
EUROPEAN FOREST INSTITUTE

TENDER SPECIFICATIONS
PROCUREMENT REFERENCE NUMBER 5-15.2-2021-REDD

**Advancing jurisdictional sustainability in Vietnam,
focusing on the Central Highlands region**

ARTICLE 1 TERMS OF REFERENCE

1.1. Background

The EU REDD Facility, hosted by the European Forest Institute (EFI), was established in 2010. The Facility's overarching goal is to help countries engaged in REDD+ to reduce greenhouse gas emissions from deforestation and forest degradation through improved land-use governance. To support REDD+ countries as they operationalise their Nationally Determined Contributions (NDC) under the Paris Agreement on climate change, the Facility works towards three objectives:

1. Supporting the clarification and implementation of legal frameworks addressing land allocation, land use and forest conversion;
2. Enabling sustainable land-use investment and management;
3. Informing deforestation-free production and trade.

In collaboration with the European Union, the Facility provides support in various forms including expertise, technical assistance, facilitation of stakeholder dialogue, and knowledge sharing at national and international levels.

Current and past work of the EU REDD Facility in Vietnam includes development of an integrated REDD+, FLEGT and PES monitoring approach; mapping public investments in land use in the Central Highlands; documenting lessons learnt from implementing REDD+ at local level; exploring synergies between FLEGT VPA and REDD+ safeguards processes; and supporting inclusive land-use planning at local level through the use of the Facility's Land-Use Planner.

1.2. Introduction

More than 40% of Vietnam's land area is classified as forest, and it is one of the 20 most biodiverse countries globally. As a result of the nation's ambitious reforestation and land allocation programmes since the 1990s, overall forest cover has increased significantly, mainly due to major expansion of planted forests. Vietnam is the only Mekong country that has reported a continuous forest cover increase over the past few decades.

In 2020, Vietnam submitted its updated NDC to the United Nations Framework Convention on Climate Change, which sets an unconditional reduction in greenhouse gases emissions by 9% by 2030 compared to business as usual, and 27% if international support is received. This represents an increase from the commitments set forth in the first NDC (i.e. 8% and 25%, respectively). Part of the latest unconditional contribution is to increase forest cover to 42%-42.5%. To achieve the emissions and forest cover targets, Vietnam has undertaken several progressive measures.

Vietnam is one of very few countries to implement REDD+, a FLEGT VPA, and payments for ecosystem services (PES) simultaneously. The country is a regional champion of PES and has a nationally regulated Payment for Forest Environmental Services (PFES) system that transfers revenues from hydropower, municipal water, and ecotourism companies to households in protection forest areas. Vietnam became the first Asia-Pacific country to complete the Warsaw Framework for REDD+ and has a revised, strengthened National REDD+ Action Plan. In 2019, Vietnam's VPA with the EU to combat illegal logging and promote legal timber trade came into force.

Despite this progress, Vietnam still faces challenges in its forest and land-use sector. Natural forest loss continues, and the quality of Vietnam's forests has deteriorated, threatening biodiversity and

ecosystem services. The ecosystem services and commodities provided by its forests support economic development, climate change mitigation and adaptation, and the livelihoods of the 25 million Vietnamese who live in or near forests. These include many ethnic minority groups living in remote, upland areas.

Deforestation and forest degradation occur in many localities due to agricultural expansion, legal and illegal logging, development of hydropower and other infrastructure, and forest fires. Conversion of forests into commercial agricultural areas has occurred amidst the strengthening of Vietnam's status in the production and trade of several key agricultural commodities. For example, in recent years Vietnam has become the top producer of pepper, the second top producer of coffee, and the third-largest producer of natural rubber globally.

The Central Highlands is a priority region for Vietnam's National REDD+ Action Plan (NRAP) because the forests in the region have among the highest carbon mass and terrestrial biodiversity in the country. However, the region lost nearly 358,800 hectares (14 %) of forests between 2008 and 2015, according to a report by the Central Highlands Steering Committee, primarily due to conversion into rubber and coffee plantations. According to the Institute for Policy and Strategy for Agriculture and Development, between 2005 and 2015, rubber surface expanded 198 % (~170,000 ha), coffee plantations increased 29% (~106,000 ha), and pepper expanded 106% (~52,000 ha). The region is now the largest coffee-growing region in the country.

Almost half of planned public land-use investments for 2016-2020 in Central Highlands were related to agriculture and rural development, underlining the importance of this sector for the region's economy. All provincial socioeconomic plans for the period focus on further developing the agricultural sector. However, only a fraction of planned agricultural investments is consistent with NRAP objectives, and no specific Government programme targets sustainable agro-commodities in planned budgets in the region. For NRAP objectives to be achieved in Central Highlands, dedicated policies and measures need to be implemented to ensure that deforestation is decoupled from the region's economic and agricultural development.

Despite the high economic potential from agricultural production, Central Highlands is the second most disadvantaged region in Vietnam. Indigenous households remain entrenched in poverty, and there is a persistent gap in welfare between ethnic and non-ethnic groups. Expansion of permanent crops keeps pushing subsistence farming from marginalised farmers into more remote and forested areas, making it more difficult for the poorest households, especially ethnic minorities, to connect to markets and benefit from more sustainable and profitable practices.

Multiple studies, including those conducted by the Facility, have emphasised the importance of eliminating illegal deforestation from supply chains and promoting legal commodity trade in addressing tropical deforestation. To this end, sustainability standards and corporate sustainability commitments, which apply to land managed by commodity producers, are important elements in efforts to promote progress towards social and environmental goals in agriculture and forestry in Vietnam. However, to achieve forest-related NDC targets, wall-to-wall coverage of larger geographical areas and inclusion of a wider range of public and private actors is necessary.

Jurisdictional sustainability approaches in conjunction with supply chain transparency and trade-related measures provide a potential solution by incentivising jurisdictions to reduce deforestation and transition to sustainable systems of production. Under the assumption that global markets, particularly players in the EU, will show increasing preference for products from sustainable jurisdictions in Vietnam, the EU REDD Facility aims to support an initiative that seeks to investigate

the benefits of establishing a link between jurisdictions in Vietnam and markets to provide a compelling value proposition to underpin stakeholder involvement.

Such an approach could have a relevance with the anticipated EU policies on minimising deforestation and forest degradation in products placed on the EU markets and the EU-Vietnam Free Trade Agreement (FTA), which came into force in 2020. The sustainability chapter of this agreement encourages cooperation on trade-related measures in the areas of biodiversity, forest conservation and climate change mitigation, while respecting each party's domestic environmental laws.

The jurisdictional approach championed by this initiative underlines the importance of government authorities and existing legal frameworks and policies. Subnational governments play a leading role as they have the legitimacy to issue regulations and policies to resolve trade-offs between commodity production and environmental protection, and to monitor and enforce laws and regulations underpinning transitions towards sustainability. Together, subnational governments, the private sector, farmer groups, and civil society, have important roles in making this jurisdictional approach work.

A key part of this initiative is to support a multistakeholder process to clearly define 'jurisdictional sustainability', and then collect information on associated key performance indicators in Vietnamese subnational jurisdictions, such as provinces/districts in the Central Highlands, to measure the sustainability of forest-risk commodity production. The focal forest-risk commodities for this initiative could include coffee, rubber, and pepper. Disseminating such information to consumers and traders means they can prefer to procure products from jurisdictions that are performing well. This should encourage progress in jurisdictions where forests are protected, farmers are supported, and laws are upheld. Jurisdictions where progress is less advanced will have the opportunity to improve land and forest management so that smallholders and other producers can also benefit from growing markets for sustainable commodities.

This proposed initiative on assessing and monitoring for jurisdictional sustainability in Vietnam builds on the EU REDD Facility's experience in Indonesia with the Terpercaya initiative. This work will also support implementation of the EU-funded 'Integrated sustainable landscape management through deforestation-free jurisdiction project in Lam Dong and Dak Nong' in which EFI is a partner.

To further support jurisdictional transitions towards sustainability, the proposed initiative goes beyond establishing an assessment and monitoring system. It also includes targeted support on advancing enabling conditions for jurisdictional sustainability in Vietnam. The targeted support will focus on land-use planning and mapping of land-use finance in pilot subnational jurisdictions in the Central Highlands. A participatory jurisdictional land-use planning could help achieve the jurisdiction's political, economic, social and environmental goals, for example by addressing locally specific drivers of forest conversion, as well as barriers to sustainable land-use management and improvement of local people's livelihoods. Further, the mapping of land-use finance, both public and private, would allow identification of main financing gaps, opportunities, and priorities in the jurisdictions, and help align unsustainable investments to forest and climate objectives.

To bring the initiative into action, the EU REDD Facility will engage a contractor to undertake an assignment by completing a set of tasks and deliver several outputs.

1.3. Objective

This assignment supports the design and implementation of the Facility's proposed initiative as described above.

The primary objectives of this assignment are to:

- Support stakeholders in the development of a jurisdictional sustainability framework and an associated monitoring system in Vietnam, focusing on the Central Highlands region.
- Support stakeholders engagement in land-use planning in at least one subnational jurisdiction (provisionally a district in Lam Dong) with training and further analysis of alternative planning choices to inform stakeholder participation.
- Support stakeholders in the development of public and private land-use investment tracking system

1.4. Scope and tasks

The assignments will comprise the following tasks:

Jurisdictional Sustainability Assessment and Monitoring

1. Identify and analyse gaps in forest-risk commodities production in Vietnam in terms of sustainability and assess the feasibility for a subnational jurisdictional approach to be developed under the proposed initiative to close those gaps.
 - a. Identify and obtain details of most relevant issues about the sustainability of commodity production in Vietnam, especially in relation to the forest and land-use sector.
 - b. For each issue, understand relevant legal frameworks, as well as legal, institutional, and policy factors affecting their implementation, and monitoring/enforcement. The analyses shall include discussions on REDD+, PFES, FLEGT-VPA, master planning, Green Growth Action Plan, etc. This task might entail finalising an existing draft legal analysis of the framework for forest conversion in Vietnam commissioned by EFI, which addresses weaknesses in the framework and its implementation in relation to land planning and allocation, conversion permits, conversion timber, environmental protection and communities/indigenous peoples right.
 - c. Assess the responsibilities and roles of national and subnational governments (at the provincial, district, and commune-level) in forest and land-use governance, especially in efforts to reduce deforestation and produce commodities sustainably, based on analyses of the legal frameworks and their implementation (see 1b above). Subnational governments in the Central Highlands region shall be included as case studies.
 - d. Assess the responsibilities and roles of actors (including regulators) along the supply chain of forest-risk commodities in Vietnam. Actors in the Central Highlands region shall be included as case studies.
 - e. Identify and review existing approaches, tools and standards that have been developed to help advance sustainable commodity production in Vietnam (e.g. IDH's VSA, VFCS, VPA FLEGT, PEFC, FSC, 4C, C.A.F.E., Fairtrade, UTZ/Rainforest Alliance, VietGAP, G.A.P., PGS, etc.), both at the conceptual and operational levels. The review shall consider various aspects, such as the foundational framework, goal-setting, and implementation process, as well as pay special attention to the following questions:
 - What deforestation is allowed e.g. regarding forest types and cut-off dates?

- What level of credibility and market acceptance do different approaches have?
 - Which existing data sources might fill gaps between existing certifications and anticipated needs?
- f. Identify gaps in the approaches, tools and standards, particularly in relation to future anticipated market demands and regulatory requirements regarding sustainable and zero-deforestation commodities, to inform operating modalities and strategies being developed under this initiative
 - g. Assess the potential value added, sources of demands, and feasibility for a subnational jurisdictional approach to improve sustainability of forest-risk commodities production in Vietnam.
 - h. Develop a working paper and a brief detailing the various aforementioned analyses, highlighting gaps that can potentially be addressed via this initiative and the feasibility of jurisdictional approaches at the subnational level to help demonstrate legal and sustainability compliance and inform international, national, and subnational processes and markets.
2. Support a dynamic multistakeholder dialogue process to develop a working, agreed-upon definition of jurisdictional sustainability, and a set of principles, indicators, and verifiers to assess and monitor the sustainability of commodity production at the subnational level via a participatory and inclusive process, drawing on the EU REDD Facility experiences in Indonesia.
- a. Conduct mapping of stakeholders that could potentially be involved in this initiative at various levels and identify potential host and member institutions for a multistakeholder Advisory Committee on jurisdictional sustainability to be established in Vietnam. A series of focus groups discussions and interviews shall be held to support the stakeholder mapping.
 - b. Develop an engagement strategy and a roadmap for the establishment of an advisory committee on jurisdictional sustainability.
 - c. Support an identified institution to act as host for an advisory committee on jurisdictional sustainability by providing briefings and small group trainings in key areas related to jurisdictional sustainability. The host institution should have some or all of the following features:
 - A mandate relevant to jurisdictional sustainability and in good standing with relevant stakeholders
 - A prominent role in cross-sectoral coordination at national and subnational levels
 - Responsibilities relevant to sustainability, e.g. in relation to forests, land, agriculture/plantation crops, climate change, district-level planning, customary rights, etc.
 - Experience with relevant national information systems, and connection to programmes and policies relevant to jurisdictional sustainability monitoring.
 - d. In collaboration with the host, support establishment of a jurisdictional sustainability Advisory Committee including representatives of the government, private sector and civil society.
 - e. Once formed, support the host and Advisory Committee in developing and establishing a Vietnamese jurisdictional sustainability monitoring system by conducting monthly Advisory Committee meetings and other relevant meetings/focus group discussions.
 - f. Provide technical assistance to identified stakeholders to develop a consolidated multistakeholder definition of sustainability at subnational level, and associated principles, indicators, and verifiers, considering:

- The role of subnational governments (at the provincial, district, and commune-level) in forest and land-use governance and in the value chain of key forest and agricultural commodities
 - Technical feasibility of collecting data on selected jurisdictional sustainability indicators and verifiers across subnational jurisdictions in Vietnam
 - Suitability of indicators to track progress towards sustainability
 - Monitoring of forest and implementation of relevant legal frameworks and corporate zero-deforestation commitments
 - Information needs in different spheres (e.g. EU consumers, different levels of government, supply chain actors, development agencies)
 - The latest developments and data collection processes regarding existing approaches, tools, and standards to sustainable commodity production in Vietnam as well as on REDD+, PFES, FLEGT VPA, master planning, SDGs, and other relevant processes
 - Monitoring of Master plan implementation and associated coordination of different forest and land use-related plans at the province, district, and commune level
 - Data and information on land and forest legality
 - Supply-chain information as indicated by Trase or other sources
 - Systems to conduct monitoring and verification independently
- g. To support the above-mentioned task, provide technical assistance to stakeholders to design and develop specific indicators on land and forest legality, specifically on forest conversion legality. The indicators should consider allocation of land, permitting system, land clearance methods, substantive and procedural infractions, while also paying attention to smallholders, customary groups, and timber from forest conversion. The development of the indicators should also be based on the following principles:
- *Legal clarity.* Legality indicators need to reflect clear and unambiguous legal requirements. If an area of the law is unclear, for example due to conflicting legislative provisions, clarification may be needed.
 - *Verifiability.* Criteria are useful only insofar indicators are available and compliance can be verified through an independent examination of documentary evidence.
 - *Stability.* Where the law or legal designations, for example of land and forest area, change frequently, this can lead to uncertainty for supply chain actors.
 - *Fairness and legitimacy.* A strict interpretation of the law can in some cases lead to unfair outcomes that may be considered illegitimate by relevant actors. Legality indicators should seek to encourage resolution of such issues and avoid compounding existing injustices.
 - *Gravity of infractions and relevance to deforestation (and degradation).* Legality indicators should seek to include at least the most serious crimes and infractions.
- h. Develop a working paper and a policy brief on the multi-stakeholder definition of jurisdictional sustainability and associated principles, indicators, and verifiers and the related multistakeholder process. The working paper and the brief may need to be revised as the project progresses.
- i. Develop a report on land and forest legality indicators, specifically on forest conversion legality.

3. Pilot the testing and data collection on sustainability principles, indicators, and verifiers in at least two subnational jurisdictions in Vietnam (provisionally in Lam Dong and Dak Nong Provinces in the Central Highlands).
 - a. Collect indicator data by accessing existing national and subnational databases, securing consent from data owners, and developing and testing relevant data collection instruments and protocols. Where data is not available, proposals should be made for establishment of appropriate data collection processes
 - b. Undertake focus group discussions in selected subnational jurisdictions to validate indicators, ensure their appropriateness in measuring jurisdictional sustainability, and to confirm accuracy of available data
 - c. Develop a manual summarising the steps and methodology for data collection to support collection of indicator data
 - d. Assess ways to display the data in ways that are useful for relevant stakeholders (e.g. by collaboratively defining thresholds, classification criteria, and weighting)
 - e. Conduct summary analysis of the data across relevant subnational jurisdictions
 - f. Develop a working paper and a policy brief detailing the data collection and data analysis, as well as describing lessons learned from the processes
 - g. Develop a roadmap for the next phase of the jurisdictional monitoring system, including plan to establish an online data platform to track progress towards jurisdictional sustainability as well as facilitate multi-stakeholder negotiations on performance definitions and thresholds.
 - h. When possible, support drafting of regulations at the national/subnational level to support the monitoring system, for example to allocate responsibilities for data collection.
4. Assess and develop ways to disseminate the results of the testing to relevant stakeholders at the international, national, and subnational levels in order to upscale the approach and maximise its impacts.
 - a. Develop relevant communication materials (e.g. videos, social media packages) to promote the system being developed and the associated processes.
 - b. Conduct at least three events to promote the assessment and monitoring system to relevant stakeholders at the international, national, and subnational levels.

Land-use Planning

5. Support stakeholders and facilitators engaged in land-use planning in at least one subnational jurisdiction (provisionally a district in Lam Dong) with training and further analysis of alternative planning choices to inform stakeholder participation.
 - a. Provide technical support on the use of the Land-use Planner tool to help address pressing issues (e.g. pressure on land through the expansion of a new supply chain) and to progress in future sustainability assessments. The Land-use Planner tool was designed to improve participation of, and interactions between, different stakeholder groups competing for land use and forest conversion. This targeted support should be, to the extent possible, an input into formal land-use planning processes that happen at different jurisdictional scales.
 - b. Train local facilitators and other relevant stakeholders for using the Land-use Planner (Vietnamese version) and provide backstopping to users in developing iterative cost-benefit analyses to assess the social, economic and environmental impacts of alternate land-use planning decisions, which can inform negotiations on possible trade-offs.

- c. Develop a brief and a story on the participatory land-use planning process and results to help inform master-planning processes.

Land-use Finance Mapping

6. Organise the consultation with stakeholders and propose a scope and methodology for public and private land-use investment mapping in Lam Dong and Dak Nong.
 - a. Review the EU REDD Facility's Land Use Finance Tool (LUFT) approach, methodology and results of the 2017-2018 public finance mapping study conducted by the EU REDD Facility in Central Highland regions, as well as the EU REDD Facility's 2020-2021 study on methodological options for private land-use finance mapping (under development). Consultations shall be held with relevant technical partners (such as UNDP and GIZ) to gather lessons on public expenditure reviews conducted in Vietnam.
 - b. In consultation with relevant stakeholders gathered in a finance mapping steering group and their technical partners (in particular UNEP and IDH), define the objectives of land-use finance mapping and propose a scope of work for both public and private finance (type of financial flows to be tracked, timescale, sectoral or supply-chain scope, etc.)
 - c. Identify counterpart support in local government (e.g. PPC) that will be responsible for supporting the study, and potentially host and manage a land-use finance tracking system.
 - d. Based on the scoping and previous typology development done in the 2017-2018 study, propose a typology for land-use finance that allows stakeholders to assess the alignment of investments with national/provincial sustainability objectives. The proposed typology shall be validated with project stakeholders.
 - e. Identify relevant institutions and stakeholders to engage into data collection, analysis, and training for periodic land-use finance tracking.
 - f. Draft an implementation plan for public and private land-use investment mapping in Lam Dong and Dak Nong, clearly presenting the expected results, the methodology, the data requirements and proposed protocols to access, produce and aggregate data in a continuous way, as well as institutional arrangements and the process for regular analysis and inter-sector dialogue. PPCs of Lam Dong and Dak Nong shall endorse the ToR to kick-off the system.
7. Pilot mapping of public and private land-use finance investments in Lam Dong and Dak Nong.
 - a. Based on the agreed scope of work and methodology, collect primary and secondary data related to public and private land-use investments in the two provinces.
 - b. Provide guidance and quality review of data collection protocols, surveys and database design.
 - c. Finalise the typology based on available data quality.
 - d. Produce a first land-use finance analysis report and disseminate findings
8. Coordinate capacity-building for periodic land-use finance tracking
 - a. Draft and review methodological manual for periodic data collection and analysis. Provide training to relevant stakeholders.
 - b. Contribute relevant data to jurisdictional sustainability and relevant M&E monitoring systems
 - c. Contribute relevant data to the identification of financial cases for public and private investment in sustainable land use.
 - d. Coordinate the drafting of periodic analysis and the production of relevant outputs (as relevant per the project timeline).

1.5. Methodology

General methods to be employed in this assignment could include:

- Desk studies and field visits (especially in the Central Highlands) to collect relevant information and data on forest-risk commodity production and jurisdictional approaches, land-use planning, and land-use finance mapping;
- Collation of views and recommendations on sustainable commodity production and jurisdictional sustainability from a diverse set of national and subnational stakeholders as well as on land-use finance mapping through consultations and interviews with key informants;
- Organisation of and participation in relevant meetings and workshops at appropriate points in time during performance of the task to seek stakeholder inputs and build interest among stakeholders as the work progresses;
- Comparative, SWOT (strengths, weaknesses, opportunities, and threats), legal, political, and socio-economic analyses to highlight gaps of existing approaches and assess the feasibility of jurisdictional sustainability approaches in Vietnam;
- Organisation of multistakeholder workshops and meetings to collaboratively develop a consolidated working definition of jurisdictional sustainability and associated principles, indicators, and verifiers, to support participatory land-use planning, as well as to develop the terms of reference for public and private land-use investment mapping in Lam Dong and Dak Nong;
- Organisation of trainings to relevant stakeholders to support jurisdictional sustainability monitoring land-use planning, and land-use investment mapping;
- Data collection from relevant stakeholders and data analyses as part of pilot-testing the jurisdictional sustainability monitoring in Vietnam and establishment of a provincial-level land-use finance tracking system;
- Production of a variety of knowledge and communication products and conduct events to promote jurisdictional sustainability monitoring land-use planning and land-use investment mapping to relevant stakeholders at the international, national, and subnational levels.

1.6. Timing, budget, and deliverables

The tasks are to be performed over a period of up to 12 months in two phases: The first phase should start in the third quarter of 2021 for a period of 4 months. The second phase should start ideally in the fourth quarter of 2021 after formal notification from EFI for a maximum duration of 8 months.

The assignment will be implemented by a team of at least 3 expert(s):

- Lead expert on sustainable commodity and/or jurisdictional sustainability and/or land use and/or forestry and/or climate change for a minimum of 160 working days.
- Legal Expert for a minimum total of 50 working days
- Land-use Finance Specialist for a minimum total of 60 working days

The indicative time allocation by expert and by phase will be as follows:

Expert	Phase 1	Phase 2
Sustainable Commodity Expert (Lead expert)	Minimum 45 days	Minimum 115 days
Legal Expert	Minimum 10 days	Minimum 40 days

Land-use Finance Specialist	Minimum 15 days	Minimum 45 days
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The contractor will have available a limited “work plan budget” to cover costs inter alia, facilitation, participants and meetings/events costs (including associated expenses) for a maximum of 25,000 Euro (6000 Euro in Phase 1 and 19.000 Euro in phase 2). This provision should be integrated as part of the total financial proposal. Use of the work plan budget needs a prior approval from EFI and is estimated in the quarterly work plans of the contractor.

The quarterly work plan includes an estimation of workdays needed and the planned travels of the experts, as well as a cost estimation of activities suggested in the quarterly work plan budget. Any bank cost related to the management of this work plan budget are also covered by the work plan budget. The Contractor is responsible for the good management of the work plan budget, in accordance with the approved quarterly work plans.

Apart from resources included into the “work plan budget”, the tenderer is invited to present a financial offer, which should include, separately to the experts’ fees, reimbursable costs for covering travel cost of the 3 nominated experts (travels, per diems / accommodation) for 8 trips/missions by expert (2 trips in phase 1 and 6 trips in phase 2) in districts of Dalat or Gia Nghia with a total maximum of 96 days of missions (24 days in phase 1 and 72 days in phase 2) . All travel shall be coordinated with EFI prior to departure.

Monthly calls will be organised between the Contractor and EFI to discuss progress, content, and strategy to achieve the goals set out in the quarterly work plans.

During the implementation of the assignment, the service provider will deliver the following outputs:

- Quarterly work plans;
- Monthly updates on work progress (via emails and conference calls) to discuss progress, content, and strategy to achieve the goals set out in the quarterly work plans;
- Terms of References of meetings, consultations, workshops, trainings, promotional events organised to support the work being conducted;
- Minutes of key meetings and workshops being organised and/or attended; and
- Outline, interim, and final drafts of knowledge and communications products, which include:
 - A. Jurisdictional Sustainability Assessment and Monitoring
 1. A working paper and a policy brief highlighting gaps of existing approaches and assessing the feasibility of jurisdictional sustainability approaches in Vietnam.
 2. A report detailing stakeholder map, engagement strategy, and a roadmap for the establishment of an advisory committee on jurisdictional sustainability.
 3. A working paper and an accompanying policy brief on the multi-stakeholder definition of jurisdictional sustainability and associated principles, indicators, and verifiers and the related multistakeholder process.
 4. A report on land and forest legality indicators, specifically on forest conversion legality.
 5. A manual summarising the steps and methodology for data collection.
 6. A working paper and a policy brief detailing the data collection and data analysis, as well as describing lessons learned from the processes.
 7. A roadmap for the next phase of the jurisdictional monitoring system, including plan to establish an online data platform.
 8. At least three sets of communication materials (e.g. videos, social media packages) to promote the system being developed (details to be determined)

- B. Land-use Planning
 - 1. Training plan and materials as well as collected data in a dedicated Land-use Planner account for each of training session for local land-use planning facilitators
 - 2. Reports of training sessions.
 - 3. A brief and an accompanying story on the participatory land-use planning process and results.

- C. Land-use Finance Mapping
 - 1. A detailed implementation plan for public and private land-use investment mapping in Lam Dong and Dak Nong, including the expected results, methodology, data requirements and proposed protocols, institutional arrangements, and the process for regular analysis and inter-sector dialogue.
 - 2. A manual for periodic data collection and analysis utilising the land-use finance tracking system.
 - 3. A first analytical report and communication materials (details to be determined).

By the end of the Phase 1, Outputs A1 and A2 should be completed. Output B1 as well as the interim report of Output C1 shall also be completed by then. The transition to Phase 2 of the contract will only take place if the work performed by the contractor during Phase 1 is deemed satisfactory, as evidenced by the submission of high-quality outputs.

The service provider will deliver the outputs and carry out the associated activities according to the following indicative timetable:

Output	Activity	Phase 1				Phase 2								
		1	2	3	4	5	6	7	8	9	10	11	12	
Bimonthly work plans	The bimonthly work plan and related budget need to be submitted to and approved by EFI at the beginning of each quarter	x		x		x		x		x				x
Monthly updates on work progress	Updates are given via emails and conference calls	x	x	x	x	x	x	x	x	x	x	x	x	x
Terms of references of meetings, consultations, workshops, trainings, promotional events organised to support the work being conducted	Event ToR to be submitted and agreed upon by EFI at least two weeks before the event.	x	x	x	x	x	x	x	x	x	x	x	x	x
Minutes of key meetings and workshops being organised and/or attended	Minutes of each key meeting to be submitted/shared with EFI	x	x	x	x	x	x	x	x	x	x	x	x	x
Outline (O), interim (I), and final (F) drafts of knowledge and communications products	A.1. A working paper and a policy brief highlighting gaps of existing approaches and assessing the feasibility of jurisdictional sustainability approaches in Vietnam	O		I	F									
	A.2. A report detailing stakeholder map, engagement strategy, and a roadmap for the establishment of an advisory committee on jurisdictional sustainability.		O	I	F									

A.3. A working paper and an accompanying policy brief on the multi-stakeholder definition of jurisdictional sustainability and associated principles, indicators, and verifiers, and the related multistakeholder process.								O			I			F			
A.4. A report on the land and forest legality indicators, specifically on forest conversion legality.								O			I			F			
A.5. A manual summarising the steps and methodology for data collection.											O			I		F	
A.6. A working paper and a policy brief detailing the data collection and data analysis, as well as describing lessons learned from the processes.											O			I		F	
A.7. A roadmap for the next phase of the jurisdictional monitoring system, including plan to establish an online data platform.											O			I		F	
A.8. At least three sets of communication materials (e.g. videos, social media packages) to promote the system being developed (details to be determined)								O			I			F		F	
B.1. A training plan accompanied by training materials as well as collected data in a dedicated Land Use Planner account.	O										I			F			
B.2. Report on training of local land-use planning facilitators								O			I			F			
B.3. A brief and an accompanying story on the participatory land-use planning process and results.	O										I			F			
C.1. A detailed implementation plan for public and private land-use investment mapping in Lam Dong and Dak Nong, including the expected results, methodology, data requirements and proposed protocols, institutional arrangements, and the process for regular analysis and inter-sector dialogue.	O										I			F			
C.2. A manual for periodic data collection and analysis utilising the land-use finance tracking system.											O			I		F	
C.3. A first report analysing public and private land-use finance for the determined period.														O		I	F

All reports are to be produced in English and Vietnamese and the final reports will consider comments provided by EFI on the draft reports (English versions). Following submission of the final reports EFI will arrange editing and the Contractor will need to respond where clarifications may be required during this editing process.

Final reports will be submitted in electronic version (MS Word and pdf format, with any data tables in Excel format to provide a clear understanding of the analyses done, and with all pictures, charts, etc. from the report and annexes also provided separately in their original file format). When preparing

graphs, charts and maps, attention should be paid to the colours and patterns selected so that they can be read in non-colour printouts. Where maps are included in reports, care should be taken to show internationally accepted borders between countries. Sources and references for information, data and statistics used should be properly cited. All tables, maps and graphs should include titles in English.

ARTICLE 2 TENDER DOCUMENTATION

1. Administrative Documentation

The tender shall include the following documentation, properly filled out and signed:

- Cover letter (Annex 1)
- Identification form (Annex 2) including supporting documentation
- Bank identification form (Annex 2a)
- Declaration on Exclusion Criteria and Absence of Conflict of Interest (Annex 3)
- Nomination of Experts form (Annex 4)
- Minimum criteria declaration (Annex 5)

The consortium agreement (Annex 6) shall be included, properly filled out and signed, if the tender is submitted jointly by a consortium of economic operators. The consortium agreement (Annex 6) shall not be included if the tender is submitted by a single Tenderer proposing subcontracting of tasks.

2. Technical Proposal

In order to evaluate the tender against the minimum criteria and the award criteria A.I. – A.II in section 3.1. and 3.2., the Tenderer shall submit a technical proposal consisting only of the following elements:

- 1) A **nomination** of the following Experts to carry out the tasks in the Terms of Reference:
 - **Lead expert on land use and/or forestry and/or climate change**
 - **Legal Expert**
 - **Land-use Finance Specialist**

The Technical Proposal shall include CV's of the nominated Experts.

The Tenderer shall be able to certify the information contained in the CV's for the nominated Experts at EFI's request.

The CV shall have all the information as in the EuroPass CV
<https://europass.cedefop.europa.eu/documents/curriculum-vitae>

The Tenderer can use the EuroPass CV template or its own CV template.

Optionally

- **One or more additional Experts** relevant for the implementation of the service

The Technical Proposal shall include CV's of the nominated Experts.

The Tenderer shall be able to certify the information contained in the CV's for the nominated Experts at EFI's request.

The CV shall have all the information as in the EuroPass CV
<https://europass.cedefop.europa.eu/documents/curriculum-vitae>

The Tenderer can use the EuroPass CV template or its own CV template.

2) A description of no more than four pages, **making reference to the Terms of Reference and the previous experience of the Experts** showcasing understanding of the aims and the context of the tasks as well as addressing the following topics:

- Implementation of Vietnam’s National REDD+ Action Plan (NRAP) in the Central Highlands, Vietnam and its challenges
- Sustainability-related gaps in forest-risk commodities production in the Central Highlands, Vietnam

3) A presentation of no more than eight pages on the Tenderer’s methodology for the assignment – building upon **the Terms of Reference and the experience of the Experts** – addressing the following elements under separate headings:

- Approach to facilitate the development of a jurisdictional sustainability assessment and monitoring framework in Vietnam
- Approach to support stakeholders and facilitators in engaging in land-use planning at district level in the Central Highlands, Vietnam
- Approach to implement public and private land-use investment mapping at district level in the Central Highlands Vietnam
- Timing and sequence of tasks and deliverables, indicating the approximate allocation of time per nominated Expert for each task and analysis of risks and mitigation measures (including in relation to eventual COVID-19 impact) on the implementation of the service.

3. Financial Proposal

The Tenderer shall submit a financial proposal, which shall be completed by using the form in annex 7 and by following the instructions therein.

The full general conditions applicable to the payment of fees and per diem as well as the reimbursement of costs can be found in annex 8 (model contract).

ARTICLE 3 EVALUATION OF TENDERS AND AWARD OF THE CONTRACT

3.1 Minimum Criteria

The **Lead expert** (Sustainable commodity expert) nominated must meet the following criteria:

N°	Criteria description
M.I.	Advanced university degree (Master’s degree or equivalent) in environmental economics, agriculture, or a relevant, directly related discipline.
M.II.	Ten (10) years’ demonstrated experience leading and coordinating projects in Vietnam in the context of land use and/or forestry and/or climate change.
M.III.	Demonstrated experience conducting research or projects related to agricultural sustainability and/or sustainable forestry and/or international trade and/or agricultural supply chains, and/or smallholder farming issues in Vietnam.
M.IV.	Demonstrated experience with stakeholder mapping and management in a multi-stakeholder setting on sustainability issues in Vietnam.
M.V.	Understanding, speaking, and writing English and Vietnamese as demanded with respect to all tasks covered by the Terms of Reference.

The **Legal expert** nominated must meet the following criteria:

N°	Criteria description
M.VI.	Advanced university degree (Master’s degree or equivalent) in environmental law or a relevant, directly related discipline
M.VII.	Three (3) years’ demonstrated experience conducting policy and legal analyses in Vietnam in the context of land use and/or forestry and/or climate change and/or decentralisation.
M.VIII.	Understanding, speaking, and writing English and Vietnamese as demanded with respect to all tasks covered by the Terms of Reference.

The **Land-use Finance specialist** nominated must meet the following criteria:

N°	Criteria description
M.IX.	Advanced university degree (Master’s degree or equivalent) in environmental economics, finance, management or a relevant, directly related discipline
M.X.	Three (3) years’ demonstrated experience conducting research or projects related to sustainable finance and/or sustainable forestry and/or land-use and/or agricultural supply

	chains and/or, financial data collection and analysis, and/or public and private expenditure reviews in Vietnam
M.XI.	Strong quantitative data management skills
M.XII.	Understanding, speaking, and writing English and Vietnamese as demanded with respect to all tasks covered by the Terms of Reference.

Tenders not fulfilling the minimum criteria will be rejected.

3.2 Award Criteria

Tenders which fulfil the minimum criteria will be evaluated using the following award criteria:

A. Technical component (maximum 75 points)		
N°	Award criteria	Max points
A.I.	Understanding of:	
i.	Implementation of Vietnam’s National REDD+ Action Plan (NRAP) in the Central Highlands Vietnam and its challenges	15
ii.	Sustainability-related gaps in forest-risk commodities production in the Central Highlands Vietnam	15
A.II.	Proposed methodology for the implementation of the tasks	
i.	Approach to facilitate the development of a jurisdictional sustainability assessment and monitoring framework in Vietnam	15
ii.	Approach to support stakeholders and facilitators in engaging in land-use planning at district level in the Central Highlands Vietnam	10
iii.	Approach to implement public and private land-use investment mapping at district level in the Central Highlands Vietnam	10
iv.	Timing and sequence of tasks and deliverables, indicating the approximate allocation of time per nominated Expert for each task and analysis of risks and mitigation measures (including in relation to eventual COVID-19 impact) on the implementation of the service.	10

The Technical component (TC) is calculated according to the following formula:

$$TC = A.I. + A.II.$$

Tenders must receive a score of more than half of the maximum Technical component to be considered qualitatively acceptable.

Tenders not considered qualitatively acceptable will not be considered further.

B. Financial component (maximum 25 points)

Tenders presenting a total financial proposal (Fo) superior to the maximum contract value of EUR 150.000 (Phase 1 with maximum EUR 37.500 and Phase 2 with maximum EUR 112.500) will not be considered further.

For tenders being considered, the Financial component (F) is calculated according to the following formula:

$$F = (Fmin / Fo) \times 25$$

where

Fmin is total sum in the tender in the evaluation with the lowest total financial proposal; and

Fo is the total sum in the financial proposal being considered.

C. Most economically advantageous tender

A combined score (CS) will be calculated according to the following formula:

$$CS = TC + F$$

The Tenderer with the highest combined score (CS) for Technical component (TC) and Financial component (F) will be awarded the Contract.

Where two or more tenders have an equal combined score the contract will be awarded according to the highest score for the financial component (F).

ANNEXES

Annex 1	Cover letter
Annex 2	Identification form
Annex 2a	Bank identification form
Annex 3	Declaration on exclusion criteria and absence conflict of interest
Annex 4	Nomination of Experts form
Annex 5	Minimum criteria declaration
Annex 6	Consortium agreement
Annex 7	Financial Proposal form
Annex 8	Model contract