

# **UN-REDD Viet Nam Programme**

**Report of  
the Inception Workshop,  
September 15-17, 2009**

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October 19, 2009





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## ABBREVIATION AND ACRONYM

DOF	Department of Forestry
FAO	Food and Agriculture Organization
HACT	Harmonized Cash Transfer
JPD	Joint Programme Document (JPD)
MARD	Ministry of Agriculture and Rural Development
MDTF	Multi-Donor Trust Fund
NPD	National Programme Director
PMU	Programme Management Unit
REDD	Reducing emissions from deforestation and forest degradation in developing countries
TOR	Term of Reference
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	UN Framework Convention on Climate Change
UN Agency	UNDP, UNEP, FAO

## 1. Introduction

The Stern Review on the economics of climate change<sup>2</sup>, released in 2006, noted that ‘Reducing emissions from deforestation and forest degradation in developing countries’ (REDD) could be a cost-effective route for mitigating the impacts of climate change. This recognition of the potential role and reasonable cost of REDD led to its inclusion in the “Bali Action Plan”<sup>3</sup>, agreed at CoP13 of the UN Framework Convention on Climate Change (UNFCCC) in 2007.

While the details of REDD are still under discussion and negotiation within the framework of the UNFCCC, a basic principle is that REDD will involve performance-based payments to participating developing countries in response to measured and verified reductions in deforestation and forest degradation.

The Viet Nam UN-REDD Programme responds to these recommendations, and will address complexities of developing REDD-readiness in Viet Nam through capacity building at two levels. Firstly (Outcome 1), it will build capacity at the national level to permit the Government of Viet Nam, and especially the REDD focal point, the Department of Forestry (DoF) in the Ministry of Agriculture and Rural Development (MARD), to coordinate and manage the process of establishing tools to implement a REDD programme that provides an effective, transparent and equitable system of demonstrating real and measurable reductions in emissions from deforestation and forest degradation, and transferring international payments for carbon conservation to local stakeholders in relation to performance standards. Secondly (Outcome 2), it will build capacity at the local level through pilots in two districts in Lam Dong province that demonstrate effective approaches to planning and implementing measures to reduce emissions, including participatory monitoring of C-stocks, and ensure fair and equitable distribution of benefits. The third Outcome of the UN-REDD programme will generate information to help identify what role REDD might play in reducing regional leakage of emissions from forests.

The budget allocation for the Viet Nam UN-REDD programme was approved by the UN-REDD Policy Board at its first meeting, March 9, 2009, in Panama, and the Joint Programme Document (JPD) was signed by Minister Cao Duc Phat on August 27, 2009. The Inception Workshop for the UN-REDD Viet Nam Programme was held over three days, September 15-17, 2009.

## 2. Narrative Report

The Inception Workshop had the following objectives:

1. To ensure that all stakeholders are aware of the UN-REDD programme, its structure and objectives, and of arrangements for its implementation
2. To review and, if necessary, revise the annual work plan and budget allocations, particularly with regard to activities to be undertaken during the first twelve (12) months of implementation

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<sup>2</sup> [http://www.hm-treasury.gov.uk/sternreview\\_index.htm](http://www.hm-treasury.gov.uk/sternreview_index.htm)

<sup>3</sup> [http://unfccc.int/files/meetings/cop\\_13/application/pdf/cp\\_bali\\_action.pdf](http://unfccc.int/files/meetings/cop_13/application/pdf/cp_bali_action.pdf)

3. To secure consensus on indicators of progress, targets, and benchmarks
4. To ensure that the PMU, DoF, and UN Agency have a common understanding of programme management arrangements

The workshop was spread over 3 days, and was divided into three distinct segments:

- Day 1. Briefing of PMU staff on programme management arrangements
- Day 2. Review of annual work plan and budget; and indicators and targets
- Day 3. Review of programme structure and objectives by all stakeholders

### **Day 1 Report**

Participants on Day 1 included representatives of the PMU and three participating UN Agencies – see Annex 2/Day 1. The Agenda is provided in Annex 1. The entire day was focused on discussing and agreeing harmonized implementation arrangements for the Programme. The results of these discussions are given in the conclusion.

### **Day 2 Report**

Participants on Day 2 included representatives of the PMU, of Lam Dong province (the pilot province for UN-REDD), and of the three participating UN Agency – see Annex 2/Day 2. The Agenda is provided in Annex 1. The entire day was focused on developing a detailed work plan and budget for the first quarter of implementation (2009/Q4), and advance planning for the annual work plan and budget for 2010. The results of these discussions are given in Annex 3,4,5.

### **Day 3 Report**

Participants on Day 3 included representatives of a broad range of stakeholders – see Annex 2/Day 3. The Agenda is provided in Annex 1. Opening the session was MARD Vice Minister Hua Duc Nhi. Welcoming remarks were provided on behalf of the UN Agency by UNDP Country Director, Setsuko Yamazaki, the Ambassador of Norway, Stale Torstein Risa, and Vice-Chair of the Lam Dong Provincial People’s Committee, Hoang Si Son.

The UN-REDD National Programme Director, Mme Pham Minh Thoa, read the Decree of the Minister of MARD, establishing a National REDD Network, and the Supporting Technical Working Group on REDD, as a coordination mechanism for REDD in Viet Nam (Output 1.1) – see Annex 6.

The overall approach to UN-REDD was discussed in the morning session, followed by a more detailed debate on plans for each of the three proposed Outcomes, focusing in particular on opportunities for collaboration with other partners, and appropriate timing of different activities.

The conclusions of the morning and afternoon discussions were:

- The composition of the PMU should be adjusted by replacing the proposed full-time National Technical Advisor by a part-time, but higher-level position, tentatively named the “National REDD Team Leader” – see Annex 7.
- Formulation of an interim REL (Output 1.2) is of very high priority, especially activities on ‘review of methodologies for establishing REL’; ‘Compilation of data required for generating RELs’; and Development of national and sub-national reference emission levels. This is a subject on which several other partners are actively working (e.g., Winrock, FSIV).

Therefore, the Technical Working Group under the National REDD Network (Output 1.1) should convene a meeting in the very near future (within one month) to ensure a coordinated collaborative approach to the development of an interim REL.

- The issues affecting the design of a payment distribution system (Outputs 1.4 and 2.3) are also very high priority, on which several partners are working. Therefore, through the National REDD Network, opportunities for cooperation and collaboration should be explored as soon as possible. ICRAF/CIFOR and Forest Trends are keen to assist in mobilizing lessons from regional initiatives.

### 3. CONCLUSION

#### Composition of PMU

- The composition of the PMU should be adjusted by replacing the proposed full-time National Technical Advisor by a part-time, but higher-level position, tentatively named the “National REDD Team Leader” – see Annex 7.

#### Harmonized Implementation Arrangements

##### 1. Agreed principles

- a) **Using HACT process:** all Agencies will use the HACT process to determine a common and uniform approach to cash transfer.

While the detailed micro-assessment is yet to be completed, MARD is a long-time UN partner, and the result of the assessment is a foregone conclusion, namely that the modality will be direct cash transfers (on a quarterly basis).

- b) **Simplifying administration:** each UN Agency will nominate a single interlocutor with the PMU for administrative purposes

While each UN Agency is obviously free to decide the UN Agency’s own internal management arrangements, it will not require PMU staff to interact on administrative issues with more than one individual. For example, in the case of UNDP, this nominated individual will be the Programme Officer assigned to UN-REDD. (The PMU will interact only with that individual on administrative issues. For example, UNDP may decide that on specific issues (e.g. selection of international consultants) an official in the Regional Office or HQ must participate in the approval of the selection, but it is the responsibility of UNDP, not the PMU, to undertake all the necessary internal consultations.) It is also the responsibility of the UN Agency to ensure that duty travel or vacation time of an official designated with responsibilities for implementation does not interfere with efficient implementation of the Programme.

Therefore, UN Agency need to officially designate a focal point on the UN-REDD Vietnam and notify NPD of their decision.

- c) **Using common planning and reporting tools (all Agency)**

**WORKPLAN:** Given the HACT result, the work planning process will proceed as follows:

- An annual work plan and budget will be prepared by the PMU and shared with the three participating UN Agencies by three (03) weeks before the end of a calendar year for review. Comments by the UN Agency must be conveyed to the PMU (through the single UN Agency interlocutor) by one week before the end of the calendar year in order that the quarterly work plan and budget can be mutually approved by the end of the calendar year.
- By three (03) weeks before the end of each quarter, the PMU will prepare a proposal for a work plan and an associated budget for the following quarter, highlighting any deviations



from the annual work plan and budget<sup>4</sup>. TORs/specifications should also be attached to this quarterly workplan and budget. The work plan and budget will be broken down by UN Agency. The budget will be further broken down according to the following two categories: (i) cash to be transferred to the PMU; and (ii) funds which the PMU requests the UN Agency to administer directly (most commonly for recruitment of international consultants and for international procurement of equipment and supplies).

- The proposed work plan and budget is shared with the three UN Agencies (through the single UN Agency interlocutor). UN Agency comments will be conveyed to the PMU (through the single UN Agency interlocutor) by one week before the end of the quarter, in order that the quarterly work plan and budget can be mutually approved by the end of the quarter. Note that each UN Agency must implement measures to take account of staff member travel or leave – i.e. the work planning process cannot be delayed because of the absence from the office of a particular individual.
- By the end of the quarter, the PMU submits to the UN-REDD Secretariat, with copies to each of the three participating UN Agencies, a report on financial expenditures for that quarter.
- Based on the agreed (signed) quarterly work plan and budget, each UN Agency transfers the amount specified for transfer to the PMU, less any amounts shown as unspent in the financial report for the previous quarter, within two (02) weeks of the start of the following quarter.
- If circumstances indicate that an activity should be carried out, or expenditure incurred that was not included in the current quarterly work plan and budget, the NPD will seek the agreement of the responsible UN Agency.

#### TIMETABLE

No	What	When	By Whom	To Whom
1.	Annual Work plan/Budget	Three (03) weeks before the end of the calendar year	PMU (prepare)	UN Agency
2.	Annual Work plan/Budget	One (01) week before the end of the calendar year	UN Agency (comment)	PMU
3.	Annual Work plan/Budget	End of the calendar year	UN Agency (endorse)	PMU
4.	Quarterly Work plan/Budget	Three (03) weeks before the end of a quarter	PMU (prepare)	UN Agency
5.	Quarterly Work plan/Budget	One (01) week before the end of the quarter	UN Agency (comment)	PMU
6.	Quarterly Work	End of the quarter	UN Agency	PMU

<sup>4</sup> Substantive deviations from the annual workplan and budget will require the preparation and approval of a revised annual workplan and budget, following the procedures described above.

	plan/Budget		(approve)	
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**REPORTING:** The reporting process will proceed as follows:

- By two weeks after the end of a quarter, each UN Agency will complete (using a common MDTF template) a financial report for those funds which the PMU had requested be retained and administered directly with a copy to the PMU. By that same deadline, each UN Agency will also submit their report to the UN-REDD Secretariat, with a copy to the PMU.
- By the end of the quarter, the PMU will prepare an integrated narrative report of activities carried out during that quarter. This report will be shared with each UN Agency (through the single interlocutor) for review.
- Each UN Agency will convey any comment to the PMU within two weeks after the end of a quarter, to allow the PMU to prepare a final, consolidated narrative report within three weeks after the end of a quarter. This report will be submitted to the UN-REDD Secretariat, with copies to each participating UN Agency.
- Similar procedures will apply to the required 6-monthly and annual report. The UN-REDD Secretariat will be responsible for conveying to the MDTF Office any reports required by that office.

#### TIMETABLE

No	What	When	By Whom	To Whom
1.	Financial report	By two weeks after the end of a quarter	UN Agency	UN-REDD Secretariat, copy to PMU
2.	Narrative report	By the end of the quarter	PMU	UN Agency for review
3.	Narrative report	By two weeks after the end of a quarter	UN Agency (comment)	PMU
4.	Final, consolidated narrative report	Three weeks after the end of a quarter	PMU	UN-REDD Secretariat, with copies to each participating UN Agency
5.	Report on financial expenditures	By the end of a quarter	PMU	UN-REDD Secretariat, with copies to each participating UN Agency

(\*). Similar procedures will apply to the required 6-monthly and annual report

## 2. Common arrangements for typical implementation activities

Some of the most common activities during implementation are:

- Recruitment of consultants
- Procurement/contracting of supplies, services and equipment
- Organization of travel
- Organization of workshops, meetings, etc.

The proposed common arrangements for each of these are as follows:

### a) Recruitment of consultants

- PMU prepares draft ToR, and attaches them to the quarterly work plan and budget to allow the responsible UN Agency to review and comment, in order that the ToR can be mutually approved by the PMU and UN Agency.
- In the case of international consultants, base on the case by case agreement between PMU and the responsible UN Agency, either PMU or the responsible UN Agency would recruit using the UN Agency's current procedures. In case, the UN Agency handle the recruitment, a short-list of candidates is submitted to the NPD for review and approval; UN Agency and NPD or the authorized person by NPD on his/her behalf participate in interviews or any other assessment procedures to select the consultant; UN Agency issues contract.
- In the case of national consultants, PMU advertises using the UN Agency procedures and prepares a short-list (or may request the responsible UN Agency to undertake on its behalf); PMU and UN Agency participate in interviews or any other assessment procedures to select the consultant; PMU issues contract (or may request the responsible UN Agency to undertake on its behalf)

### b) Procurement/contracting of supplies, services and equipment

- PMU prepares draft specifications/TORs, and attaches them to the quarterly work plan and budget to allow the responsible UN Agency to review and comment, in order that the specifications can be mutually approved by the PMU and UN Agency.
- In the case of international procurement, the responsible UN Agency seeks tenders/quotes using the UN Agency's procedures, and prepares a recommendation which is submitted to the NPD for review and approval; UN Agency procures equipment/supplies/services and arranges for customs clearance
- In the case of local procurement, PMU seeks tenders/quotes using UN Agency procedures and prepares a recommendation which is shared with the UN Agency for review and approval (UN Agency may waive this requirement, depending on value of supplies/equipment/services being procured); PMU completes procurement (or may request the responsible UN Agency to undertake on its behalf)

### c) Organization of travel

- For domestic travel, except for travel by NPD or senior government officials, approval and organization is delegated to the PMU

- For domestic travel by the NPD or senior government officials, and for all international travel, PMU prepares a justification and budget estimate, and shares with the responsible UN Agency for review and approval. PMU makes travel arrangements (for international travel may request responsible UN Agency to assist)
- d) Organization of workshops, meetings, etc.
- Organization and approval is delegated to the PMU.

## Annexes

### Annex 1: Agenda

#### Day 1: Briefing for PMU staff

Time	Event	Presenter
9:00-10:00	Introduction to UN-REDD programme	NPD
10:00-10:30	Tea/coffee break	
10:30-12:00	Presentation and discussion on draft harmonized implementation arrangements	Tim Boyle (UN-REDD Regional Coordinator)
12:00-1:30	Lunch	
1:30-3:00	Continued discussion on draft harmonized implementation arrangements	
3:00-3:20	Break	
3:20-4:30	Wrap-up and preparation for following days	Tim Boyle

#### Day 2: Review of annual work plan and budget allocations

Time	Event	Presenter
8:30-8:45	Introduction to workshop	Facilitator
8:45-9:30	Review of work plan	NPD or Advisor
9:30-10:15	Discussion on work plan	
10:15-10:45	Tea/coffee break	
10:45-12:15	Group Discussions on Outcome 1 and Outcome 2	
12:15-1:30	Lunch	
1:30-2:15	Report of Groups	
2:15-3:15	Discussion on overall work plan and budget	Facilitator
3:15-3:40	Tea/coffee break	
3:40-4:30	Wrap-up and conclusions	Facilitator

**Day 3: Briefing and discussion for all stakeholders on programme structure and content**

Time	Event	Presenter
8:30-8:40	Introduction to workshop	Dr. Pham Manh Cuong, Advisor, UN-REDD
8:40-8:50	Opening	H.E., Mr. Hua Duc Nhi, Vice Minister, MARD
8:50-9:20	Welcoming remarks	<ol style="list-style-type: none"> <li>1. H.E., Ms Setsuko Yamazaki, UNDP Country Representative</li> <li>2. H.E., Mr. Stale Torstein Risa, Ambassador of Norway to Viet Nam</li> <li>3. Mr. Hoang Si Son, Vice-Chair of the Lam Dong Provincial People's Committee</li> </ol>
9:20-9:40	Launching of the National REDD Network	Mme Pham Minh Thoa, Deputy Director General, Department of Forestry, MARD
9:40-10:00	Tea/coffee break	
10:00-10:20	Introduction to UN-REDD programme	Tim Boyle (UN-REDD Regional Coordinator)
10:20-10:40	Introduction to Viet Nam UN-REDD Programme	Dr. Pham Manh Cuong, Advisor, UN-REDD
10:40-11:00	REDD Roadmap for Viet Nam – how UN-REDD fits in the bigger picture	FSSP
11:00-11:55	Plenary discussion on structure of Viet Nam UN-REDD Programme	
11:55-12:20	Wrap-up and conclusions	Facilitator
12:20-1:30	Lunch	
1:30-3:00	Break-out groups to discuss each Outcome	
3:00-3:30	Tea/coffee break	
3:30-3:40	Report and discussion: Outcome 1 and 3	
3:40-4:00	Report and discussion: Outcome 2	
4:00-4:30	Wrap-up and conclusions	Facilitator

**Annex 2: Participants****Day 1**

<b>Name</b>	<b>Affiliation</b>
Pham Minh Thoa	MARD/DoF; PMU, National Programme Director
Pham Manh Cuong	MARD/DoF; PMU, Technical Advisor
Nguyen Thi Thu Huyen	PMU, Programme Manager
Dang Bich Ngoc	PMU, Secretary/Interpreter
Ugo Blanco	UNDP/Viet Nam
Tim Boyle	UNDP/Regional Office, Bangkok
Vu Ngoc Tien	FAO/Viet Nam
Akiko Inoguchi	FAO/Viet Nam
Patrick Durst	FAO/Regional Office, Bangkok
Hanna Uusimaa	UNEP/Regional Office, Bangkok
Chris Cosslett	Consultant, UNDP HQ

**Day 2**

<b>Name</b>	<b>Affiliation</b>
Pham Minh Thoa	MARD/DoF; PMU, National Programme Director
Pham Manh Cuong	MARD/DoF; PMU, Technical Advisor
Nguyen Thi Thu Huyen	PMU, Programme Manager
Dang Bich Ngoc	PMU, Secretary/Interpreter
Lê Văn Minh	Deputy Director General, DARD, Lam Dong province
Nguyễn Trúc Bông Sơn	Chief of Division, Finance and Planning Division, DARD, Lam Dong province
Đoàn Doãn Ái	Deputy Director, Bidoup-Núi Bà National Park
Trần Văn Tự	Deputy Chairman, Lam Ha District People's Committee, Lam Dong province
Đỗ Văn Thủy	Head of Department, Lam Ha District Forest Protection Department, Lam Dong province
Cao Văn Danh	Deputy Chairman, Lac Duong District People's Committee, Lam Dong province
Hoàng Tất Dương	Head of Department, Lac Duong District Forest Protection Department, Lam Dong province
Ugo Blanco	UNDP/Viet Nam
Tim Boyle	UNDP/Regional Office, Bangkok
Vu Ngoc Tien	FAO/Viet Nam
Akiko Inoguchi	FAO/Viet Nam
Patrick Durst	FAO/Regional Office, Bangkok
Hanna Uusimaa	UNEP/Regional Office, Bangkok
Chris Cosslett	Consultant, UNDP HQ

**Day 3**

<b>Last and Middle Name</b>	<b>First name</b>	<b>Title/Position</b>	<b>Organization</b>
Hua Duc	Nhi	Vice Minister	Ministry of Agriculture and Rural Development

<b>Last and Middle Name</b>	<b>First name</b>	<b>Title/Position</b>	<b>Organization</b>
Stale Torstein	Risa	Ambassador	Embassy of Norway
Setsuko	Yamazaki	Country Director	UNDP
Pham Minh	Thoa	National Programme Director	UN-REDD Programme
Pham Manh	Cuong	Advisor	UN-REDD Programme
Nguyễn Thị Tuyết	Hoa	Deputy Director General	ICD, MARD
Bùi Chí	Kiên	Senior officer	ICD, MARD
Dr. Phạm Xuân	Phương	Deputy Director General	Legal Department, MARD
Nguyễn Ngọc	Bình	Director General	Department of Forestry (DOF)
Phạm Minh	Thoa	Deputy Director General	Department of Forestry (DOF)
Dr. Phạm Mạnh	Cường	REDD Focal Point	Department of Forestry (DOF)
Bùi Chính	Nghĩa	Chief of Division	Forest Management Division, DOF
Nguyễn Thị	Lai	Expert	Forest Management Division, DOF
Trần Hiếu	Minh	Expert	Forest Management Division, DOF
Phạm Văn	Hạnh	Expert	Forest Management Division, DOF
Vũ Thành	Nam	Expert	Forest Utilization Division, DOF
Trương Tất	Đơ	Expert	Forest Development Division, DOF
Trần Quyết	Toán	Expert	Forest Protection Department, MARD
Dr. Nguyễn Bình	Thìn	Director	Standing Office for Climate Change Mitigation and Adaptation (OCCA)
Dr. Nguyễn Nghĩa	Biên	Deputy Director General	Planning Department, MARD
Phạm Xuân	Thịnh	Head of Forestry Working Group	Planning Department, MARD
Dr. Nguyễn Văn	Hà	Deputy Director General	Department of Finance, MARD
Ngô	Út	Director General	Forest Inventory and Planning Institute (FIPI)
Dr. Nguyễn Phú	Hùng	Deputy Director General	Forest Inventory and Planning Institute (FIPI)
Dr. Võ Đại	Hải	Deputy Director General	Forest Science Institute of Vietnam (FSIV)
Dr. Nguyễn Hoàng	Nghĩa	Director General	Forest Science Institute of Vietnam (FSIV)
Hoàng Việt	Anh	Research Officer	Research Center for Forest Ecology and Environment (RCFEE), FSIV
Dr. Nguyễn Khắc	Hiếu	Deputy Director General	Department of Meteorology, Hydrology and Climate Change, MONRE



Last and Middle Name	First name	Title/Position	Organization
Dr. Hoàng Mạnh	Hòa	Director	Climate Change Division, Department of Meteorology, Hydrology and Climate Change, MONRE
Đình Ngọc	Minh	Deputy Director General	Department of Agriculture Economics, MPI
Đào Trịnh	Bắc		Department of External Economics Relations, MPI
Bùi Quang	Minh		Department of International Organizations - Ministry of Foreign Affairs (MOFA)
Phạm Xuân	Hoàn		Vietnam Forestry University
Nguyễn Văn	Duyên	Officer	UNCCD Office
Hoàng Sỹ	Sơn	Deputy Chairman	Provincial People's Committee, Lam Dong province
Lê Văn	Minh	Deputy Director General	Department of Agriculture and Rural Development (DARD), Lam Dong province
Nguyễn Trúc Bông	Sơn	Chief of Division	Finance and Planning Division, DARD, Lam Dong province
Đoàn Doãn	Ái	Deputy Director	Bidoup-Núi Bà National Park
Trần Văn	Tự	Deputy Chairman	Lam Ha District People's Committee, Lam Dong province
Đỗ Văn	Thùy	Head of Department	Lam Ha District Forest Protection Department, Lam Dong province
Cao Văn	Danh	Deputy Chairman	Lac Duong District People's Committee, Lam Dong province
Hoàng Tất	Dương	Head of Department	Lac Duong District Forest Protection Department, Lam Dong province
Nguyễn Thị Quỳnh	Nga		VCCI Vietnam Chamber of Commerce and Industry - SD Office
Đỗ Đức	Toàn		
Đỗ Đình	Sâm		Institute for Tropical Forestry Research and Development (INTROFORD), VUSTA
Prof. Nguyễn Ngọc	Lung		Vietnam Forest Science and Technology Association (VIFA)
Hoàng Liên	Sơn		Vietnam Forest Science and Technology Association (VIFA)
Nguyễn Đức	Toàn		
McNally	Richard		SNV
Trần Minh	Hiền		WWF Vietnam

Last and Middle Name	First name	Title/Position	Organization
Lê Thủy	Anh		WWF Vietnam
Holland	Tim		SNV
Dr. Hoàng Thị Minh	Hà	Country Representative	ICRAF Vietnam
Phạm Thu	Thủy	PhD candidates	Charles Darwin University
Peters	Jim Peters	Chief of party	Winrock International
Nguyễn Thị Bích	Thủy	Conservation Finance Manager	Winrock International
Nguyen Thu	Hằng		FSSP CO
Wode	Bjorn	Consultant	ADB
Phạm Minh	Uyên		Embassy of the Kingdom of the Netherlands
Martin Ottmann	Thea	First Secretary	Royal Norwegian Embassy
Thorjussen	Kjersti	Trainee	Royal Norwegian Embassy
Đặng Mai	Dung	Advisor	Royal Norwegian Embassy
Hoàng Thu	Thủy		JICA
	Chiba		JICA climate change related project
Richter	Fritz		GTZ Forestry Program
Nguyễn Tân	Phong		GTZ
Lương Thanh	Hải		GTZ
Aschenbac	Christan	International Forestry Advisor , CTA	Environmental Protection and Management of Natural Resources (EPMNR) Project
Kallabinski	Jens	CTA	Environmental Protection and Management of Natural Resources (EPMNR) Project GTZ- GFA-DPI Gia Nghia, Dak Nong, Vietnam
Nguyễn Văn	Minh	Project Manager	KfW Bankengruppe Regional Office Hanoi
Lê Thị Thu	Hường	Programme Coordinator	Finland Embassy
Dr. Hoàng Mỹ	Lan	Sr. Program Officer	Swiss Cooperation Office, Switzerland Embassy
Nguyễn Văn	Kiên	Climate Change Advisor	DFID, British Embassy
Nileshwar	Anna	Regional Advisor	DFID, British Embassy
Trần	Hung (D Eng)	Technical Director	GeoViet Consulting Co. Ltd
Nguyễn Thị Tú	Anh	Program Officer	GFA Hanoi Representative Office

Last and Middle Name	First name	Title/Position	Organization
Boyle	Tim	UN-REDD Coordinator	UNDP
Sage	Nathan	Consultant	UN-REDD
Hanna	Uusimaa	Associate Programme Officer	UNEP
Durst	Patrick	Senior forestry officer	FAO
Inoguchi	Akiko	Associate Programme Officer	FAO
Cosslett	Christopher	Consultant	Global UN-REDD Program
Blanco	Ugo	Program Officer	UNDP
Vũ Ngọc	Tiền	Assistant Representative	FAO
Nguyễn Thị	Thọ		UNEP CO
Rodriguez Veiga	Pedro		
Nguyễn Thanh	Phương	Project Officer	FSSP CO
Nguyễn Thị Kim	Anh	National Coordinator	GEF Small Grants Programme
Hoài	Thanh	Journalist	Ha Noi Moi newspaper
Minh	Bắc	Journalist	Ha Noi Moi e-newspaper
Trần Thị Thanh	Hải	Editor	Thienhien.net
Nguyễn Trường	Giang	Journalist	Vietnam Agriculture Newspaper
Hoàng Thị	Hường	Research Officer	Environment Economic Development Centre
Lê Ánh	Ngọc	Officer	International Cooperation Department, MONRE
Đỗ Liên Ngọc	Bích	Journalist	Vietnam News
Lương Quang	Luyện	Interpreter	
Bạch Quốc	Minh	Interpreter	

## ANNEX 3-

## QUARTERLY WORK PLAN

(Period: 1/10 - 31/12/2009)

Programme Title: UN-REDD Viet Nam

Programme

Implementing Partner: Ministry of Agriculture and Rural Development

ex rate:

17,826

Responsible person: Pham Minh Thoa, National Programme Director

Expected Outputs	Planned activities	Oct	Nov	Dec	Budget Description	Resp. UN Agency	Budget			
							Total (USD)	Agency (USD)	PMU	
									USD	VND
OUTPUT 1.1 (UNDP)	Provision of technical support and advice (preparation of reports of the Technical Working Group for dissemination to REDD Network)				Personnel	UNDP	1,500	0	1,500	26,739,000
					Supplies, commodities, equipment and transport	UNDP	3,500	0	3,500	62,391,000
				Personnel	UNDP	42,000	42,000			
				Personnel	UNDP	1,500	0	1,500	26,739,000	
				Supplies, commodities, equipment and transport	UNDP	3,500	0	3,500	62,391,000	

				Other direct costs (GMS)	UNDP	31,004	31,004	0	-
	Organization of workshops to review lessons learned			Personnel	UNDP	1,500	0	1,500	26,739,000
				Supplies, commodities, equipment and transport	UNDP	2,500	0	2,500	44,565,000
	<b>Output 1.1 Total</b>				<b>UNDP</b>	<b>87,004</b>	<b>73,004</b>	<b>14,000</b>	<b>249,564,000</b>
OUTPUT 1.2 (FAO)	Review of methodologies for establishing REL			Personnel	FAO	9,375	9,375	0	
	Collection, manipulation and validation of data required for generating RELs			Personnel	FAO	2,385		2,385	42,515,010
				Supplies, commodities, equipment and transport	FAO	30,000	30,000	0	
				Contracts	FAO	15,000		15,000	267,390,000
				Other direct costs	FAO	19,000	19,000	0	
	<b>Output 1.2 Total</b>				<b>FAO</b>	<b>75,760</b>	<b>58,375</b>	<b>17,385</b>	<b>309,905,010</b>
OUTPUT 1.3 (UNDP)	Review of existing international proposals for the structure of a National REDD Programme document			Personnel	UNDP	8,000	6,000	2,000	35,652,000

	Formulation of draft programme structure (to be reviewed and endorsed by the national coordination mechanism, Output 1.1)			Personnel	UNDP	2,000	0	2,000	35,652,000
				Supplies, commodities, equipment and transport	UNDP	1,000	0	1,000	17,826,000
	Identification of information requirements to complete each element of the draft programme structure			Personnel	UNDP	4,000	0	4,000	71,304,000
	Preparation of a strategy for drafting initial draft of National Programme			Personnel	UNDP	6,000	4,000	2,000	35,652,000
	<b>Output 1.3 Total</b>				<b>UNDP</b>	<b>21,000</b>	<b>10,000</b>	<b>11,000</b>	<b>196,086,000</b>
OUTPUT 1.4 (IUCN contract) (UNDP)	Analysis of existing payment systems (e.g., the 661 Program and PES) for relevance to REDD			Contracts	UNDP	14,500	14,500	0	-
	Identification of modifications required to establish a transparent and effective REDD payment distribution system			Contracts	UNDP	6,500	6,500	0	-
	Development of options for activities required to achieve the required modifications			Contracts	UNDP	19,500	19,500	0	-
	Organization of workshops or other events to secure stakeholder endorsement of the system			Contracts	UNDP	16,100	16,100	0	-
	<b>Output 1.4 Total</b>				<b>UNDP</b>	<b>56,600</b>	<b>56,600</b>	<b>0</b>	<b>0</b>

OUTPUT 1.5 (UNEP)	Packaging lessons learned into information materials and activities based on advice and support provided through the global component of UN-REDD			Personnel	UNEP	5,000	5,000		-
	Video clip for side event at COP15			Contracts	UNEP	7,000	7,000		
				Other direct costs	UNEP	5,500	5,000	500	8,913,000
	<b>Output 1.5 Total</b>				<b>UNEP</b>	<b>17,500</b>	<b>17,000</b>	<b>500</b>	<b>8,913,000</b>
OUTPUT 2.1 (UNDP)	Preparation of materials for training for staff at District and provincial level			Personnel	UNDP	15,000	7,000	8,000	142,608,000
				Supplies, commodities, equipment and transport	UNDP	5,000	5,000	0	-
				Contracts	UNDP	20,000	20,000	0	-
				Other direct costs	UNDP	5,000	5,000	0	-
	Assessment of past and likely future trends in deforestation and forest degradation			Personnel	UNDP	12,000	12,000	0	-
				Supplies, commodities, equipment and transport	UNDP	26,000	20,000	6,000	106,956,000
				Contracts	UNDP	20,000	20,000	0	-
				Other direct costs	UNDP			0	-
	Collection, manipulation and validation of forest inventory			Personnel	UNDP	5,000	0	5,000	89,130,000

	data for future preparation of maps (for Lam Dong province)				Supplies, commodities, equipment and transport	UNDP	10,000	10,000	0	-
					Contracts	UNDP	15,000	15,000	0	-
	<b>Output 2.1 Total</b>					<b>UNDP</b>	<b>133,000</b>	<b>114,000</b>	<b>19,000</b>	<b>338,694,000</b>
OUTPUT 2.3 (UNDP)	Analysis of strengths and weaknesses of existing payment system(s) (IUCN contract)				Personnel	UNDP	0	0	0	-
					Contracts	UNDP	18,550	18,550	0	-
	<b>Output 2.3 Total</b>					<b>UNDP</b>	<b>18,550</b>	<b>18,550</b>	<b>0</b>	<b>0</b>
OUTPUT 2.4(UNEP)	Assessment of awareness raising needs				Personnel	UNEP	4,000		4,000	71,304,000
					Other direct costs	UNEP	500	0	500	8,913,000
	<b>Output 2.4 Total</b>					<b>UNEP</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>	<b>80,217,000</b>
OUTPUT 3.2 (UNDP)	Compilation and analysis of information available on cross-border movement of timber and wood products				Personnel	UNDP	6,000	0	6,000	106,956,000
		<b>Output 3.2 Total</b>				<b>UNDP</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>106,956,000</b>
Programme Management	PMU manages UN-REDD programme				Personnel	UNDP	50,000	25,160	24,841	442,806,753
					Supplies, commodities, equipment and transport	UNDP	105,400	0	105,400	1,878,860,400
					Contracts	UNDP	23,600	0	23,600	420,693,600



					Other direct costs	UNDP	15,177	0	15,177	270,545,692
	<b>Programme Management Total</b>					<b>UNDP</b>	<b>194,177</b>	<b>25,160</b>	<b>169,018</b>	<b>3,012,906,445</b>
	<b>Total</b>					<b>ALL</b>	<b>614,091</b>	<b>372,689</b>	<b>241,403</b>	<b>4,303,241,455</b>

**Budget Summary Table (in USD)**

<u>Agency</u>	<u>Total (\$)</u>	<u>Agency (\$)</u>	<u>PMU (\$)</u>	
			<u>₹</u>	<u>VND</u>
UNDP	516,331	297,314	219,018	3,904,206,445
FAO	75,760	58,375	17,385	309,905,010
<u>UNEP</u>	<u>22,000</u>	<u>17,000</u>	<u>5,000</u>	<u>89,130,000</u>
<b>Total</b>	<b>614,091</b>	<b>372,689</b>	<b>241,403</b>	<b>4,303,241,455</b>

## Annex 4: TERMS OF REFERENCE FOR CONSULTANTS(\*)

**Consultant:** Support to Operationalization of National REDD Network

**Output:** 1.1

**Responsible UN Agency:** UNDP

**National/International:** National

**Duration:** 1.5 months: Oct. 2009 – Nov. 2009

### Specific responsibilities of the consultant are as follows:

- In consultation with the NPD, staff of the PMU, and staff of the FSSP Coordination Office (Network Secretariat), identify high priority technical issues (for example, as determined in the Inception Workshop) for consideration by the Network and Working Group
- Develop a workplan for the National REDD Network and the Technical Working Group for the first 3 months of operation.
- Identify specific partners (GoV Agency, NGO and development partners) who have specific expertise on each of the selected high priority technical issues.
- Liaise with all such partners regarding the timing and organization of meetings or other events to propose a coordinated approach to addressing each technical issue.
- Assist the FSSP Coordination Office in organizing meetings and other events to develop a coordinated approach to addressing each technical issue
- Prepare reports of such meetings and other events, focusing on agreed collaborative work programmes for each high priority technical issue.
- Continue to liaise with all partners working on each high priority technical issue so as to ensure effective and on-time delivery of results
- Perform other tasks as directed by DoF and UNDP

### Qualifications, Experience and Competencies

- Post graduate degree in Environmental Science, Natural Resource Management, Environmental Economics, or similar.
- At least 10 years of working experience on conservation and resource management in Vietnam.
- Strong inter-personal skills, especially oral communication skills.
- Proficiency in both spoken and written English.
- Good computer literacy and hands-on experience with data management and data analysis desired.

*(\*) Note: These are TORs for key consultants/contracts only. During the implementation process, additional short term consultants/contracts may be required.*

<b><u>Expert:</u></b>	National expert on forest data collection and compilation to establish an interim national Reference Emission Levels (RELS) (“National RELS Expert”)
<b><u>Output:</u></b>	1.2
<b><u>Responsible UN Agency:</u></b>	FAO
<b><u>National/International:</u></b>	National
<b><u>Duration:</u></b>	7 Person/Months: Nov. 2009 – June 2010
<b><u>Duty station:</u></b>	Hanoi, with missions within Viet Nam as necessary

Under the general supervision of the Budget Holder of FAO (FAO Representative of Viet Nam), the Lead Technical Unit (Forestry Group of FAO RAP) and the NPD; and in close collaboration and consultation with the organization contracted for Training and compilation of data for generating RELS:

**The consultant will take on the following specific responsibilities:**

- Review past and on-going studies/projects related to the subject matter carried out by other donors and Agency (including MONRE, MARD, FIPI, FSIV, SNV, GTZ, JICA, ICRAF, Winrock, etc.);
- Review and assess usability of the existing forest data, results and outputs, of previous FIPI inventory projects and programs, especially the National Forest Inventory, Monitoring and Assessment Program (NFIMAP);
- Review database structure and software tailored in FIPI for the 4th inventory cycle, and implement necessary changes into it regarding data import;
- Identify gaps and limitations in existing information and database;
- Design and organize the rules and working order for data processing, and receive comments from FOMIS project with regards to the technical data standards applied;
- Supervise the data collection, compilation, manipulation and validation processes performed by sub-contractor(s);
- Organize local workshop to promote stakeholder buy-in, especially among the marginalized (ethnic minorities and the rural poor)
- Develop a programme and oversee the training of government forestry Agency staff in analysis of data and formulation of reference scenarios
- Produce quarterly and final reports of activities carried out for submission to the NPD
- Perform other tasks as directed by NPD and FAO designated officer.

**Qualifications, Experience and Competencies**

- Post graduate degree in Environmental Science, Natural Resource Management, Environmental Economics, or similar.

- At least 5 years of working experience on forest inventory, monitoring and assessment in Vietnam, including experience of working in provincial Agency.
- Very good knowledge and practical experience on GIS, data management and data analysis.
- Proficiency in both spoken and written English.

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<b><u>Expert:</u></b>	International expert on reviewing methodologies for establishment of Reference Emission Levels (RELS) (“International RELS Expert”)
<b><u>Output:</u></b>	1.2
<b><u>Responsible UN Agency:</u></b>	FAO
<b><u>National/International:</u></b>	International
<b><u>Duration:</u></b>	2 Person/ Weeks: Nov. 2009 – Dec 2010
<b><u>Duty station:</u></b>	Expert’s home base, and one week travel to Hanoi

Under the general supervision of the Budget Holder of FAO (FAO Representative of Viet Nam) and the NPD; and under the direct supervision of the Lead Technical Unit (Forestry Group of FAO RAP); and in close collaboration and consultation with the National RELS Expert and the organization contracted for Training and compilation of data for generating RELS:

**The consultant will take on the following specific responsibilities:**

- Review all current methodologies for establishment Reference Emission Levels (RELS) at National and sub-national levels;
- Review all methodologies to estimate forest carbon stock and its change;
- Produce quarterly and final reports of activities carried out for submission to the NPD;
- Perform other tasks as directed by NPD and FAO designated officer.

**Qualifications, Experience and Competencies**

- Post graduate degree in Environmental Science, Natural Resource Management, Environmental Economics, or similar.
- At least 5 years of working experience on forest inventory, monitoring and assessment
- Depth of knowledge of REDD, including reference scenarios and practical experience on GIS, data management and data analysis.
- Proficiency in both spoken and written English.

<b><u>Contractor:</u></b>	Training and compilation of data for generating Reference Emission Levels (RELS)
<b><u>Output:</u></b>	1.2
<b><u>Responsible UN Agency:</u></b>	FAO
<b><u>National/International:</u></b>	National
<b><u>Duration:</u></b>	Nov. 2009 – June 2010 (lump sum)

Under the general supervision of the Budget Holder of FAO (FAO Representative of Viet Nam), the Lead Technical Unit (Forestry Group of FAO RAP) and the NPD; and under the direct supervision of the National RELs Expert and in close collaboration and consultation with the International RELs Expert:

**The contractor will take on the following specific responsibilities:**

- Collect, compile, manipulate and validate data for generating RELs
- Carryout local workshops to promote stakeholder buy-in, especially among the marginalized (ethnic minorities and the rural poor);
- Carryout training for government forestry Agency staff in analysis of data and formulation of reference scenarios;
- Produce quarterly and final reports of activities carried out for review by the National RELs Expert and submission to the NPD.

**Qualifications, Experience and Competencies**

- Experience in forest inventorying and processing data in information systems in Viet Nam.
- Knowledge of the past and on-going forest inventorying and monitoring programmes conducted in Viet Nam.

**Consultant:** Analysis of National REDD Programme structure

**Output:** 1.3

**Responsible UN Agency:** UNDP

**National/International:** National

**Duration:** 2.5 months: Oct. 2009 – Dec. 2009

**Specific responsibilities of the consultant are as follows:**

- In consultation with key stakeholders in MARD, other relevant ministries, and bilateral and multilateral development partners, compile a possible structure (a list of components) of a national REDD programme.
- In consultation with the National REDD Team Leader, align the menu of possible components with best practice as determined from experiences from other countries, and the technical and scientific literature.
- Lead a process of stakeholder consultation to secure broad consensus on the structure of the national REDD programme document.
- Identification of data and information required to formulate the national REDD programme according to the agreed programme structure
- Assess the data availability and identify key information and data gaps that need to be filled in order to complete the national REDD programme.
- Develop a programme of work to fill the identified information and data gaps.
- Prepare a report on the work undertaken, including the proposed programme of work to fill identified information and data gaps, and secure multi-stakeholder endorsement for the report and programme of work
- Perform other tasks as directed by DoF and UNDP

**Qualifications, Experience and Competencies**

- Post graduate degree in Environmental Science, Natural Resource Management, Environmental Economics, or similar.
- At least 10 years of working experience on conservation and resource management in Vietnam.
- Strong inter-personal skills, especially oral communication skills.
- Proficiency in both spoken and written English.
- Good computer literacy, and hands-on experience with data management and data analysis desired.

**Consultant:** Analysis of National REDD Programme structure

**Output:** 1.3

**Responsible UN Agency:** UNDP

**National/International:** International

**Duration:** 1 month: Oct. 2009 – Nov. 2009

**Specific responsibilities of the consultant are as follows:**

- Compile information from other countries on design and content of national low-carbon development strategies and national REDD strategies.
- In consultation with the National REDD Team Leader, and in collaboration with the National Consultant, review the needs of the Viet Nam National REDD Programme, and compare with experiences from other countries
- Assist with, and participate in discussions with the DoF and other stakeholders regarding an appropriate structure for the National REDD Programme.
- Participate in stakeholder consultations to secure broad consensus on the structure of the national REDD programme document.
- Collaborate with the National Consultant in developing a programme of work to fill the identified information and data gaps.
- Prepare a report on the work undertaken, including the proposed programme of work to fill identified information and data gaps, and secure multi-stakeholder endorsement for the report and programme of work
- Perform other tasks as directed by DoF and UNDP

**Qualifications, Experience and Competencies**

- Post graduate degree in Environmental Science, Natural Resource Management, Environmental Economics, or similar.
- At least 15 years of working experience on conservation and resource management, preferably with previous experience in Vietnam.
- Strong inter-personal skills, especially oral communication skills.
- Proficiency in both spoken and written English.
- Good computer literacy, and hands-on experience with data management and data analysis desired.



**Consultant:** Preparation of training materials for sub-national REDD planning

**Output:** 2.1

**Responsible UN Agency:** UNDP

**National/International:** National

**Duration:** 2 months: Nov. 2009 – Dec. 2009

**Specific responsibilities of the consultant are as follows:**

- In consultation with key partners such as SNV, GTZ, and Winrock, undertake a training needs assessment for staff of provincial and district Agency in Lam Dong province.
- Compile and review training materials available on-line for land and land-use planning of sub-national government officials.
- Identify training materials that can be adopted or adapted from existing training materials, and training materials that need to be formulated specifically for the Viet Nam UN-REDD Programme.
- Review the conclusions of the preceding activities with the NPD, National REDD Team Leader, and UN Agency staff
- Prepare first drafts of training materials required.
- Develop a programme of work to complete the preparation of training materials and to conduct training for all relevant Lam Dong-based stakeholders.
- Prepare a report on the work undertaken
- Perform other tasks as directed by DoF and UNDP

**Qualifications, Experience and Competencies**

- Post graduate degree in Environmental Science, Natural Resource Management, Environmental Economics, or similar.
- At least 10 years of working experience on conservation and resource management in Vietnam.
- At least 5 years of working experience in training on natural resource management issues.
- Strong inter-personal skills, especially oral communication skills.
- Proficiency in both spoken and written English.
- Good computer literacy, and hands-on experience with data management and data analysis desired.

**Consultant:** Assessment of deforestation and degradation in Lam Dong

**Output:** 2.1

**Responsible UN Agency:** UNDP

**National/International:** National

**Duration:** 2.5 months: Nov. 2009 – Dec. 2009

**Specific responsibilities of the consultant are as follows:**

- Compile all available information on the scale and location of deforestation and degradation in Lam Dong
- In consultation with key partners such as SNV, GTZ, and Winrock, develop a programme of work to undertake ground-truthing of remotely-sensed areas of forest cover change in Lam Dong province and assessment of drivers of deforestation and degradation.
- Undertake consultations with provincial and district authorities in Lam Dong (especially DARD) to secure the necessary human resources to undertake ground-truthing activities and assessment of drivers of deforestation and degradation.
- In collaboration with SNV, GTZ, and Winrock, analyze all data collected
- Lead a process of stakeholder consultation to secure broad consensus on the results of the analysis.
- Develop a programme of work to fill the identified information and data gaps.
- Prepare a report on the work undertaken.
- Perform other tasks as directed by DoF and UNDP

**Qualifications, Experience and Competencies**

- Post graduate degree in Environmental Science, Natural Resource Management, Environmental Economics, or similar.
- At least 10 years of working experience on conservation and resource management in Vietnam, including experience of working in provincial Agency (preferably DARD or DONRE).
- Strong inter-personal skills, especially oral communication skills.
- Proficiency in both spoken and written English.
- Good computer literacy, and hands-on experience with data management and data analysis desired.

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<b><u>Consultant:</u></b>	Awareness-raising at national, district and local level on REDD in Viet Nam
<b><u>Output:</u></b>	2.4
<b><u>Responsible UN Agency:</u></b>	UNEP
<b><u>National/International:</u></b>	National
<b><u>Duration:</u></b>	9 months

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**Specific responsibilities of the consultant are as follows:**

1. Assessment/perception survey report providing a situational analyses of the current state of REDD awareness among different target groups (policy and decision makers both at the national and local levels as well as the academe and the general public, etc)
  - Design of the survey instrument
  - Identification of key target group and sample size methodology and approach of the assessment/perception
  - Conduct of the survey roll out data gathering and in depth analysis of state of awareness on REDD amongst target audiences
  - Data gathering and in depth analysis of state of awareness on REDD amongst target audiences
  - Validation and revision of the assessment/perception survey results
2. Communications and Awareness-raising strategy and action plan based on assessment
  - Identifying key actors relevant for awareness-raising (District and provincial authorities, CBOs, NGOs, government Agency, private sector) and linkages with other development partners
  - Set targets and key messages
  - Complete draft of strategy and action plan
  - Consultation of draft strategy with local partners
  - Finalize plan including time frame
  - Implementation
  - Consultation with local partners to review progress
3. Coordinating the preparation of communication and awareness-raising materials
  - Packaging lessons learned into information materials & activities (based on advice and support provided through the global component of UN-REDD)
  - Literature review of available information material;
  - Preparation of information materials;
  - Packaging of lessons learned for other dissemination at global and regional level, based on the communication strategy;
  - Preparation of learning materials based on advice and support provided through the global component of the UN-REDD programme;
  - Prepare ToR for the production companies dealing with printing, organising high level events and other media productions, sub-contracted through the PMU or UNEP.
4. Organization of awareness-raising events and organization of workshops to review lessons learned through the UN-REDD programme district pilots;
5. Implementation of other activities identified in the communication strategy regionally and globally, where relevant.
6. Circulation of the draft reports for review and incorporation of comments;
7. Finalization of the reports;
8. Attendance to relevant meetings and presentations.

### **Qualifications, Experience and Competencies**

1. Advanced University Degree in Natural Resources Management, Journalism, Communication or a related field
2. A minimum of 7 years of years of relevant experience on advocacy campaigns, IEC and communications research;
3. Substantial and diverse experience in all facets of communications and public affairs, and proven ability to conceptualize, design and implement communication strategies or programs.
4. Progressive relevant experience/track record in multimedia communications, planning, information materials development and social research methods and relevant networks established with key partners;
5. Good analytical and communication skills, including the ability to draft and to articulate ideas in a clear and concise manner;
6. Good interpersonal skills, previous exposure to cross cultural environments is an advantage; ability to work well in a team whilst also having the capacity and initiative to work independently;
7. Sound knowledge of disciplines relevant to development work, with added consideration given to those with experience in REDD policy-related work and the forest and carbon market in general;
8. Highly developed oral and written communications skills with excellent writing skills in English and Vietnamese.

**Consultant:**                      **Assessment of cross-border movement of forest products**

**Output:**                              3.2

**Responsible UN Agency:** UNDP

**National/International:** National

**Duration:**                          1.5 months: Nov. 2009 – Dec. 2009

**Specific responsibilities of the consultant are as follows:**

- Compile all information from published or unpublished reports on the volume of cross-border movement of forest resources and forest products.
- Consult with participants in the FLEG-T process and other initiatives to ensure that all information sources are covered.
- Analyze the compiled information to provide estimates of the volume and value of cross-border movement, broken down to the extent possible by resource or product type, origin, destination, and legality of movement.
- Organize a consultation with all relevant partners on information gaps and a collaborative programme of work to fill those gaps
- Prepare a report on the work undertaken.
- Perform other tasks as directed by DoF and UNDP

#### **Qualifications, Experience and Competencies**

- Post graduate degree in Environmental Science, Natural Resource Management, Environmental Economics, or similar.
- At least 10 years of working experience on conservation and resource management in Vietnam.
- Strong inter-personal skills, especially oral communication skills.
- Proficiency in both spoken and written English.
- Good computer literacy, and hands-on experience with data management and data analysis desired.

<b><u>Consultant:</u></b>	<b>Website Design</b>
<b><u>Output:</u></b>	Programme Management
<b><u>Responsible UN Agency:</u></b>	UNDP
<b><u>National/International:</u></b>	National
<b><u>Duration:</u></b>	2 months: Oct – Dec. 2009

**Specific responsibilities of the consultant are as follows:**

The consultant will assist and work closely with PMU staff to design, develop and set up an website (using content management system (CMS)). Testing period will be included in the service agreement during which the website's design and functions will be trialled.

The consultant will work in close collaboration with PMU staff in Hanoi. Travel within Vietnam will not be required.

Specific Tasks shall include:

- a) Study the programme document, discuss with PMU staff
- b) Review and study UN-REDD global and other country website
- c) Apply lessons learned from websites developed by other donor-supported projects, propose the design of website for UN-REDD
- d) Design the 3 demo web layouts.
- e) Upload website to a hosting service.
- f) Provide all necessary technical input for website implementation
- g) Gather and input all data and information into an appropriate digital format.
- h) Set up links to a discussion forum.
- i) Install links to other sites.
- j) Train PMU upload information of project activities in the website and upload information from National REDD Network to the Web.
- k) Set up links to a discussion forum.
- l) Ensure that the site can be easily operated and maintained by the current PMU staff when completed.
- m) Modify Website's structure required by PMU

**1. Qualifications and experience**

The selected consultant must demonstrate the following qualifications and experience:

- Demonstrated experience in website design and development, preferably for large organisations;
- Experience using Joomla! or a PHP-based equivalent;
- Demonstrated experience in visual design and website layout and a portfolio of web development work or website support;
- Experience in configuring, maintaining and provision of technical support for web-based collaboration/knowledge management systems, particularly in understanding the functions required for an intranet;

- Knowledge and experience with information architecture techniques, knowledge management and user-centred methodologies;
- Experience or familiarity with addressing intranet security issues, Javascript, HTML, Dreamweaver, Photoshop, Coreldraw, Flash (or similar software package), network and database administration, and good understanding of cross-browser compatibility issues;
- Good communication skills, both written and verbal;

## Annex 5: Specifications for Equipment

### Configuration of laptops for office uses (04)

<b>OS System:</b>	Windows Vista Business 64-bit (free upgrade to Windows 7)
<b>Processor:</b>	Intel® Core™ 2 Duo Processor P8700 (2.53GHz) or higher
<b>Memory:</b>	2GB DDR3-SDRAM (DDR3-1066, 2GBx2) or greater
<b>Hard Drive:</b>	250GB Hard Disk Drive or greater
<b>Case:</b>	Magnesium alloy chassis
<b>Display:</b>	13.1"-14" widescreen with XBRITE-ECO™ LCD technology
<b>Graphic Display:</b>	Mobile Intel® Graphics Media Accelerator 4500MHD or ATI Mobility Radeon™ HD 4570 Series graphics with 512MB VRAM
<b>Video:</b>	Built-in MOTION EYE® camera and microphone
<b>Optical Drive:</b>	CD/DVD Playback/Burning
<b>Keyboard:</b>	Full-sized US Keyboard
<b>Battery:</b>	Standard Capacity Battery
<b>Security:</b>	Fingerprint Sensor and Trusted Platform Module
<b>Connections and expansion:</b>	Gigabit Ethernet port, At least two USB 2.0 ports, SD card slot, Audio line in-out
<b>Communications:</b>	Built-in Wi-Fi wireless (IEEE 802.11n draft specification); IEEE 802.11a/b/g compatible

Built-in Bluetooth 2.1,



Built-in 10/100/1000BASE-T

Gigabit Ethernet

**Audio:**

Built-in stereo speakers

Combined optical digital audio input/  
audio line in-and-out (minijack)

**Additional accessories:**

Docking Station + External Optical Mouse

Kensington® ComboSaver® Notebook Lock  
(K64561US)

Carrying Bag

**Documentation:**

User's Guide (English)

**Warranty:**

3 Year Express Ship Service Plan with  
Accidental Damage from Handling  
Protection

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## Configuration of laptops for field work (02)

<b>OS System:</b>	Windows Vista Business 32-bit
<b>Processor:</b>	Intel® Core™2 Duo Processor P5870 (2.0GHz, 3MB L2, 1066MHz FSB) or higher
<b>Memory:</b>	2048MB PC6400 DDR2 800MHz SDRAM (1024MBx2)
<b>Hard Drive:</b>	160GB Hard Disk Drive
<b>Case:</b>	Titanium Silver Chassis with <b>Shock-Absorbing Design</b>
<b>Display:</b>	14.1" Diagonal Widescreen WXGA+ display (1440x900)
<b>Graphic Display:</b>	NVIDIA® Quadro® NVS with 256MB dedicated video RAM
<b>Video:</b>	Integrated camera
<b>Optical Drive:</b>	CD/DVD Playback/Burning
<b>Keyboard:</b>	Full-sized US Keyboard
<b>Battery:</b>	Lithium-Ion Battery (6-cell, 5100 mAh)
<b>Security:</b>	Fingerprint reader
<b>Connections and expansion:</b>	Gigabit Ethernet port, At least two USB 2.0 ports, SD card slot, Audio line in-out
<b>Communications:</b>	Built-in Wi-Fi wireless (IEEE 802.11n draft specification); IEEE 802.11a/b/g compatible  Built-in Bluetooth 2.1, Built-in 10/100/1000BASE-T Gigabit Ethernet
<b>Audio:</b>	Built-in stereo speakers, Built-in microphone

Combined optical digital audio input/  
audio line in-and-out (minijack)

**Additional accessories:**

Carrying Bag + External Optical Mouse

**Documentation:**

User's Guide (English)

**Warranty:**

3 Years Standard Limited Warranty

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## Configuration of laptops for spatial data analysis, technical presentations and travelling (02)

<b>OS System:</b>	Microsoft® Windows Vista® Ultimate 64-bit (Free upgrade to Windows 7)
<b>Processor:</b>	Intel® Core™ 2 Duo Processor P9700 (2.80GHz), Front Side Bus Speed : 1066MHz or higher
<b>Memory:</b>	8GB DDR3-SDRAM (DDR3-1066, 4GBx2)
<b>Hard Drive:</b>	320GB Hard Disk Drive (7200rpm) or greater with G-Sensor™ Shock Protection technology
<b>Case:</b>	Premium (Multi-layer) Carbon Fiber
<b>Display:</b>	13.1" widescreen with XBRITE-DuraView™ LCD technology (1600x900)
<b>Graphic Display</b>	Hybrid Graphics System with 256MB dedicated video RAM
<b>Video:</b>	Built-in MOTION EYE® camera and microphone
<b>Optical Drive:</b>	Blu-ray Disc™ playback/burning
<b>Keyboard:</b>	QWERTY, 82 keys with 2.5mm stroke and 19.05mm pitch (US) with a spacious all-aluminum keyboard
<b>Battery:</b>	Large Capacity Battery
<b>Security:</b>	Biometric Fingerprint Sensor Trusted Platform Module (TPM) TCG Ver.1.2 compliant
<b>Connections and expansion:</b>	Gigabit Ethernet port, At least two USB 2.0 ports, SD card slot, Audio line in-out
<b>Communications</b>	Built-in Wi-Fi wireless IEEE 802.11n draft specification); IEEE 802.11a/b/g compatible
	Built-in Bluetooth 2.1, Built-in
	10/100/1000BASE-T Gigabit Ethernet
	Integrated V.92/V.90 Modem (RJ-11)
<b>Audio</b>	Intel® High Definition Audio, Built-in stereo speakers,

Built-in microphone

Combined optical digital audio input/  
audio line in-and-out (minijack)

**Additional  
accessories**

Privacy Filter

Docking Station VGP-PRZ1

Kensington® MicroSaver® Notebook Lock  
(K64590US)

Leather Cover VGP-CVZ1

01 Additional Large Capacity Battery

01 High Speed HDMI™ Cable - 6' 6"

01 wireless Bluetooth®

laser mouse (VGP-BMS77)

Stick AC Adapter VGP-AC19V30

**Documentation:** English User' Guide

**Warranty:** 3 Year Express Ship Service Plan with Accidental Damage  
from Handling Protection

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**Configuration of desktop for normal office uses (06)**

<b>OS System:</b>	Genuine Windows Vista® Business,SP1, with media, 64 Edition, English (free upgrade to Windows 7)
<b>Processor:</b>	Intel® Core™ 2 Duo E7500 (2.93GHz, 3M, L2Cache, 1066FSB) or higher
<b>Memory:</b>	2GB DDR2 Non-ECC SDRAM, 800MHz, (4DIMM)
<b>Hard Drive:</b>	250GB Serial ATA Hard Drive (7200RPM) w/DataBurst Cache™ or greater
<b>Monitor:</b>	At least 17" Widescreen TFT, full HD
<b>Video Card:</b>	256 MB NVIDIA Quadro NVS
<b>Optical Drive:</b>	16X DVD+/-RW SATA
<b>Keyboard:</b>	Smart Card Reader USB Keyboard
<b>Mouse:</b>	USB Laser Mouse
<b>Connections and expansion:</b>	At least two USB 2.0 ports (up to 480 Mbps), Audio line in-out
<b>Communications:</b>	10/100/1000BASE-T Gigabit Ethernet (RJ-45 connector)
<b>Adapter:</b>	1394 FW Controller Card, Low Profile
<b>Warranty:</b>	3 year standard warranty

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**Configuration of desktop for data analysis (04)**

<b>OS System:</b>	Genuine Windows Vista® Business, SP1, with media, 64 Edition, English (free upgrade to Windows 7)
<b>Processor:</b>	Intel® Core™ 2 Quad Processor Q9550 (2.83GHz, 12M, 1333MHz FSB) or higher
<b>Memory:</b>	4GB DDR2 Non-ECC SDRAM, 800MHz, (4DIMM) or greater
<b>Hard Drive:</b>	320GB 3.5" SATA 3.0Gb/s and 16MB DataBurst Cache™
<b>Monitor:</b>	At least 19" UltraSharp™ Widescreen, Full HD
<b>Video Card:</b>	512MB NVIDIA Quadro NVS 420 Quad DisplayPort Adapter, Low Profile
<b>Optical Drive:</b>	16X DVD+/-RW SATA, Roxio Creator™ CyberlinkPowerDVD™
<b>Keyboard:</b>	Smart Card Reader USB Keyboard
<b>Mouse:</b>	USB 6-Button Laser Mouse
<b>Connections and expansion:</b>	Intel® Wireless Half Mini 5300, At least two USB 2.0 ports (up to 480 Mbps), Audio line in-out
<b>Communications</b>	10/100/1000BASE-T Gigabit Ethernet (RJ-45 connector)
<b>1394 FireWire Adapter:</b>	1394 FW Controller Card, Low Profile
<b>Case and Power Supplies:</b>	Desktop Up to 88 Percent Efficient Power Supply
<b>Warranty:</b>	3 year standard warranty





<b>Battery:</b>	9 Cell Battery and 12-Cell High Capacity Battery
<b>A/C Adapter:</b>	130W 3P, A/C Adapter
<b>Expansion:</b>	Two USB 2.0 ports, one FireWire 800 port, one SD card slot
<b>Peripherals:</b>	3M Custom-Fit LCD Privacy Filter  Media Module Security Lock - Locks Module  to system via Security Screw  Logitech VX Nano Cordless Laser USB Mouse  APC Back-UPS ES 750 VA Surge Protector
<b>Docking Solutions:</b>	E-Port Plus port replicator
<b>System Documentation:</b>	Resource DVD and Quick Reference Guide
<b>Warranty:</b>	3 Year ProSupport for IT and 3 Year NBD Onsite Service  3 Year CompleteCare Accidental Damage Protection
<b>Carrying case:</b>	Executive Leather Case
<b>External storages:</b>	Western Digital 320GB USB 2.0 My Passport Essential Portable Hard Drive

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## Configuration of WorkStation (04)

<b>OS System:</b>	Genuine Windows Vista® Business,SP1, with media, 64 Bit Edition, English (free upgrade to Windows 7)
<b>Processor (01):</b>	Dual Core Intel® Xeon® Processor X5260 (3.33GHz,6M L2,1333)
<b>Memory:</b>	4-8GB, DDR2 SDRAM FBD Memory, 667MHz, ECC (4 DIMMS)
<b>Hard Drive Configuration:</b>	C2 All SATA drives, Non-RAID, 2 drive total configuration
<b>Boot Hard Drive:</b>	320GB SATA 3.0Gb/s,7200 RPM Hard Drive with 8MB DataBurst Cache™
<b>Second Hard Drive:</b>	320GB SATA 3.0Gb/s,7200 RPM Hard Drive with 8MB DataBurst Cache™
<b>Monitor:</b>	At least 19" UltraSharp™ 1909W Widescreen Flat Panel,w/AdjStnd,VGA/DVI, Full HD
<b>Graphic Display:</b>	Dual 512MB PCIe x16 nVidia Quadro FX1700, Quad Monitor DVI Capable
<b>Optical Drive:</b>	16XDVD AND 16XDVD+/-RW, w/ Cyberlink PowerDVD™ and Roxio Creator™
<b>Keyboard:</b>	USB Entry Quietkey, No Hot Keys
<b>Mouse:</b>	USB Optical Mouse with scroll, All Black Design
<b>Connections and expansion:</b>	1505 Wireless-N PCI Card  Integrated Broadcom Gigabit Ethernet Controller
<b>Communications:</b>	10/100/1000BASE-T Gigabit Ethernet (RJ-45 connector)
<b>Audio:</b>	Combined optical digital audio input/audio line in (minijack), Combined optical digital audio output/audio line out (minijack)
<b>Warranty:</b>	3 Year Basic Limited Warranty and 3 Year NBD Onsite Service

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**Annex 6– MARD’s Decision on Establishment of National REDD Network**

**MARD**

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**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom and Happiness**

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No: 2614 /QĐ-BNN- LN

*Hanoi, dated 16 Sept. 2009*

**DECISION**

**Establishment of the National Network and Working Group for  
Reducing Emissions from Deforestation and Degradation (REDD)  
(REDD)**

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**MINISTER OF THE MARD**

Pursuant to the Decision no. 01/2008/NĐ-CP, dated 03 Jan. 2008 issued by the Government on functions, rights, obligations and organizational structure of MARD; At proposal of DoF’s Director upon official letter no. 637/LN-TTr-QLR on the establishment of the National REDD Network and the REDD Working Group;

**DECIDES:**

**Article 1.** Establish the National REDD Network and the REDD Working Group. List of members of the National REDD Network and the REDD Working Group is attached to this Decision (Annex 1). The National REDD Network is chaired by the DoF’s director and co-chaired by donors’ representative selected by donors through rotation base of 2-year term.

**Article 2.** The National REDD Network and the REDD Working Group are in charge of taking steering role to coordinate with stakeholders to organize and implement activities related to the REDD upon their assigned functions and tasks attached to this decision (Annex 2). The network chairman and team leader of the working group delegate tasks to individual members. Members of the national network and working group for REDD work on part-time basis.

**Article 3:** This decision becomes effective from the date of signing.

**Article 4.** Directors of MARD’s Office, ICD, DoF, FSSP and those mentioned in the Article 1 are responsible for executing this Decision./.

***Destinations:***

- As mentioned in the Article 4;
- For archive (15 copies)

**FOR MINISTER  
VICE MINISTER**

**(Signed)**

**Hứa Đức Nhị**

**Annex 1: MEMBERS OF REDD NETWORK** *(The list can be changed)**Attached with Decision No 2614 /QĐ-BNN-LN dated 16 /9/2009*

#	Organisation/ Representation	Remarks
1	<b>1.1 Director General, DoF</b>	Chair
2	Norwegian Embassy	Co-chair
3	International Cooperation Department, MARD	Member
4	Planning Department, MARD	Member
5	Finance Department, MARD	Member
6	Department of Science and Technology, MARD	Member
7	Legislation Department	Member
8	FSSP CO	Secretary
9	Forest Science Institute (FSIV)	Member
10	Forestry University	Member
11	Department of Meteorology and Climate Change, MONRE	Member
12	Agro-economic Department, MPI	Member
13	Office of Government	Member
14	UNDP	Member
15	FAO	Member
16	JICA	Member
17	GTZ	Member
18	Netherlands Embassy	Member
19	Embassy of Finland	Member
20	SDC	Member
21	ICRAF	Member

**2. MEMBERS OF REDD WORKING GROUP** *(The list can be changed)*

#	Organisation/representation	Remarks
1	<b>1.2 DoF Leader</b>	Head of WG
2	REDD National Focal Point, DoF	Deputy head of WG
3	FSIV	Member
4	FIPI	Member
5	Forestry University	Member
6	Department of Meteorology and Climate Change, MONRE	Member
7	FSSP CO	Secretary
8	UNDP	Member
9	FAO	Member
10	JICA	Member
11	GTZ	Member
12	ICRAF	Member
13	Specialists from DoF	Member

Annex 2 (Attached with Decision No 2614 /QĐ-BNN-LN dated 16 /9/2009)

## **TERMS OF REFERENCE**

### ***REDD Network in Việt Nam and the National REDD Working Group***

The REDD Network has coordination function and is to support the development of REDD readiness in the context of efforts by the Government of Vietnam to address Climate Change mitigation and adaptation, as reflected in the National Target Programme on Climate Change Response for the period 2009-2015 (NTP/CCR)

#### ***Tasks of REDD Network in Việt Nam shall assist implementing the following tasks:***

- Prepare an action plan, including a road map, for the design and implementation of all elements of an effective national REDD system for Viet Nam;
- Establish milestones and deadlines for delivery of each component of the action plan;
- Co-ordinate the inputs of international development partners, and ensure that bilateral and multilateral funding is directed to support implementation of specific components of the action plan in a way that is consistent with the comparative advantages of the international partners and meets the financial needs of each component;
- Undertake regular reviews and assessment of the status of implementation of the action plan, and design and implement measures to address any shortcomings in implementation;
- Ensure that all activities in support of the development and implementation of REDD measures in Viet Nam full under, and are consistent with the action plan;
- Carry out other tasks assigned by the Chairs.

#### ***National Working Group on REDD shall assist operations of REDD Network on technical and administrative aspects, as followings:***

- Develop and update the donor mapping for REDD development and implementation in Vietnam;
- Identify a pilot scheme of REDD application in Vietnam in cooperation with respective stakeholders;
- Review the current and planned programmes of international development partners related to the action plan;
- Prepare annual reports on the implementation of the action plan;
- Prepare national report of Viet Nam for COP 15 and other related international conventions.
- Perform administrative work, financial management which are allocated to the REDD Network and REDD Working Group to ensure their continuous operation and functioning;
- Organize REDD Network meetings.

#### ***Organization and Members***

- The REDD Network will be chaired by a Leader of Forestry Department and co-chaired by a representative from donor side on a rotational basic. The REDD Working Group shall assist implementing technical tasks for REDD Network. The FSSP CO will provide secretariat for both REDD Network and the REDD Working Group.

- Viet Nam side: members of REDD network include representatives MARD departments, including Forestry Department, International Cooperation Department (ICD), Planning Department, Finance Department, Department of Science, Legislation Department, Forest Science Institute (FSIV), Forest Inventory and Planning Institute (FIPI).

Representatives from Department of Meteorology and Climate Change of Ministry of Natural Resources and Environment, Department of Agro-economics of Ministry of Planning and Investment, and Office of Government are also invited to participate.

- International Development Partners are encourage to participate REDD Network on voluntary basis. International development partners, including UNDP, JICA, GTZ, ADB, WB, Norwegian Embassy, Finland Embassy, CARE International are ready to join the Network.

- Members of REDD Working Group include representatives from Forestry Department, Department of Science, Forestry University, Forest Science Institute (FSIV), Forest Inventory and Planning Institute (FIPI), Department of Meteorology and Climate Change of Ministry of Natural Resources and Environment, FSSP CO and selected international experts.

### ***Operations and funding***

The REDD Network will meet on quarterly basis. The REDD Working Group will meet on monthly basis with special meetings would be held in between if necessary. The Working Group will proposed to hire international and national consultants for specific consultancy.

Authorized Activities of REDD Network and REDD Working Group will be financed by FSSP CO, TFF, UN-REDD Program and other development partners with Government in-kind contribution.

## **Annex 7 – TERMS OF REFERENCE – National Team Leader on REDD**

**Duration:** 20 months (part-time from Oct 2009)

**Specific responsibilities of the National REDD Team Leader are as follows:**

**a) Provide technical and operation leadership to teams responsible for implementation of the Viet Nam UN-REDD Programme, including Government counterparts, consultants hired by the UN-REDD Programme, and technical specialists supported through contributions from development partners:**

- On the basis of results generated by the UN-REDD Programme, and responding to the evolving global policy environment as determined by negotiations under the UN Framework Convention on Climate Change, determine the most appropriate technical and policy goals of the UN-REDD programme
- In collaboration with the international Senior Technical Advisor, determine the technical inputs required to deliver the technical and policy goals of the programme.
- Assist in the identification of consultants required to support the Programme, and provide technical and policy leadership to teams of consultants and other specialists assembled to deliver UN-REDD Programme technical and policy goals.
- Represent the Viet Nam UN-REDD Programme internationally, particularly in order to share knowledge on REDD by participation in appropriate events through (i) documenting and reporting lessons learnt and best practices from the UN-REDD programme and contributing to the development of knowledge based tools (including policies, strategies, guidelines, etc);
- Provide leadership in a comprehensive programme of awareness raising and dissemination of information on REDD nationally within Viet Nam, including effective dissemination of lessons learnt through the Programme
- Provide timely quality information and technical advice to the GoV, UN Country Team, implementing partners, line ministries and other partners to ensure effective development and delivery of the UN-REDD national joint programme;
- Coordinate an institutional capacity assessment of relevant national, provincial and local entities along the REDD supply chain; and

**b) Support day-to-day management of UN-REDD programme support to OCC focusing on achievement of the following results in collaboration with International Technical Advisor:**

- Assist the National Programme Director to coordinate technical assistance inputs and donor support;
- Provide close and regular backstopping to the National Programme Director and other implementing entities for the implementation of various components of the UN-REDD programme;
- Lead the review of relevant policies and development of policy framework;
- Organisation of, and substantive contributions to a high level policy dialogue on development of a national REDD Programme;

- Assist the National Programme Director in coordinating and supervising activities of national and international experts /consultants to secure timely production of planned outputs;
- Assist the National Programme Director to coordinate and liaise with stakeholders – in particular line ministries and development partners;
- Liaise with other REDD initiatives, in particular the Forest Carbon Partnership Facility;
- Assist the National Programme Director with inception, contracting and start up of a national REDD programme including establishment of indicators, benchmarks and work plans.

### **3. SUPERVISION, TEAMWORK AND ADMINISTRATIVE SUPPORT**

The National REDD Team Leader will be supervised by the National Programme Director. Administrative support will be supplied by DoF and where needed by UNDP officers (e.g. regarding contractual issues). The consultant will also work closely with stakeholders from other relevant ministries/Agency, provincial and district DPIs, and bilateral and multilateral development partners.

### **4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES**

- Post graduate degree in Forest Science, Natural Resource Management, Environmental Economics, or similar;
- At least 12 years of working experience on forest resources management, forest inventory, monitoring and assessment and land use changes in Vietnam;
- Excellent knowledge on climate change, in general and on REDD, in particular, on methodologies, technical procedures and guidelines of UNFCCC and IPCC;
- Demonstrated leadership internationally on REDD, for example through participation in international governance structures related to REDD
- Directly experience of international climate change and REDD negotiation processes;
- Experience in working with international development partners, especially with UN Agency
- Proficiency in both spoken and written English;
- Strong inter-personal skills, in particular, demonstrated team leadership qualities, and excellent oral communication skills;



## Useful Links

UN-REDD Programme Rules of Procedure and Operational Guidance, March 2009 at <http://www.un-redd.org/>

UN-REDD Framework Document, June 2008 at <http://www.un-redd.org/>

Guidance Note on Joint Programming, UNDG, December 2003 at [http://www.undg.org/archive\\_docs/3642-Finalized\\_Guidance\\_Note\\_on\\_Joint\\_Programming\\_complete\\_.doc](http://www.undg.org/archive_docs/3642-Finalized_Guidance_Note_on_Joint_Programming_complete_.doc)

UN-REDD workspace at <http://www.unredd.net/index.php?>