**Consultations for UN-REDD Phase 2**

**Project title:** Viet Nam UN-REDD Programme

**Duration:**  3 weeks: Oct-Nov 2011

**Remuneration:** To be determined

**Background**

Phase 1 of the Viet Nam UN-REDD Programme is nearing completion, and a proposal for a Phase 2, involving implementation of actions to reduce emissions in a number of pilot provinces, is under development. In order to finalize the Phase 2 proposal, it is necessary to undertake a series of consultations with various stakeholder groups. These include:

* The private sector, to develop concrete proposals for contributions to be made by the private sector in achieving the Goal of Phase 2
* Provincial and district authorities, to develop proposals for priority interventions to be supported under Phase 2
* Other development partners, to agree on coordination of various programmes designed to support Phase 2 objectives
* Technical agencies who may be involved in the development and operationalization of a national MRV system

Given the very short time within which these consultations must be organized and completed, a consultant is required to assist in facilitating the consultations and providing technical advice regarding potential contributions from each of these stakeholder groups.

**Objectives**:

The overall objective of the assignment is to facilitate consultations with four stakeholder groups so as to generate the necessary information to finalize the UN-REDD Phase 2 proposal.

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

* Working with PMU, MARD and UNDP CO staff, identify and contact appropriate representatives of the stakeholders for each of the four groups listed above, and establish a suitable date, time and location for meetings and other events required to generate the necessary information to support finalization of the Phase 2 proposal.
* Ensure that all participants in these meetings and other events are fully informed before the event about the Goal and Objectives of the Phase 2 proposal, the pilot provinces, the overall approach to reducing emissions, and the specific contributions sought from their stakeholder group.
* Provide technical inputs to each event in terms of potential contributions from each stakeholder group to Phase 2
* Facilitate the events themselves to ensure that they run smoothly.
* Summarize the information and conclusions emerging from each event.
* Organize follow-up events to develop additional information, as required.
* Support experts from each of the UN-REDD Agencies in finalizing different parts of the Phase 2 proposal
* Perform other tasks as directed by the UN-REDD NPD

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

The consultant will be supervised by the UN-REDD NPD. The consultant will also work closely with the UN-REDD PMU, UNDP CO, and UN-REDD specialists.

**4. 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 conservation and resource management in Vietnam, with specific experience working on REDD+ readiness.
* 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.