



**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, 28/05/2018

**TERMS OF REFERENCE (TOR)**

for

**Expert for ToT on Forest laws and policies, VNFOR 63**  
**(Chính sách và luật lâm nghiệp)**

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| <b>Name of Expert:</b>                           | National:  |  |
| <b>Job Title:</b>                                | Expert for Training of Trainer (ToT) on Forest laws and policies                               |  |
| <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><br>From June 2018  | <b>Duration:</b><br>National: 7 days   |
| <b>Report to:</b>                                | <b>Name:</b> Carsten Schusser  | <b>Title:</b> Chief Technical Advisor  |
| <b>Assigned direct counterparts</b>              | Forest Science Centre for Northern Central Vietnam (FSCV), located in Dong Ha city (Quang Tri) | Truong Son State Forest Company (TS-SFC) under the Forest Industry One Member Limited Long Dai Holding (LDH) located in Quang Binh |
| <b>Selected future trainer(s) to participate</b> | Max. 5 staff members<br>(1 Profile-coordinator, 3 future trainers and 1 from VAFS)             |  |

**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 SFE 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 (FSCV) for sustainable forest management and certification is operational and contributes to capacity development in forestry;
- (iii) Experiences from SFM and certification are disseminated/up-scaled 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 Nord-central Vietnam (FSCV) 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 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).

Based on the project plan, the Project should support FSCV to setup the Competence Centre (CC) for sustainable forest management and certification.

The CC should:

- (i) be established newly as legal profit centre operating self-sustaining by offering services;
- (ii) encompass two managing institutions, i.e. FSCV and Long Dai Holding, who need to agree on cost and benefit sharing procedure;
- (iii) have an appropriate legal structure to operate independently and self-responsibly;
- (iv) initially serve as training centre mainly for SFEs (and ODA projects), but heaving the right and possibility to extend its services to other clients and to work as consulting company;
- (v) be operated initially as project component as agreed in the Project Document, but after the completing of said project operate independently and sustainably.

In 2017, A training curriculum and a draft business plan for the Competence Centre were elaborated with the technical support of short-term consultant teams (International and national) (Annex 1: Training curriculum), this Competence Centre intends to provide services of training in 8 different profile-lines (Annex 2: List of profile-lines and courses), in which the profile-line 3 **“CHUYÊN GIA LẬP KẾ HOẠCH QUẢN LÝ RỪNG (Forest Management Planner)”** is direct relevant to this consultancy assignment. 15 staff members (10 FSCV, 4 TS SFE, 1 VAFS) were selected to be trained as the future trainers of the Competence Centre (Annex 3: future trainer profiles).

For more information: <http://en.psfm.vn/trang-chu.html>



### Mission Objectives:

Objectives of the mission is to provide necessary knowledge for the future trainers of the Competence Centre, and build their competence in implementing courses related to the subjects of “Forest protection and nature conservation” under the framework of Sustainable Forest Management (SFM) and Forest Certification (FC) in the State Forest Companies in Vietnam. The consultancy assignment shall consider the following:

- The overall goal and objectives of establishment of the Competence Centre;
- The existing 14 members selected to be the future trainers of the Competence Centre;
- The training curriculum designed for the Competence Centre, including the 8 profile-lines, the course Forest Policy and Law belongs to the Group of *Economics, Forest Policy and Law* and the course itself is part of several profile liens;

Enable trainers to deliver the course contents related to Forest laws and policies, which includes following courses:

- VNFOR 10: “Forest Management Strategies” (Chiến lược Quản lý rừng): 1 training Unit (1/2 day)
- VNFOR 25: “Forest Management and Administration” (Quản lý rừng và Hành chính): 2 training units (1 day)
- VNFOR 63: Forest laws and policies (Chính sách và luật lâm nghiệp): 2 training units (1 day)

The above courses are related to the for the “**Forest Management Planning**” Profile-line as well as for the other related profile lines (Annex 5\_ Courses related to profiles for Forest laws and policy consultancy”;

Relate Forest laws and policies to the respective profile lines.

### Tasks of Expert:

The national expert shall be working closely with PSFM Project Consulting Office and its counterparts, particularly the future trainers of the Competence Centre. Before taking the assignment, the national expert shall be expected to submit PSFM project a tentative consultancy plan indicating approaches, steps, contents and timing at the beginning of his/her assignment. The national expert shall be expected to implement the following:

| No. | Tasks   | Estimation of No. of days and working sites        |
|-----|---|--|
| 1   | Assess and analyse the gaps of knowledge and competence of future trainers in relation of basic requirements for forest protection and nature conservation in the contexts of SFM and FC, which enable the future trainers to implement courses in direct relevant to the profile-line 6; | <b>½ day</b><br>(via email and<br>(home base work) |
| 2   | Provide knowledge through training (applying diversified teaching methods of classroom lecturing, exercise, field excursion, self-study, and case-study), which fulfil the gaps identified in the assessment and analysis mentioned on above;   | <b>2 days</b><br>(in Dong Ha city)                 |
| 4   | Provide guidance to future trainers in formulating training objectives, syllabus, training contents (including methods),  | <b>3 days</b><br>(in Truong Son SFE)               |



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|---|---|--|
|   | teaching equipment, course materials and recommended reading document for the course “VNFOR 10, VNFOR 25 and VNFOR 63 under the context of profile-line 3 “LẬP KẾ HOẠCH QUẢN LÝ RỪNG (FOREST MANAGEMENT PLANNING) “, and<br>Guide future trainers to design Written Test for participants (course trainees) |  |
| 5 | Coach future trainers in finalisation of training materials   | <b>1 day</b><br>(remote coaching)                  |
| 6 | Conduct post-training assessment and outline recommended further improvements of each future trainers;  | <b>½ day</b><br>(via email and<br>(home base work) |

**Expected Outputs:**

- (1) A tentative consultancy plan indicating approaches, steps, contents and timing at the beginning of his/her assignment (pre-assignment output, max. 4 pages)
- (2) Report of Training Need Assessment (max. 6 pages);
- (3) Training materials designed and used for the training courses during the assignment, including the proposed outlines of (1) syllabus, (2) training contents, training materials of each course of profile-line 5, plus list of recommended reading documents, training sites and teaching equipment.
- (4) Report of post-training appraisal (max. 6 pages)
- (5) A mission report (max. 10 pages).

**Qualification Experience Requirements:**

- (1) Masters’s degree or higher and proven minimum of 10 years of relevant professional experiences in forestry, natural resource management, or similar;
- (2) Proven minimum of 5 years of relevant professional experiences with Forest laws and policies;
- (3) Proven experiences in conduction of training courses is an advantage<sup>1</sup>;
- (4) Willing to work in a team;
- (5) Able to work independently;
- (6) Fluently in speaking and writing in Vietnamese and English. Particularly the Vietnamese report shall be assessed by the Project Owner if it meets publication standards.

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<sup>1</sup> Candidate has to submit at least one example of her/his work);