1. BACKGROUND

Context of the project

This medium-sized GEF project ‘COASTAL AND MARINE BIODIVERSITY CONSERVATION AND SUSTAINABLE USE PROJECT CON DAO ISLANDS’ focuses on the Con Dao National Park (CDNP), an area of global significance for biodiversity conservation in both its marine and terrestrial environments. Both the Vietnam Biodiversity Action Plan and the World Bank’s publication on A Global Representative System of Marine Protected Areas list the area as a priority for biodiversity conservation.

The biodiversity of CDNP is currently in relatively good condition compared to most of Vietnam’s terrestrial and marine ecosystems, although a number of threats have been identified that impact on the land- and seascape. These include issues of an incomplete legislative environment for the protection of marine biodiversity, lack of engagement of local communities in management and subsequent over-exploitation of resources in critical areas of the NP, and economic development plans that are centrally-derived and pay insufficient attention to social and environmental impacts. Large-scale tourism development potentially falls into this category.

The project aims to address these issues through strengthening local capacity for marine and coastal biodiversity conservation, improving the integration of conservation and environmental management into development planning, establishing a sustainable financing mechanism for biodiversity conservation, and linking local efforts to national strategies and policy development, thus contributing to the conservation of globally significant coastal and marine biodiversity.

The project is executed by Con Dao National Park, on behalf of the Ba Ria – Vung Tau Province, with technical support from UNDP and in partnership with the World Wide Fund for Nature – Indochina Programme.

The context of the required consultancy services

The current action INSTALLATION OF MARKER AND MOORING BUOYS FOR CON DAO NATIONAL PARK is a follow-up action to an integrated planning programme including a participatory zoning and operational management planning for the CDNP and tourism planning for Con Dao district, Strategic Environmental Assessment of the district Socio-economic Development Plan, and other integrated planning activities undertaken by the project in collaboration with Con Dao district and Ba Ria – Vung Tau province.

The current action follows the agreement of zones of the Marine Protected Area and aims to demarcate the zones through the establishment of marker and mooring buoys, thereby
strengthening the management of the marine section of the CDNP and reducing damage to coral through indiscriminate anchoring of tourism and fishing boats.

A company or consortium (the contractor) will be selected and contracted by the project to support the PMU, staff of the CDNP, local communities and other stakeholders, in deploying the marine boundary demarcation of the CDNP.

2. METHODOLOGY

The methodology for conducting the required activities and achieving the desired outputs is divided into three phases as follows:

Phase 1. Preparations by Con Dao National Park (May-June 2008)

Con Dao National Park will establish a mooring buoy team. This team will comprise:
- At least three trained divers
- Each of the divers will have the following qualifications:
  - Open water Diving Certificate (or equivalent internationally recognised qualification)
  - Advanced diver certificate
  - Rescue diver certification
- The Divers will receive training during the buoy installation process and will thereafter be responsible for overseeing the installation of moorings, maintenance of moorings and the system of moorings in Con Dao NP.¹

CDNP will subsequently be responsible to:
- a) Organise all permissions for the national and international teams to dive and install moorings in and around Con Dao National Park
- b) Arrange for shipping/transport of materials to Con Dao
- c) Provide visas for any international team members to complete the assigned tasks
- d) Provide the mooring buoy team identified above to participate in the training courses and survey and installation activities.

Phase 2. Survey and work planning (July)

The winning contractor will send two representatives of its team to Con Dao island to conduct the following tasks²:

- a) On arrival in Con Dao, meet with Project Management Unit (PMU), Con Dao National Park. Review the Participatory Zoning Plan for Con Dao National Park produced by the project for planned buoy locations.
- b) Work with the CDNP and PMU to convene a consultation group including representation from the Forest Protection Department, Department of Tourism & Services, Department of Sciences & Environmental Education and local fishermen.
- c) Discuss and agree among CDNP, PMU and consultation groups on the installation plan. This will include a) field survey of the locations to be demarcated to locate

¹ At least one diver should be expected to qualify with a Dive Master Certificate in the future, which is considered as a minimal certificate to ensure safety in the water for the maintenance of moorings.
² 10 days including two travel days are allocated for this task. The rate for the two consultants will be agreed and a preliminary contract signed with CDNP prior to their arrival on the island.
appropriate mooring points and assess seabed conditions, b) identification of a technology for installation of moorings suitable for Con Dao National Park based on a review of existing systems in Vietnam and other parts of the world. Nha Trang Bay may serve as a model.

d) Prepare a detailed work plan and for the activities needed to implement the plan, including specific equipment and materials needed, number of marker and mooring buoys to be installed, implementation schedule and human resources needed. The work plan will be submitted to the PMU for approval. Any revisions to the financial proposal may also be submitted at this time, based on the detailed work plan.  

e) Recommend designs and sources of marker and mooring buoys suitable to the conditions of Con Dao.

f) Subsequent to the above, in discussion with the PMU determine whether the contractor will supply the required equipment and materials or whether CDNP/PMU will purchase the required buoys, mooring pins, and other materials (depending upon the type of technology proposed). The option chosen and the work plan/schedule will be the basis for the contract to be developed for phase three.

**Phase 3. Buoy deployment (August)**

The contractor will send their full team to Con Dao island to implement the work agreed and contracted during the first phase.

   f) Finalise the deployment work plan with PMU on arrival on Con Dao.

   g) Provide a 5 day training course to staff of the national park in installation of moorings using the technologies to be applied.

   h) Deploy the marker and mooring buoys in selected sites in the marine zones of CDNP.

   i) Develop and discuss with PMU and CDNP a regular maintenance plan for the mooring and marker buoys after installation, to be implemented by CDNP staff.

   j) Prepare a final report.

2.3 General considerations

The contractor should consider the following over-riding principles for the provision of consulting services:

> All elements of the Action will be conducted as a support to CDNP and implemented in association with CDNP, in the community consultation group, the Con Dao District PC, and other relevant authorities.

> The contractor will build into their approach capability building activities for the CDNP staff members who will be involved at all stages of installation and who will be responsible for maintenance of the buoys.

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3 Amendment up to 10% of agreed bid price may be allowed.
The contractor will report every 2 weeks to the Project Director and PMU, to provide briefings on the progress of activities and to integrate with other project Actions.

3. OUTPUTS

The following primary output is expected:

1. A final installation report including maps of buoy locations, annual buoy maintenance programmes and other relevant information (combined into one report), within 15 days of completion of the deployment. This report should then be updated within 5 days of receipt of any comments from the PMU.

The following subsidiary outputs are also required:

2. A detailed work plan for the deployment activities by the end of phase 1.
3. A maintenance plan before leaving Con Dao island by the end of phase 2.
4. A concise (maximum 10 page) final report on completion of all the assigned tasks and submission of the final version of the installation report. This will include details of the sequence of activities undertaken, issues arising, problems faced and their solutions, and recommendations to the project for further issues to be addressed, with responsibilities given (e.g. recommendations for further capacity building for maintenance of the buoys). This to be submitted within 10 days of leaving the island.

All outputs are required to be submitted to the PMU in both English and Vietnamese language, in hard copy and on CD/DVD as complete files fully formatted with all figures, tables and maps included within the text.

4. STAFF TO BE PROVIDED BY THE CONTRACTOR

The team

To conduct the required tasks the following staff are required:

Group one: working in the water
- One international level Diver (at least advanced open water with safety qualifications, preferably dive master level) responsible for supervision of diving teams and safety (Team Leader).
- Three national divers of at least PADI Advanced Open Water level (or equivalent international qualification) with experience in mooring installation.
- At least three divers from the staff of CDNP will participate in the installation process. These additional staff will be strictly under the supervision of the Team Leader.

Group 2: working in the boat
- Boat Captain and Chief Mechanic (CDNP staff provided by PMU).
- One hydraulic compressor operator and 1-2 assisting staff provided by the contractor.

Qualifications and attributes of the Team Leader

Minimum qualifications for the international expert are as follows:
- Minimum of Advanced Open Water Diver with safety qualifications.
A minimum of 5 years diving experience with specific experience in marker and mooring buoy installation.
Knowledge of MPAs, with practical experience in Vietnam.
Experience in GEF and/or UNDP-funded international projects is an advantage.
Demonstrable experience in working with Vietnamese diver teams; an ability to create team spirit, stimulate team members to work to deadlines in a timely fashion while strictly adhering to safety requirements.
Excellent English writing and communication skills; a knowledge of the Vietnamese language is an advantage.
Willing to work in a remote island location.

Responsibilities of the Team Leader

The team leader will above all be responsible for safety during diving. The team leader will be responsible for coordinating all aspects of the work, including:

- Take overall responsibility for the completion of the activities listed, and for the quality and timely submission of reports and deliverables.
- Take the lead in the finalisation of approaches and methodology to be used in the subcontract.
- Lead the initial consultation, with particular responsibility for ensuring the involvement of the community consultation group, and lead the subsequent fieldwork.
- Coordinate development and final writing of the buoy deployment report.
- Oversee and allocate tasks to the national diving team and CDNP divers involved.

Qualifications and attributes of the national divers

Minimum qualifications for the national divers are as follows:

- At least PADI Advanced Open Water diver (or equivalent).
- A clear understanding of buoy installation processes, and a minimum of 3 years experience in activities related to buoy installation.
- Experience in GEF and/or UNDP-funded international projects is an advantage.
- At least one member of the national team should be fluent in speaking and writing English, and able to assist the team leader in translation and interpretation where required.
- Willing to work in a remote island location.

Responsibilities of the national divers

The national divers will be responsible for supporting the team leader and the CDNP in completing the tasks and will:

- Actively take part in the finalization of approaches and methodology to be used.
- Support the team leader in implementing and finalizing the activities listed in a timely manner.
- Actively participate in the initial consultation and planning if so assigned, and in writing the final installation report.
- At least one team member will provide translation and interpretation support to the team leader, and be responsible for quality of all Vietnamese or English language outputs (depending on the language capacity of the team leader).
5. REPORTING LINE

The contractor will report to the Project Manager (administrative and procedural matters) and to the Project Director (technical matters).

6. RESPONSIBILITIES OF THE PROJECT AND OF THE CONTRACTOR

The PMU and consultant organization will agree and sign a contract to cover all proposed activities prior to the team arrival on the island.

The PMU will assist with provision of required documentation, facilitate required administrative support and assist with arrangements for meetings with the community consultation group. The project and CDNP will be responsible for purchasing all installation equipment, mooring and marker buoys before the deployment of moorings and markers in the field.

The PMU will cover all costs of the three CDNP staff divers participating in the work.

The consultant will be responsible for budgeting and paying all costs associated with travel to and from the islands, accommodation, food, and any other expenses incurred during the work, including boat fuel⁴, etc. No costs not included in this agreed budget will be covered by the project.

7. SCHEDULE AND TIME ALLOCATION

The schedule and expected time allocated for the required activities is as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Expected date</th>
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<tbody>
<tr>
<td>1. Deadline for submission of proposal and capability statements</td>
<td>May 23</td>
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<tr>
<td>2. Selection of technical service provider by QBS (quality based selection)</td>
<td>June 05</td>
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<td>3. Mobilization of contractor for phase 1</td>
<td>End June</td>
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<td>4. Completion of phase 1 and detailed plan for phase 2</td>
<td>Early July</td>
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<tr>
<td>Interim phase while CDNP, resolves any final issues and purchase takes place of installation equipment and buoys to prepare for phase 2.</td>
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<tr>
<td>5. Mobilisation of contractor for phase 2.</td>
<td>August</td>
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<tr>
<td>6. Completion of installation, preparation of maintenance schedule.</td>
<td>End August</td>
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</tbody>
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8. DUTY STATION

The consultants will be based on Con Dao island, and work out of the PMU office located at Con Dao National Park HQ.

9. COPYRIGHT

⁴ The consultant contract will budget fuel costs and contract staff required to operate the boat (60 litres diesel per hour operation @ VND 13,000 (total VND 780,000/hr) + USD 7 per day x 3 contract staff persons (total USD 21). CDNP will provide the boat itself and two crew members (Captain and Chief Mechanic) as in-kind contribution.
All intellectual property and proprietary rights, including rights to maps, drawings, photographs, documents and any other UNDP materials produced during this consultancy will become the sole property of the UNDP, which will have the sole right to publish the same in whole or in part and to adapt and use them as may seem desirable, and to authorise all translations and quotations from them. The contractor will not publish or use any of this material without the prior permission of UNDP through the Implementing Agency.