Action Plan for the Ngoc Son Ngo Luong Nature Reserve (one consultant or group of consultants).

Terms of Reference

The project is seeking out a consultant or group of consultants to support the management of the Ngoc Son Ngo Luong Nature Reserve (staff of the Forest Protection Department of Hoa Binh) to make an action plan for Ngoc Son Ngo Luong Nature Reserve. This action plan must include the best approach and the technical plan to manage the nature reserve in sustainable manner for the following years. The consultant or group of consultants must undertake the technical process with the FPD staff in the Nature Reserve. The action plan must include but not be limited to the Strategy to Manage the Natural Resources; Conservation Needs Assessment from the FPD, People’s Committees and local people sides; and Operational Management Plan. This action plan will be funded by Spanish Agency for International Cooperation and Development (AECID) through the Ngoc Son Ngo Luong project for the next two years, so it will not be submitted to others founds for the first two years.

The project consultant/s will have the following duties and responsibilities

Duties and responsibilities

- To prepare a technical proposal covering above suggestions for this action plan, including. This proposal has to include the staff of the Nature Reserve who will work with the consultant or group of consultants to make the action plan. The proposal should be sent with application letter. Later on, the proposal of accepted consultant/s still needs to be discussed, agreed with project directors;

- To propose a chronogram with the different phases for making the action plan, including timing for preparation, in office work, field work and report writing. This working plan has to include the role and tasks of the staff of the Nature Reserve who will be involved in the process. A tentative budget must be also included.

- To provide administrative and technical advises to the project staff and FPD staff in planning management, capacity building and how the FPD staff can harness their tasks with local people in the Nature Reserve.

- To make the action plan considering at least the following issues: Commune Development Plans (CDP’s) of the Communes inside of the Nature Reserve, 661 programme, others governmental programmes, all available surveys for the Nature Reserve and around, the activities of different projects implementing in the area and other documents, information and plans inside and around of the Nature Reserve, different demarcation processes, technical plans and documents of Cuc Phuong National Park and Pu Luong Nature Reserve.

- To deliver and drive training courses to FPD staff, communities meetings, forums, technical meetings and other activities with the management board of the Nature Reserve. Questionnaire models, lecture materials like hand-out, minutes of all activities, are requested to be given to project staff during the process (English and Vietnamese versions);

- To arrange periodical technical meetings with the project management unit to inform about the evolution of the work;

- The project management unit at any moment can supervise and audit the activities of the consultant/s during the process. Consultant/s should give support and all the information needed by the project management unit;

- To facilitate all technical discussions raised during all process;

- To must keep confidential the terms, inputs, outputs and activities for making the action plan and must not disclose or allow to be disclosed to any third party any information of the inputs or outputs of this action plan.
- The maximum months must not over 4, one month more is considered for discussion with stakeholders;
- To attend all workshops, technical meetings and forum that the project could arrange in relation to the action plan for Ngoc Son Ngo Luong Nature Reserve, before, during or after the action plan is making;
- To secure quality of the process in manner that project staff, local people, local authorities and FPD understands the content, the methods and the approaches delivered;
- To prepare the draft version –for discussion- and final version (in English and Vietnamese) – for approval- submitting to the project directors. The duties and responsibilities of consultant/s will consider completed only when the action plan is approved by the local authorities. The project must provide a tentative chronogram of the activities that the consultant/s may be involved during this process.

It is expected that through action plan, Ngoc Son Ngo Luong Nature Reserve has a technical document to manage and conserve the Nature Reserve in sustainable manner with local people.

**Action plan must include but not limited:**
- Strategy to the management of the nature resources inside of the nature reserve.
- Conservation Needs Assessment.
- General actuation’s protocols to act in the nature reserve.
- Thematic maps to illustrate the different aspects and etc

**Duration and Requirements**

**Duration**
Maximum 4 months for the draft, plus a month more for delivering the final version which must include all comments and technical modifications provided by all stakeholders.

**Duty Station**

| There are two stations: Ngoc Son Ngo Luong project office (Forest Protection Department – Hoa Binh City) and the Ngoc Son – Ngo Luong Nature Reserve office – Tan Lac and Lac Son district. |

**Report**
The project will have a strict policy in relation to the schedule of the activities and final outputs. Consultant/s and project management unit will agree a calendar and payment schedule that must be fulfilled by both parts.

A draft version (English and Vietnamese) of the action plan will be sent to the Project Co-Director, Director of FPD Hoa Binh and Director of Ngoc Son Ngo Luong Nature Reserve not later than 20th January 2009.

A final version (English and Vietnamese) of the action plan will be sent to the Project Co-Director, Director of FPD Hoa Binh and Director of Ngoc Son Ngo Luong Nature Reserve before 15th March 2009.

**Requirements**
- A university degree;
- Minimum five years of professional experience in making management plans in protected areas in Vietnam;
- Minimum five years of professional experience in making development plans with local communities;