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**Terms of Reference**

Expert Group for Participatory Governance Assessment

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| **1) PARTICIPATORY GOVERNANCE ASSESSMENT IN VIETNAM** |
| The Participatory Governance Assessment for REDD+ (PGA) is a truly inclusive process involving different stakeholders from government, civil society, private sector and academia with the view to produce robust and credible governance information as the first step to improve governance weaknesses, and in the long run be the basis for policy reform, and if used strategically by civil society actors has the potential to serve as an accountability mechanism. This information will be available in the form of: * a comprehensive analysis of the state of governance relevant for Vietnam’s REDD+ process in particular and forest governance in general;
* recommendations on how to address the shortcomings; as well as
* information on the performance of selected governance issues at national, district and provincial level

The main objective of a Participatory Governance Assessment is for the PGA to feed into Viet Nam’s broader REDD+ process. This is deemed important in order to understand the level of participation of forest dependent communities who will be affected by the implementation of REDD+, but also jointly agree on how governance challenges and shortcomings may be met and improved.

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| **2) SCOPE OF WORK** |

The PGA process in Vietnam was initiated in 2011, and since the start-up several workshops with local and national level stakeholders have been conducted. Participation and contribution from government and civil society actors have contributed to discussions around governance issues in the context of Vietnam’s REDD+ process. However, an organizational structure beyond the rather large provincial working group has not yet been established, and a representative group with technical expertise and experience mandated to conclude on major steps and be overall responsible for the strategic direction of the PGA is missing at the moment. The PGA Expert Group will be set up to build on the PGA discussions and stakeholder contributions in Lam Dong to date in order to jointly take decisions on the overall direction of the PGA moving forward, but also contribute more on the technical side of this process, such as concluding on governance priorities, the indicator set and data collection methods – all with inputs from the larger group of stakeholders. This group will take their decisions based on inputs from the larger stakeholder group (convened at the provincial level) and build on the work done to date, but will also review what is currently missing before concluding on the further steps required to get to a robust and credible governance data set relevant for REDD+ stakeholders in Vietnam.The Expert Group will be composed of key government counterparts, national experts in the field of forest governance, academia, and representatives from the pilot province working group to also ensure the civil society dimension. Expert Group members will be selected based on their experience in designing, implementing and participating in this type of exercise and to ensure a balanced representation from government and civil society, as well as academia and relevant technical experts.  |
| **3) SPECIFIC TASKS** |
| The Expert Group will be responsible for the overall direction of the PGA– where possible by incorporating input from Lam Dong-based and national stakeholders, conclude on technical and strategic priorities (as put forth below), while at the same time reviewing discussions and contributions to date as basis for conclusions on the way forward. The following will be concrete outputs for the Expert Group’s : * + Revise the present indicator set, data collection tools and draft indicator framework
	+ Conclusion of major governance challenges that the PGA in Vietnam will focus on moving forward (“governance priorities”)
	+ Concluding on an indicator framework
	+ Agree on a revised work plan based on the conclusions above and work to date
	+ Selecting appropriate data collection methodologies
	+ Provide written feedback/comments on all documents produced for PGA including the Institution and Context Analysis report, workshop reports and field testing reports
	+ Validate (together with the larger stakeholder group) and conclude on the PGA baseline data once available
* Attend meetings as needed - facilitated by the PGA coordinator
* Attend a series of consultative workshops with key stakeholders at national and sub-national level during the PGA process, as laid out in the PGA work plan, also facilitated by the PGA coordinator

The Expert Group will be facilitated and convened by the PGA coordinator, provided by the UN-REDD Programme and currently based in UNDP Country Office in Hanoi. With a responsibility for the day-to-day organization of the PGA process in Vietnam, the PGA Coordinator will also facilitate the communication between the Expert Group and the larger stakeholder group (i.e. the Lam Dong Working Group) to ensure that inputs from the Working Group are feeding into Expert Group discussions and as basis for their decisions and conclusions. When the Expert Group convenes with a view to conclude on different matters, issues and steps, consensus will always be sought.  |
| **4) DURATION OF ASSIGNMENT AND EXPECTED PLACES OF TRAVEL** |
| Duration of assignment: January 2014 – June 2014 (may be extended depending on the work plan agreed). Proposed time plan can be found in Annex 2.Expected places of travel: Ha Noi and Lam Dong primarily   |
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