



**PSFM**  
**Promotion of sustainable management of production forests**  
**by forest companies in Vietnam**

c/o Forest Science Centre of North of Central Vietnam (FSCV)  
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Dong Ha, 26. May 2017

**TERMS OF REFERENCE (TOR)**  
for  
**National Expert for Training of Trainers (ToT)**

<b>Name of Expert:</b>		
<b>Job Titles:</b>	National Expert for Training of Trainers	
<b>Project/Program:</b>	PROMOTION OF SUSTAINABLE MANAGEMENT OF PRODUCTION FORESTS OF FOREST COMPANIES IN VIETNAM	
<b>Duty Station:</b>	<i>Truong Son, Dong Ha</i>	
<b>Expected Start Date of Assignment:</b>	<b>Begin:</b>	<b>Duration:</b> National: <b>35 days</b> (in two assignments)
<b>Report to:</b>	<b>Name:</b> Reinhold Glauner	<b>Title:</b> International Team Leader
<b>Assigned direct counterparts</b>	<b>FSNC</b>	<b>Truong Son</b>
<b>Selected future trainer(s) to participate</b>		

**Background:**

To promote sustainable management (SFM) of production forest by state forest companies (SFC) in Vietnam corresponding to the forest development strategy from 2006 to 2020, MARD, through Decision No.: 129 /QĐ-BNN-HTQT of 11<sup>th</sup> February 2017, approved the Investment Plan for the project „Promotion of Sustainable Forest Products Management for Forest Companies in Vietnam“, co-funded by the German Bundesministerium für Ernährung und Landwirtschaft (BMEL).

The overall project objective is to promote sustainable management of production forest of the forest companies in Vietnam in line with the forest development strategy from 2006 to 2020. The specific objectives of the project are:

- (i) to promote of sustainable management of production forests in one model of state forest companies, which has been already endorsed by a sustainable forest management certification system according to international standards;
- (ii) to set-up a competence and training centre for sustainable forest management and certification; and



- (iii) to extent capacity to other (state) forest companies and organization in the whole country, through providing training courses on sustainable forest management and certification.

The main project outputs are:

- (i) The position of SFC Truong Son representing a certified model FMU (forest management unit) is further improved and stabilized;
- (ii) The competence centre at the Forest Science Centre for Northern Central Vietnam (FSNC) for sustainable forest management and certification is operational and contributes to capacity development in forestry.
- (iii) Experiences from SFM and certification are disseminated/upscaled to other state forest companies.

In the Decision No.: 129 /QĐ-BNN-HTQT the MARD decided that the Ministry of Agriculture and Rural Development (MARD) shall be project executing agency (PEA), The Vietnam Academy of Forest Science (VAFS) will be project owner (PO). The Forest Science Centre for North-Central Vietnam (FSNC) under VAFS and the Forest Industry One Member Limited Long Dai Holding (LDH) in Quang Binh, in particular Truong Son State Forest Company (TS-SFC) will be the project implementation agencies (PIA). The project implementation duration is three years (from 2017 – 2019). From the German side, the project shall be supported by the consortium of Deutsche Forstservice (DFS) and Hessen Forst (HF), who act as implementing consultant (IC).

The project should support FSNC to setup and operate a competence centre (CC) for sustainable forest management and certification and contribute to capacity development in forestry (indicated at the result No. 2 of the project in the project document). To reach this result, the project should carry out the development/updating of training materials, organization of training of trainers' courses in key-training areas. For this, PSFM shall offer consultancy services financed by the German side. This consultancy was prepared by a small workshop, where the suggested future trainers had to perform certain tasks. Among others, the workshop revealed that competences in didactics, pedagogics, and presentation skills need to be developed first, before more detailed training can follow.

This consultancy is implemented as a joint-mission of an international and a national consultant. The TOR are identical for both.

#### **Mission Objectives:**

Objectives of the mission is to organize and of conduct training of trainers, particularly in the basic field of didactics, pedagogics, and presentation skills.

#### **Tasks of Expert:**

The national expert shall be working closely with the international expert. Both experts shall put up a plan indicating the share of labour at the beginning of their assignment. The national consultant shall assist the international consultant in implementing the following:

- (1) Prepare a concept and timeline for training of the future trainers in didactics, pedagogics, and presentation skills;
- (2) Assist and support, when conducting the courses according to the timeline;



- (3) Assess and improve the performance of the trainees during trainings, which they should conduct for their classmates (here other trainers) and report results to international expert;
- (4) Analyse the available training material (if existing) and comment on its possible use for representing a guideline at CC;
- (5) Development of additional training material for improving didactics, pedagogics, and presentation skills of future trainers of the CC.

**Expected Outputs:**

- (1) Jointly implemented Training courses (at least 1 per area of 3 days duration = 9 course days);
- (2) Assessment of courses, where trainees have to present one or more selected topics (max 15 trainees);
- (3) Jointly prepared Guidelines for preparation of training courses in forestry for adults (max 30 pages, in VN, draft in EN);
- (4) A jointly prepared Mission report (max 10 pages excl. annexes).

**Qualification Experience Requirements:**

- (1) Having official University Degree or higher in forestry/silviculture and/or pedagogics or similar;
- (2) Professional qualification in development of training materials and offering of training courses for training of trainers;
- (3) Having practical experiences in development of training materials and offering of training courses for training of trainers;
- (4) Having practice experiences in development of training materials;
- (5) Minimum of 2 years of relevant professional experiences in the field of development of curriculum for training courses for forestry technicians. A significant part of experiences should have been gained in international development projects and consulting of institutions of the public sector;
- (6) Willing to work in a team;
- (7) Fluently in speaking and writing English (International/National) and Vietnamese (National).