

TERMS OF REFERENCE

Position: Meeting facilitation consultant

Reporting to: Project Manager, FFI Vietnam

Position objective: The objective of this position is to provide trainings on meeting facilitation skills to Protected Area Management Advisory Committee members in Trung Khanh of Cao Bang, Khau Ca and Quan Ba of Ha Giang.

General background:

The Project entitled “Empowering Local Communities to Engage in Conservation and Management of Priority Key Biodiversity Areas and Threatened Primate and Plant Species in the Sino-Vietnamese Limestone Corridor” has started since 2014 in Trung Khanh Species & Habitat Conservation Area (SHCA) of Cao Bang, Khau Ca SHCA and Tung Vai Forest of Quan Ba district of Ha Giang. The strategic goal of this project is to be effective conservation of globally threatened primate and tree species and their limestone habitats in the Sino-Vietnamese Limestone Corridor by empowering local communities to engage in biodiversity conservation and natural resource management.

One of the specific objective of this project is to assess, develop, and institutionalise Management Advisory Committee (MAC) at Trung Khanh, Khau Ca, and Tung Vai. The MAC at Trung Khanh was established in 2010 with 13 representatives from relevant agencies at district and three buffer zone communes. The Khau Ca MAC was established in 2011 with 30 representatives from three buffer zone communes. Recently, the Tung Vai MAC was established in 2016 with 12 representatives from relevant agencies at district and three buffer zone communes. The MAC model has been widely recognized as a novel and effective approach to co-management of protected areas in Vietnam, however the capacity of MAC members in co-management of protected area is still considered a gap. This mission is to provide capacity development of MACs through training in skills such as meeting facilitation, conflict resolution, self-organisation, public information disclosure, and other basic skills.

These terms of reference cover a 12-day assignment for a Meeting Facilitation Consultant, work for:

Output 1: Provide training on meeting facilitation skills to Trung Khanh MAC members

Output 2: Provide training on meeting facilitation skills to Khau Ca and Tung Vai MAC members

Outputs

In collaboration with FFI project coordinators, the consultant will provide technical assistance as follows:

Outputs	Working days	Timing
Develop training materials	2	Between 15 th to 21 st May 2017

Output 1		
<i>Provide training on meeting facilitation skill to Trung Khanh MAC members</i>	3	Between 22 nd to 26 th May 2017
Output 3		
<i>Provide training on meeting facilitation skills to Khau Ca and Tung Vai MAC members</i>	4	Between 5 th to 10 th June 2017
Reporting		
Report of trainings in English	3	Between 12 th to 16 th June 2017
Total	12 days	

Deliverables

- All training materials in hard and soft copies
- Training report in English with 7-10 pages in length exclude annexes. The report should include:
 - o A cover page
 - o Background information
 - o Training objective
 - o Training method
 - o Training result
 - o Discussion
 - o Recommendations and conclusion
 - o Annex 1 Timeframe
 - o Annex 2 List of participants
 - o Annex 3 Pictures of trainings

Others

All photos and videos of trainings with copyright reserved @ FFI

