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**Annex 1**

## **Term of Reference**

### **Consultancy Assignment**

#### **Consultant service for development of the provincial rattan and bamboo strategy plan**

**Supervised by:** Bouavanh Phachomphonh, Rattan-Bamboo Project Manager

**Work location:** Vientiane Capital with travelling to Bolikhamxay province

**Duration:** 2<sup>nd</sup> September 2019–30<sup>th</sup> June 2020

#### **1. Background of consultancy assignment/ project**

WWF has been a strong, credible and recognized global force in the world of conservation for the past half-century as we have strived to deliver on our mission of building a world where people thrive in harmony with nature. With our 2015-2020 Strategic Plan, we aim at increasing our conservation impact by focusing on direct threats to wildlife, forests, and water ecosystems, and by increasing our influence and credibility in the Lao PDR.

WWF's vision for Laos is that the human footprint stays within the country's capacity to maintain the full spectrum of biological diversity and ecosystems, and the key services they provide, to enhance Lao people's livelihood resilience and contribute to the sustainable conservation of the overall ecological integrity of the Greater Mekong Region.

Our Forest Programme aims at halting deforestation and ensuring Laos' forests are effectively protected or under improved management, using principles of sustainable forest management, certification schemes, value chain development and the promotion of responsible forestry governance and trade.

#### **2. Objective of the consultancy**

To support its conservation objectives, WWF is working with provincial Agriculture and Forestry Office at Bolikhamxay in promoting sustainable rattan harvesting and production for sustainable use and long term conservation of the forest by applying a model of the forest management and FSC certification in 14 villages at Bolikhan and Khamkeut district and also improvement of village livelihood by development supply chain for rattan and bamboo production for last couple years. WWF also is currently supporting Bolikhamxay province for development provincial strategy plan for further development in rattan and bamboo sector.

This consultancy will conduct the study on rattan and bamboo production in project area and

analyzing current value chain and its intervention of preparing the strategy plan

### **3. Scope of work/ Major responsibility**

Main duties of the consultant include conducting a study of Rattan and Bamboo Value Chain. And secondly the consultant will have to work closely with the Task force and Project Coordinator at national, provincial and district level and also other concerning organizations in developing Provincial Rattan and Bamboo Strategy Plan. The consultant will report directly to Rattan and Bamboo project manager. This consultancy aims to achieve the following objectives:

- Understanding background and context related to Rattan and Bamboo development in Bolikhamxay province
- Provincial Rattan and Bamboo Strategy Plan of Bolikhamxay is drafted and consulted with the provincial Task Force and relevant stakeholders
- The Provincial Rattan and Bamboo Strategy Plan of Bolikhamxay is completed and finalized.

### **Scope of Work**

#### ***Phase 1: Preparation and conducting the study***

- Prepare and submit a proposed study methodology for the project manager approval;
- Carry out a desk review to study secondary information related to Rattan and Bamboo production and its Value Chain;
- Conducting a study on Rattan and Bamboo Value Chain at Khamkeut and Bolikhan district in Bolikhamxay province; including the mapping current effective policy intervention mechanism
- Present the study results to the provincial task force.

#### ***Phase 2: Developing the Provincial Rattan and Bamboo Strategy Plan***

- Develop action plan for development of Provincial Rattan and Bamboo Strategy Plan of Bolikhamxay;
- Develop strategy plan structure and share/present to the provincial task force;
- Prepare a draft of the strategy plan and share with the task force for comment and improvement of the plan;
- Presentation draft of strategy plan and work together with provincial task force in improvement plan
- Participate activities (meeting/workshops/study tour) related to the rattan and bamboo sector for provincial and national strategy plan development.
- Present the draft strategy plan to the taskforce and others concerning office at the provincial level.

### ***Phase 3: Completing and finalizing the Provincial Rattan and Bamboo Strategy Plan***

Finalize Provincial Rattan and Bamboo Strategy Plan of Bolikhamxay for submitting to the provincial governor for getting approval.

Present the strategy plan in the dissemination meeting to all stake holder at the provincial level

#### **4. Outputs/ deliverable of performance and time schedule**

- Study report on rattan and bamboo resource, use, production and its Value Chain
- A draft and finalize of the provincial rattan and bamboo strategy plan

No	Activity	days	Expected outputs	Date
1	Preparation and conducting a study on Rattan and Bamboo resource, use, production and its Value Chain	14	Study report	30 Oct 2019
2	Develop strategy plan structure and preparing a draft of the strategy plan with the consultation and agree with the provincial task force	15	A draft of the provincial strategy plan	30 Apr 2020
3	Finalize Provincial Rattan and Bamboo Strategy Plan of Bolikhamxay for getting approval	3	Final provincial strategy plan	30 Jun 2020

#### **5. Required profile:**

##### ***Knowledge/Expertise:***

- A Master degree in Forest and Natural Resource Management for NTFP, Social Science Research and others.
- Have knowledge on NTFP business, and strategy development
- Familiar with the Lao policy in supporting the NTFP business
- Ideally Lao national

##### ***Experiences:***

- Minimum 3 years' experiences in Social Science Research, Natural Resources Management special NTFP and its business;
- Experience in advocacy of the government in difference level.

##### ***Skills and Abilities:***

- Good skill in coordination and communication;
- Report Writing in Lao and English languages;
- Good skill in using Computer (Word, Excel, Internet, Email) and Power Point preparation.