their EOI together with copies of the projects/contracts listed. The Procuring entity has the right to request the contractor to provide the original copies of the contracts for comparison. In the case that the Contractor fails to respond to the request from the Procuring entity on presenting the original copies of the contracts for comparison, the Procuring entity will regard such contracts have no value of similar contracts.

Form No. 5:

FINANCIAL CAPACITY OF THE CONTRACTORS

_____,DD/MM/YY

Name of the contractor:[Insert full name of contractor]

A. Summary of financial report in last 3 years (2016, 2017 and 2018)

Unit: *USD/VND*

No.	The contents	2016	2017	2018
1	<i>The total asset</i>			
2	<i>The total liabilities</i>			
3	<i>Short-term assets</i>			
4	<i>Short-term liabilities</i>			
5	<i>Revenue</i>			
6	<i>Profit before tax</i>			
7	<i>Profit after tax</i>			
8	<i>Other contents (if any)</i>			

B. The attached documents for proving the above figures are financial report and notarized copies of the following documents:

1. Minutes of tax settlement for the last 3 years (2016, 2017 and 2018);
2. Tax settlement declaration with confirmation of the tax organisations or online tax settlement declaration and the documents prove that the organisations have implemented their tax responsibilities in the last 3 years (2016, 2017 and 2018);
3. The tax administration agency's written certification (certification of the whole year's tax payment) on the fulfilment of the tax payment obligation in the three recent fiscal years (2016; 2017; 2018);
4. Auditing report.

The legal representative of the contractor

[Name, title, signature and stamp]

*Note: In the case of the joint venture, each member should be filled this form

Form No. 6

LIST OF KEY EXPERTS

No.	Full name	Nationality	Position in this package	Professional Field	The number of year of experience in relating field to the package
I. Key expert of contractor¹⁰					
1					
2					
II. Key experts who mobilized by contractor					
1					
2					
III. Others					
1					
2					

Note: The consultant must submit a letter expressing his or her interest in a certified copy of the proposed labor contract as the team leader of this package. If the consultant does not submit a notarized copy of the proposed labor contract as the team leader of this package, the procuring entity will consider that expert not under management of the contractor and assess that expert is not able to work long term to carry out the consulting task later.

¹⁰ The key persons have long-term contract or indefinite-term contract signed with contractor. In case there are some key persons not under management of contractor, list them according to Part II.

Annex 2- Term of reference

Consulting service of “Combining Forest inventory and Forest status Map (including land measurement) for issuance of Red Book in Lai Chau province” (2nd time)

I. BACKGROUND

1. General information about the Project

- Project name: “Sustainable Forest Management and Biodiversity as a Measure to Decrease CO2 Emission” (KfW8);
 - Sponsor: The Federal Republic of Germany through the German Bank for Reconstruction (KfW);
 - Line agency: Ministry of Agriculture and Rural Development (MARD)
 - Project owner/Investor:
 - + Management Board for Forestry Projects (MBFP);
 - + Department of Agriculture and Rural Development in Lai Chau province;
 - + Department of Agriculture and Rural Development in Lao Cai province;
 - + Department of Agriculture and Rural Development in Yen Bai province;
 - + Department of Agriculture and Rural Development in Ha Giang province;
 - + Department of Agriculture and Rural Development in Lai Bac Kan province.
 - Project duration: 7 years (from 2014 to 2021);
 - Project implementation location: 5 provinces including Ha Giang, Lao Cai, Yen Bai, Lai Chau and Bac Kan provinces.
 - Total investment capital: 26.07 million EUR equivalent to 723.99 billion VND, of which:
 - + ODA fund from German Government: 20.5 million EUR (Preferential loan: 15 million EUR, grant fund: 5.5 million EUR) equivalent to 569.39 billion VND, accounting for 78.6%;
 - + Counterpart fund of the Vietnamese Government: 5.57 million EUR equivalent to 154.6 billion VND, accounting for 21.4%.
 - Objectives of the project: is a dual objective to promote integrated forest management as a measure to decrease CO2 emissions with a focus on production and protection of natural forest resources, plantations and protection forests, and at the same time provide an opportunity to link ecosystem integrity with improve livelihoods of forest-dependent people and to demonstrate the effectiveness of protecting biodiversity of forest ecosystems through the participation of local people in protection and supervision agreements based on performance, the agreement can be applied according to the public finance mechanism being applied in Vietnam.
 - Main components of the project: 03 components
 - + Component 1: Biodiversity protection in Ha Giang and Lao Cai provinces;
 - + Component 2: Biodiversity enhancement in Yen Bai and Bac Kan provinces;
 - + Component 3: Prevention of biodiversity loss in Lai Chau province
- ##### **2. Basic information about the project implemented in Lai Chau province**

- Objectives: To prevent loss of biodiversity in secondary forests (young regenerated forests) and degraded forests (over-exploited old forests) through the participation of local communities in sustainable forest management and establishment of silviculture testing sites.

- Scale and location:

+ Community forest management: About 12,000 ha of natural forest under the production forest planning (forest status \geq IIa) is implemented in Nam Nhun, Phong Tho and Tam Duong districts;

+ Rehabilitation of degraded old forests: 150 ha, expected to be implemented in Phong Tho district for checking the effectiveness and ability to recover degraded old forests by eliminating invasive lianas and bushes.

+ Afforestation in a gap: 500 ha, expected to be implemented in Nam Nhun, Phong Tho and Tam Duong districts;

+ Reclaiming terraced fields: 500 ha, implemented in Nam Nhun, Phong Tho and Tam Duong districts;

- Finance: Total investment for the component "Prevention of biodiversity loss" in Lai Chau province is EUR 4,149,494; equivalent to VND 115.24 billion of which:

+ ODA fund of the German Government: EUR 3,228,967 (Preferential loan: EUR 3,057,567; grant fund: 171,400 EUR);

+ Provincial counterpart fund: 920,527 EUR equivalent to VND 25.55 billion.

3. Basis for conducting consultancy activities

According to the provisions of the Separate Agreement signed between the Donor and the Ministry of Agriculture and Rural Development on December 10, 2014 and the Decision No. 3084/QD-BNN-HTQT dated July 10, 2014 approving the project, Decision No. 4714/QD-BNN-HTQT dated November 13, 2015 approving the amendment and supplement of Decision No.3084/BNN-HTQT, of which the Component "Prevention of biodiversity loss" will implemented activities on preparatio of village land use plan, forest resource survey, land allocation, forest allocation and other activities to conduct community forest management. The areas selected to carry out forest resource survey, land allocation, forest allocation are areas that have been approved by the District People's Committee for village land use plan to implement community forest management in KfW8 project.

II. OBJECTIVE OF THE CONSULTING SERVICE

The service provider will carry out forest resource survey in the field and prepare procedures for land and forest allocation according to the applicable legal documents (Circular 38/2007/TT-BNN dated 25 April 2007 of the Ministry of Agriculture and Rural Development (MARD) guiding the order and procedures for forest allocation, forest lease and forest recovery to organizations, households, individuals and village communities; Joint Circular No.07/2011/TTLT-BNNPTNT-BTNMT dated January 29, 2011 of the Ministry of Agriculture and Rural Development and Ministry of Natural Resources and Environment guiding a number of contents on forest allocation and forest lease associated with land allocation and forest land lease; Circular No. 25/2014/TT-BTNMT dated May 19, 2014 regulating cadastral maps; Circular No.30/2014/TT-

BTNMT dated June 2, 2014 regulating records of land allocation, land lease, changing land use purpose, land recovery; Circular No. 33/2017/TT-BTNMT dated September 29, 2017 detailing Decree No.01/2017/ND-CP dated 6 January 2017 of the Government amending and supplementing a number of decrees detailing the implementation of the Land Law and amending and supplementing a number of articles of circulars guiding the implementation of the Land Law; and documents that amend, supplement and replace the above documents during the implementation process).

Survey of natural forest resources includes assessing the quantity and quality of forest status allocated to village and hamlet communities with the participation of local people as a basis for developing land and forest allocation plans for village communities and preparing community forest management plans. This is a prerequisite to ensure that the village community as a forest owner understands results of forest inventory and follows the project requirements. Forest inventory provides baseline data for process of land allocation, forest allocation to communities and development of community forest management plan. Survey data will be used as a monitoring tool for forest resource development and project impact.

The selected areas for forest allocation to communities are natural forests planned as production forests (areas of forestry land that are vulnerable to land use conversion), which are not among the other forest protection contract projects/programs and can provide exploitation products for local people.

III. SCOPE AND CONTENTS OF THE SERVICE

1. Implementing location

The total expected implementing area is 9,199 ha in 3 districts of Tam Duong, Phong Tho and Nam Nhun

TABLE 01: TOTAL AREAS OF COMMUNES/VILLAGES PARTICIPATING IN COMMUNITY FOREST MANAGEMENT

No.	District/commune/village	Community forest management planning (ha)	Expected forest inventory (2nd time)	Remark
	Total (A+B+C)	12.686,5	9.198,53	
A	Nam Nhun district	7.382,80	5.735,5	
I	Nam Manh commune	1.320,30		
1	Huoi Chat	611,30		
2	Nam Po	709,00		
II	Nam Hang commune	1.152,70	1.152,7	
1	Huoi Danh village	722,40	722,4	
2	Huoi Van village	234,30	234,3	

No.	District/commune/village	Community forest management planning (ha)	Expected forest inventory (2nd time)	Remark
3	Nam Cay village	196,00	196,0	
III	Nam Nhun town	346,60	346,6	
1	Nam Hang village	131,10	131,1	
2	Nam Nhun village	215,50	215,5	
IV	Muong Mo commune	3.663,20	3.663,2	
1	Cang village	383,20	383,2	
2	Giang village	344,70	344,7	
3	Hat Me village	234,10	234,1	
4	Km 41 village	183,10	183,1	
5	Muong Mo village	1.240,00	1.240,0	
6	Nam Hai village	350,50	350,5	
7	Nam Khao village	228,40	228,4	
8	Pa Mo village	145,90	145,9	
9	Bản Tong Pit village	553,30	553,3	
V	Nam Cha commune	900,00	900,0	
1	Nam Cha village	550,00	550,0	
2	Tang Nga village	350,00	350,0	
B	Tam Duong district	2.826,83	1.751,63	
I	Ban Hon commune	1.075,2		
1	Ban Hon village	466,20		
2	Tham village	112,40		
3	Dong Pao village	235,00		
4	Chan Nuoï village	158,60		
5	Bai Trau village	103,00		
II	Khun Ha commune	733,63	733,6	
1	Ma Sao Phin Cao village	242,06	242,1	
2	San Phang cao village	201,0	201,0	

No.	District/commune/village	Community forest management planning (ha)	Expected forest inventory (2nd time)	Remark
3	Then Thau village	185,96	186,0	
4	Nam Pha village	104,61	104,6	
III	Ho Thau commune	631,0	631,0	
1	Ta Chai village	145,0	145,0	
2	Ho Thau village	105,0	105,0	
3	Pho village	103,0	103,0	
4	Gia Khau village	159,0	159,0	
5	Chu Lin village	119,0	119,0	
IV	Nung Nang commune	271,0	271,0	
1	Xi Mien Khan village	113,0	113,0	
2	Say San 1+2 village	158,0	158,0	
V	Then Sin commune	116,0	116,0	
1	Sin Cau village	116,0	116,0	
C	Phong Tho district	2476,90	1711,40	
I	Lan Nhi Thang commune	765,50		
1	Tô Y Phin village	179,40		
2	Seo Xien Pho village	202,20		
3	Hong Thu Mong village	143,00		
4	Lan Nhi Thang village	123,00		
5	Si Leng Chai village	117,90		
II	Ban Lang commune	740,20	740,2	
1	Na Giang village	385,60	385,6	
2	Sang Giang village	184,50	184,5	
3	Then Thau village	170,10	170,1	
III	Ma Ly Pho commune	404,40	404,4	
1	Son Thau 1 village	171,80	171,8	

No.	District/commune/village	Community forest management planning (ha)	Expected forest inventory (2nd time)	Remark
2	Ta Phin village	232,60	232,6	
IV	Tung Qua Lin commune	293,10	293,1	
1	Ho Meo village	293,10	293,1	
V	Phong Tho town	273,70	273,7	
1	Vang Khon	129,00	129,0	
2	Nam Pay village	144,70	144,7	

(Forest areas ensuring criteria for participation in the Project will be based on the results of forest inventory approved by competent authorities)

2. Working contents

- Review and determine areas for forest and land allocation;
- Update information on the current status of forest management in the region, results of forest inventory and monitoring of forest resource changes that have been published;
- Forest resource investigation: includes assessment of species composition, reserves ... of the forest, forest inventory for forest and land allocation to village communities needs to comply with project documents on participatory forest survey, this is an inseparable part of this Terms of Reference (Appendix 1);
- Applying the systematic sampling method, using the standard grid network with sample quantity of about 1.5 - 1.5% to suit the forest status (1.5% for forest status from medium to higher; 1% for poor forest status, bamboo forest and forest without reserves without measuring sample plots);
- In the mountainous areas with a slope of more than 10% of the length of standard plot boundary, it should be adjusted in accordance with the slope as described in the project guidelines on participatory forest inventory.
- Conducting a participation forest survey to collect survey data, including: wood species, trunk diameter at 1.3 meters (D1.3) using tape measure with color markings by centimeter in diameter to measure the circumference and level of the color diameter on the same tree), the height of standing tree (Hvn), the quality of tree and other relevant information, including: slope, forest status, canopy cover, number of forest canopy etc to determine standing tree volume, forest characteristics, forest boundaries and calculate forest area.
- Improving capacity of support staff and communities participated in participatory forest inventory and forest/land allocation activities;

- Using forest survey data to build a correlation chart of trees by diameter level, providing inputs to develop desired forest structure for forest states, as a basis for preparing community forest management and protection plan;
- Preparation of forest and land allocation procedures: is carried out with the coordination of relevant forest owners and local authorities to ensure the quality of work as required and the people after forest allocation really understand the allocated forest resources;
- Completing record of land and forest allocation to village communities or extracting excerpts of forest and forestry land areas in the project that already assigned to the village community (if any);
- Coordinating with staff of District Project Management Unit and local authorities to guide relevant village communities to write applications for land and forest allocation.
- Providing data and coordinating with district Natural Resources and Environment Department in preparing cadastral files, issuing land use right certificates (red books) to the community.

IV. DELIVERABLE PRODUCTS AND EXAMINATION, APPRAISAL AND ASSESSMENT OF IMPLEMENTATION RESULT

1. Deliverable products

Within one week after signing the contract, the service provider will have to send working schedule and detailed implementation plan to the KfW8 NPMU and Consulting Office (CO) for review and approval. The works are conducted in the following order and contents:

TABLE 02: DESCRIPTION OF DELIVERABLE PRODUCTS

No.	Product	Quantity	Deadline	Delivery location
1	Report of detailed implementation plan and implementation schedule	03 hard and soft copies	Within 1 week after signing the contract	NPMU, CO, PPMU,
2	<ul style="list-style-type: none"> - Boundary of forests is clearly marked with oil paint, easily identifiable in the field, based on the fixed landscape characteristics (rock, tree) temporarily marked on that boundary line; - Forest boundary is shown on the map and GPS coordinates of the boundary points stored in Mapinfo and Excel software. 	04 hard and soft copies	Within 04 weeks after signing the contract	NPMU, CO, PPMU, DPMU

3	GIS database on forest survey design on the map has demarcated according to step 2 (Design of standard plot system on MapInfo map, cadastral map is run on Microtation software).	04 hard and soft copies	Within 05 weeks after signing the contract	NPMU, CO, PPMU, DPMU
4	List of participating people and labor unit rate	02 hard and soft copies		PPMU, DPMU
5	- Location, position and number of standard sample plots easily identifiable in the forest; - Counting and statistical forms after the survey.		Within 09 weeks after step 4	
6	Excel database of forest inventory information, completed data on forest areas, status, reserves ... are imported into Excel tables	Soft copy on disk + CD (03 sets)	Within 02 weeks after step 5	NPMU, PPMU, DPMU
7	Map of land and forest allocation Cadastral map provided by the Natural Resources and Environment Sector in accordance with Circular No. 25/2014/TT-BTNMT and related documents	03 sets: MapInfo soft copy (VN-2000 coordinate system, ratio 1: 10,000) and 03 color copies	Within 02 weeks after step 5	NPMU, PPMU, DPMU
8	A complete summary in the form provided in Appendix 7 of Circular 38/2007/TT-BNN	03 hard and soft copies	Within 02 weeks after step 5	NPMU, PPMU, DPMU
9	Report of forest inventory results and the plan of land and forest allocation to village communities	04 hard and soft copies	Within 02 weeks after step 8	NPMU, CO, PPMU, DPMU
10	- Application for land and forest allocation of village communities; - Application for issuance of land use right certificate and other assets attached to the land of the village communities; - Submission of the Commune People's Committee requesting the District People's Committee to approve the land and forest allocation plan and		Within 1 week, including adjustment and supplementary time (if any) after PMU at all levels and district	

	issue decisions on land and forest allocation to village communities.		authorities issued written approval of forest inventory results	
11	Decision on land and forest allocation to village communities approved by the District People's Committee (or recognition of forest and forest land areas participating in the KfW8 project by issuing land use right certificates for the areas managing by village communities)		Within 04 weeks after step 10	
12	Report on implementation results and hand over of finished product	08 set of hard copy and 08 sets of soft copy in disk (each set includes finished products of 12 steps in forest investigation)	Within 1 week after step 11	NPMU, CO, PPMU, DPMU

2. Evaluation and monitoring

- The service provider shall report in writing to the PMU at all levels on the implementation status at the end of an activity (according to the approved operational plan) or may report whenever it is necessary to report in time to immediately solve arising problems, to ensure that the activities are carried out on schedule and the quality required;

- All documents and data collected and developed during implementation are the properties of KfW8 Project in general and the procuring entity in particular, so it is only allowed to copy and use when having the consent of procuring entity.

* Examination, appraisal and assessment of implementation results

- The evaluation team of forest inventory result will assess the accuracy of the location of standard sample plots, request to re-establish the standard plots that make the wrong location in order to ensure no bias for the survey results; Check and verify the accuracy of the size of standard plots and delineate boundaries between forest plots. The identification of tree species names, measurement of diameter at breast height and height will also be checked again;

- Organization and implementation of appraisal and acceptance of forest inventory results (including cadastral measurements) are belong to the responsibilities of project owner and related parties, including: representative of focal agency (if any), Investor, Project Management Unit at all levels, Department of Agriculture and Rural

Development, Forest Protection Department, relevant professional agencies that are included in the appraisal team. The central and local authorities ensure that the evaluation processes are objective to evaluate the results of service provider's field work performance, preferably based on the specifications listed below:

- + The focal point of standard plot should be set in the correct position as indicated on the base map (maximum tolerance: 10m).

- + Measuring, checking at least 5% of the total number of standard plots, comparing with the records of forest inventory groups. The service provider shall use their money and human resources for immediately correcting errors (if any), the field inspection will be at the highest level for the first phase of the assignment.

- The size (edges) of standard plot should be set in accordance with the provisions in the Project's technical manual, including the correct application of the slope correction table in steep terrain (allowable tolerance < 4% of the standard plot size).

- + Complete the recording of investigating factors for all timber trees with a diameter at breast height (D1.3) \geq 8 cm. The omission of 2 trees with diameter (D1.3) \geq 8 cm in a standard plot will be considered unsatisfactory.

- In the case of inspection, it is found that the investigation team is wrong in the process of carrying out the field work, for example skipping the standards and technical parameters specified in Circular 38 and provisions of the Project, the service provider must re-establish all error standard plots;

- If the evaluation results show that there are errors in the data collected in two standard plots, the evaluation will stop. The evaluation will be continuously carried out after the service provider reviews all sample plots and overcome those errors; The service provider will bear all costs incurred for establishment and re-measurement of the standard plots, as well as incurring costs for implementing the second evaluation.

- The final payment result is only approved when the District People's Committee approved the plan of land and forest allocation to village communities and issued decision to allocate land and forest to the village communities (or recognized the area of forest and forest land participating in the KfW8 project issued land use right certificate for management by village community).

V. REQUIREMENT OF CONSULTANT'S QUALIFICATION

1. General requirement

- They must be a unit having the legal status and capacity to provide advices on forest investigation, cadastral measurement and preparation of forest and land allocation documents; having at least 5 years of experience in relevant fields.

- Implemented at least 05 contracts on forest inventory and forest/land allocation in the last 5 years.

- Having experience in community forest management for KfW projects is an advantage.

- Priority is given to working experience in participatory forest inventory.

- Organizations with previous experience working in KfW projects and in the Northwest Region will be priority.

- Forest surveyors must have sufficient capacity and practical experience in forest inventory; they is not allowed to sign subcontract with any other service provider; Only officials who have CVs attached to the Bids may participate; any change in personnel must be approved by the authorized Project Manager.
- The bidder must ensure quality and progress of forest inventory as required by the project.
- Healthy financial situation:
 - + The contractor must meet requirements of a healthy financial situation. In the case of a joint venture, each member of the joint venture must meet the requirements of a healthy financial situation.
 - + During the minimum period of 03 recent years (2016, 2017, 2018), the contractor must operate without losses.

2. Requirement for personnel

Manpower to implement the package is 34 people (excluding local resource mobilized to participate in forest inventory). Experts are divided into 03 groups, each group is in charge of 01 district and participate in supporting other districts after completing their task. Each group consists of 11 people (01 group leader, 01 GIS expert, 01 community forest specialist and 8 investigators), of which:

- Task team leader: 01 person;
- Group leader: 03 people;
- GIS expert: 03 people;
- Community forest specialist: 03 people;
- Forest investigator: 24 people.

2.1. Task team leader (01 person):

- Master's degree or higher in forestry or natural resource management;
- At least 15 years of experience in forestry or similar work;
- 5 years experience as the project manager/project leader/main consultant in forest inventory and forest/land allocation tasks;
- Experience in working with international development projects, experience working with forestry projects funded by KfW is an advantage.
- Communication in English is an advantage
- Tasks:

Directing common activities of all groups;

Connecting and directing focal people to implement the assigned contents;

Developing detailed plan of specific works for each group;

Checking and supervising the works undertaken by the groups;

Checking and finalizing reports and final maps;

Responsible for reporting progress and results of each step to KfW8's NPMU and CO.

- Total man-month: 06 man-months

2.2. Group leader (03 people):

- Master's degree or higher in forestry;
- At least 08 years of experience in forestry or similar work;
- Experience in working with international development projects, experience working with forestry projects funded by KfW is an advantage.

- Tasks:

Directing common activities of the group.

Connecting and directing focal people to implement the assigned contents.

Developing detailed plan of specific works for the group (investigation team...).

Checking and finalizing reports and final maps of the group.

Responsible for reporting progress and results of each step to task team leader.

Perform other assigned works as required by the task team leader.

- Total man-month: 06 man-months

2.3. GIS expert (03 people):

- University degree or higher in geodesy, map measurement or related fields.
- At least 8 years of experience in the field of GIS, forestry, mapping etc.
- Experience in working with international development projects, experience working with forestry projects funded by KfW is an advantage.
- Proficient in mapping software, good at statistics, processing and synthesizing data.

- Tasks:

Preparing geographic information for forest type and forest status using GIS technology, MapInfo software etc;

Editing and digitizing the forest status map, other achievement map according to the GIS information system using MapInfo software..., GIS map in VN2000 system with specified rate...

- Total man-month: 06 man-months

2.4. Social forest expert (03 people):

- University degree or higher in forestry or natural resource management
- At least 8 years of experience or more in the field of land/forest allocation to communities.
- Experience in working with international development projects, experience working with forestry projects funded by KfW is an advantage.
- Understanding of map software, experience in statistics, processing and synthesizing data.

- Tasks:

Assisting the commune's Land and Forest Allocation Council to prepare plan of land and forest allocation according to the contents and order;

Support to organize meetings for adoption of the plan and completing the relevant documents to submit to the District People's Committee for approval of the land and forest allocation plan and issuance of land/forest allocation decision and certificate of land use right for village community...

Able to participate in forest surveys when necessary and carry out other related tasks assigned by the group leader.

- Total man-month: 06 man-months

2.5. Forest investigator (24 people):

- University/college degree in relevant fields.

- At least 5 years of experience in forest investigation or related field.

- Experience in working with international development projects, experience working with forestry projects funded by KfW is an advantage.

- Tasks:

Calculating the area of forest types, forest status, number of standard plots to be established and arranging the system of standard plots on the map as prescribed.

Developing, investigating and collecting data in standard plots.

Identifying areas with potential for NTFP development and exploitation, consolidating data according to the prescribed form.

- Total man-month: 06 man-months

2.6. Local labors (living in the investigated villages, each village must have at least 02 people):

- Is representative for the village community participating in the project; appointed by the community to participate in the forest inventory process for forest and land allocation;

- Having good physical strength, understanding the terrain in the locality, ready to participate in forest surveys as requested by the consultant...

- Good knowledge of timber species that are naturally distributed in the Project area is an advantage.

- Total man-month: 3.5 man-months.

VI. COORDINATION TO IMPLEMENT THE ASSIGNMENT

1. Responsibilities of relevant state management agencies, procuring entity and provincial and district project management units

- NPMU of KfW8 will provide relevant available material to the Consultant;

- Provincial and district project management units will appoint staff to support the following tasks: Field surveys, organization of village meetings, selecting people to participate in forest surveys; working with specialized agencies to provide up-to-date information on the current status of forest management in the region, inventory results and monitoring of published forest resource changes;

- District PMU will coordinate with the consulting firm to contact the relevant agencies (Department of Natural Resources and Environment, Forest Protection Department, CPC) participating in forest inventory (office and field works) from the first step in order to monitor and confirm the collected data as a basis for implementing and completing the land and forest allocation in favorable conditions;

- Relevant state management agencies, PMUs at all levels and CO will join the Acceptance Council to organize the quality evaluation and acceptance of products after the service provider completes the field investigation and measurement;
- The procuring entity will pay according to the investigated forest areas that are eligible to participate in the Community Forest Management component.

2. Responsibilities of the consultant

- Following the guidance in Circular No.38/2007/TT-BNN dated April 25, 2007 of the Ministry of Agriculture and Rural Development on order and procedures for forest allocation, forest lease and forest recovery for organizations and households, individuals and village communities; Joint Circular No.07/2011/TTLT-BNNPTNT-BTNMT dated January 29, 2011 of the Ministry of Agriculture and Rural Development and Ministry of Natural Resources and Environment guiding a number of contents on forest allocation, forest lease associated with land allocation, forestry land lease and other related regulations, while ensuring the effective participation of local people;
- Arranging vehicles and equipment including: laptops, software (MS Office, MapInfo...), GPS devices, Blume-Leiss height measurement, measuring tape, slope correction, oil paint, chalk, questionnaire of standard plot, nylon rope for determining plot boundaries ...;
- Be responsible for civilian occupation and self-purchase health insurance, transport vehicles, take self-responsibility when facing risks due to accidents, sickness ...;
- The consultants are responsible for reporting in writing to the NPMU of KfW8 on the status of implementing activities (according to the approved working schedule) at the end of an activity or it may report at any time in the event that the consultant considers it necessary to immediately address arising issues in order to ensure that the activities are carried out on schedule and with quality.
- All documents and data collected and developed during the implementation process are the property of the KfW8 Project and are only reproduced and used when it is agreed by the NPMU of KfW8 Project.
- To be paid according to the investigated forest areas that are eligible for participation in the Community Forest Management component;
- Must pay income tax as prescribed by the State.

VII. GUIDANCE FOR IMPLEMENTATION

Item	Task 1: Development of detailed schedule and implementation plan	
Time	Week 1	Location: Office
Implementing period	Within 01 week after signing the contract	
Content	Detailed schedule is allocated according to survey groups with support and coordination of the district PMU	

Guidance for implementation	Determining the number of personnel for survey groups Expecting time to complete the assignment (Task 1-n) Identifying necessary support of the Project to complete the task
Product	Preparing plan and detailed schedule of each specific work.

Item	Task 2: Calculation of forest area, determination of forest boundaries and establishment of GIS database	
Time	About 3 days/ village forest with the area of ~ 300 ha	On location: 2 days of field measurement, 1 day of office work
Implementing period	Within 04 week after signing the contract	
Content	Mapinfo Village land use planning results on 3D model are delineated in the field and entered into Mapinfo database	
Coordinated composition	Households participating in the locality, commune cadastral officials, Natural Resources and Environment Department, Forest Protection Department, District PMU	
Guidance for implementation	<p>Based on land use planning, forest boundary line is defined and marked on the sand table of land use planning; Task of the Service provider is to check these boundaries in the field based on the criteria for selecting the area of community forest to participate in the project (see the technical manual of village land use planning) and adjust it (if necessary), mark the boundary with oil paint on the trunk or rock, the available natural features can be used as fixed boundaries (eg: mountain peaks, rivers). The forest boundary will be the basis for the process of land and forest allocation to village communities and should be legally recognized by the district authorities.</p> <p>The boundary of management plots is delineated by technical staff of the district PMU;</p> <p>Gathering X-Y coordinates on the boundary between forests, boundary of forest plots and sub-compartments.</p> <p>Determining position and coordinates of landmarks to demarcate the project boundary on the field and field maps.</p> <p>Field survey results will be entered into Mapinfo database</p>	
Product	GIS database on boundary demarcation and area measurement results (MapInfo and Excel software).	

Item	Task 3: Design of standard plot network	
Time	About 2 days	Location: Field and office
Implementing period	Within 05 week after signing the contract	
Content	An OTC network has uniform specification set on a GIS database to allocate the number of needed plots	
Guidance for implementation	Developing GIS database with a standard plot network according to the method of systematic sampling and copying the coordinates of each standard plot into a GPS device to prepare for field survey	
Product	GIS database on forest survey design	

Item	Task 4: Preparing list of participating households, including labor remuneration and assigned tasks	
Time	1 day/village	In the field
Implementing period	Within 05 week after signing the contract	
Content	Developing clear regulations on the participation of local people before conducting forest survey in the field	
Participating composition	Households are selected to participate in the locality of the respective villages	
Guidance for implementation	Enter the name of the head of participating household. Agreeing tasks and implementation time for forest inventory in the field Agreeing on the norm of labor payment in cash Getting signature of the representative of participating household and the Service Provider	
Product	List and cost norm for participants (signed)	

Item	Task 5: Forest survey in the field	
Time	About 1 day/ 5 sample plots/ group	In the field
Implementing period	Within 09 weeks after completing tasks 1-4	
Content	Collecting data in standard plots	

Coordinated composition	Households in villages, staff of Natural Resources and Environment Department, Forest Protection Department, commune cadastral officers, technical staff of district PMU
Guidance for implementation	Each survey team has 4 people, determining standard plots in the field with GPS handheld device. Preparing standard plots, including slope correction Conducting measurement of trees (diameter at breast height, determination of quality, species name, height...); Recording the investigating factors in the questionnaire of standard plots.
Product	The questionnaire was fully recorded and position of the standard plots was marked in the field

Item	Task 6: Analyzing and consolidating forest survey data, completing the plan of land and forest allocation and supporting village communities, Commune People's Committee prepare procedures to submit to the District People's Committee for issuing Decision of land and forest allocation	
Time	Within 05 weeks	Location: Field and office
Implementing period	Starting as soon as the field survey group completes the inventory sheet	
Content	<ul style="list-style-type: none"> - Data on the questionnaire of standard plots are entered into the Excel database table - Describing forest areas with different vegetation, forest status and standing volume on GIS database 	
Coordinated composition	Commune cadastral official, Department of Natural Resources and Environment, Forest Protection Department	
Guidance for implementation	<ul style="list-style-type: none"> - All data collected in the field are entered into a separate database for each village. - Determination of standing tree reserves by calculating the correlation between diameter and height using non-linear regression method. Other legal correlation factors (if any) may be applied to replace; - Forest allocation map (ratio 1: 10000) must show the information: forest boundary, boundary of sub-compartment/plot/lot, lot number, forest status, area, forest reserve, forest owner name , rivers and streams, roads, residential areas...; 	

	<ul style="list-style-type: none"> - Cadastral map provided by the Natural Resources and Environment sector in accordance with Circular No. 25/2014/TT-BTNMT. - Finalizing the summary of forest characteristics according to the form prescribed in Appendix 7 of Circular 38 and completing the relevant tables and maps for land and forest allocation. - Support the village community to prepare: Application for land and forest allocation, application for issuing land use right certificate; - Support the Commune People's Committee in preparing Submission to the District People's Committee on decision of land and forest allocation to village communities; - Providing data and coordinating with District Natural Resources and Environment Department to prepare cadastral documents for land and forest allocation and forest land use right certificates for village communities;
Product	<ul style="list-style-type: none"> - Excel database on forest inventory information; data on forest area, status, reserves etc are entered into Excel tables - Map of land and forest allocation - Summary table of forest characteristics - Submission of the Commune People's Committee requesting the District People's Committee to approve the plan of land and forest allocation and issue decisions of land and forest allocation to village communities.

Item	Task 7: Participation in re-control of the quality of forest inventory	
Time	About 3 days/ village	Location: In the field
Implementing period	Within 15 days after completing Task 5	
Content	Checking the quality of forest inventory results before approving final payment for the service provider	
Composition	Competent authorities at district level, provincial and district PMUs	
Guidance for implementation	<ul style="list-style-type: none"> - Randomly re-measure up to 5% of standard plots; - Conducting inspection of the quality of forest inventory according to the provisions of Circular 38 and the Project's regulations; - When detecting any errors, the service provider must spend their funds to repair them before making the final payment; 	
Product	Results of quality control	

Item	Task 8: Báo cáo kết quả hoàn thành và bàn giao sản phẩm Report the results of completion and handover of products	
Time	About 1 day/village	Location: Office
Implementing period	After receiving the decision of the district People's Committee on land and forest allocation	
Content	Preparing a brief report, which summarizes all of completed key activities - this report must include all performed tasks.	
Guidance for implementation	Submitting the performed works Participation of local people and authorities The tasks has been completed Product portfolio) Proposing ways to improve the quality of work (if any)	
Product	Report of the results and hand over of finished productd	

VIII. ACCEPTANCE

The acceptance committee consists of representatives of the following organizations:

- (i) VNForest, Management Boar for Forestry Projects, National Project Management Unit
- (ii) Department of Agriculture and Rural Development, Forest Protection Department and relevant professional agencies, Provincial and District Project Management Units.
- (iii) Consulting Office

Acceptance products: Forest survey results (together with delivered products) as stipulated in Point 2, Directive No. 3029/CT-BNN-XD dated April 15, 2016 of the Ministry of Agriculture & Development Rural on strengthening consultancy management in projects using official development assistance and concessional loans from donors and managed by the Ministry of Agriculture and Rural Development.

Appendix:

Appendix 1: Participatory forest inventory handbook

Appendix 2: Documents as prescribed

- Circular No. 38/2007/TT-BNN dated April 25, 2007 of the Ministry of Agriculture and Rural Development guiding the order and procedures of forest allocation, forest lease and forest recovery for organizations and households, individuals and village communities.

- Joint Circular No.07/2011/TTLT-BNNPTNT-BTNMT dated January 29, 2011 of the Ministry of Agriculture and Rural Development and Ministry of Natural Resources and Environment guiding number of contents on forest allocation, forest lease associated with land allocation, forestry land lease.

- Circular No. 34/TT-BNN & PTNT dated June 10, 2009 of the Ministry of Agriculture and Rural Development regulating criteria for identifying and classifying forests.