

INDEPENDENT CONSULTANT SCOPE OF WORK

Consultant Name: (Last, First)		Position Title:	Procurement Specialist (Short-term consultant)
Project Name:	USAID Sustainable Forest Management		
Billing Code:	3.1.8.4	Contract No:	72044020F00002
Period of Performance:	o/a December 19, 2022 – February 10, 2023		
Total Level of Effort:	30		
Evaluator:	DCOP - Operations		

A. DAI ORGANIZATION AND VALUES

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

B. PROJECT BACKGROUND

The USAID Sustainable Forest Management Project (the Project) will work with the Government of Vietnam (GVN) to reduce carbon emissions associated with deforestation, the degradation of natural forests, and poor plantation management. The Project will implement a “Green Prosperity” approach that strengthens local communities’ ability to protect their natural resource base and reduce emissions while building a strong foundation for sustainable livelihoods and equitable economic growth.

The Project will work in seven provinces (Lao Cai, Son La, Hoa Binh, Thanh Hoa, Nghe An, Quang Tri, Quang Nam) and focus on five objectives:

1. Improve and expand community forest management
2. Increase conservation-friendly enterprises in forest-dependent communities
3. Increase functionality of law enforcement system for forest crimes
4. Improve production forest management practices
5. Mobilize domestic resources for forest management and protection

The Project will be implemented during the period 2020-2025 by DAI in collaboration with RECOFTC and Preferred by Nature as partners, with the Ministry of Agriculture and Rural Development (MARD) as the counterpart and the Management Board of Forestry Projects (MBFP) as project owner.

C. DESCRIPTION OF CONSULTANCY SERVICE

I. Background

The project is currently in its third year of implementation and submitted an ambitious workplan that details a substantial list of equipment and commodities that need to be procured immediately to support the project's activities. To support this procurement process, given the volume of items to be procured, the Project is in need of a short-term Procurement Specialist to support this task.

II. Location

This consultancy will be based in Hanoi, Vietnam.

III. Purpose of the consulting work

The Procurement Specialist (consultant) will provide a comprehensive support to complete the necessary market research and vendor outreach in order to meet the compliance requirements of the project. The consultant will conduct research via the Internet and through information received from various project staff members involved in the procurement of the equipment. The consultant will also conduct a market survey with vendors for specific equipment to identify specifications that need to be considered, delivery time, and other requirements for procurement. As needed, the consultant will also support the development of RFQs and other bidding documents.

This consultant will report to the Procurement Manager and will work closely with the Deputy Chief of Party – Operations.

IV. Tasks

The Consultant is expected to conduct the following tasks:

- Review list of equipment and conduct a research on vendors that may be able to bid for those items.
- Conduct an outreach to vendors who can potentially supply the equipment.
- Compile a list of vendors for each item, identifying which vendors can supply multiple items on the equipment list.
- Draft market survey questions.
- Support the Procurement Manager in clarifying technical specifications for equipment.
- Support the Procurement Manager in preparing bidding documents.
- Support the Procurement Manager in completing cost comparison and analysis of offerors' bids.
- Other tasks as requested by supervisor.

V. Anticipated Level of Effort (LOE) and Deliverables

The estimated LOE for this assignment is 30 person-days, tentatively from December 19, 2022, and through February 10, 2023.

By the end of the consultancy, the Procurement Specialist must submit the following deliverables:

- Complete specifications for each equipment
- Complete list of vendors for each equipment
- Market Survey Results
- Draft RFQs as requested by Procurement Manager

All deliverables will be reviewed and must be approved by the Procurement Manager for payment. Consultancy payment will be made once time upon deliverable approval.

VI. Qualifications:

- Vietnamese national.
- Have a bachelor's degree or higher in a related field.
- Have at least 5 years of experience in procurement, market analysis, or international development.
- Experience working with USAID or other donor-funded projects is a plus.
- Experience procuring agricultural commodities or forestry, or agricultural equipment is a plus.
- Have Vietnamese proficiency in speaking and writing. English proficiency is a plus.

VII. How to apply and requested documents

Interested candidates are requested to submit:

- A CV in English.
- A cover letter in English indicating why they are suitable for this position along with proposed daily consultancy rate (in VND and inclusive of PIT), and current contact details of at least three referees.
- Scanned copy of related degrees

via email to our recruitment email at VietnamSFM@dai.com. Please quote the position title in the subject line: "Candidate's full name _ Procurement Specialist Consultant"

Deadline for application: 5.00 p.m. (Hanoi time), December 16, 2022.

To learn more about DAI, please visit our website: <https://www.dai.com/>

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. DAI does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, veteran status, or other non-merit factor.