

PART 2 – TERMS OF REFERENCE

Section VII. Terms of Reference

1. Background

Reference documents (available for download on exfitender):

- Village Forestry Management Project in Lao PDR; **Progress Report No. 11**; 1st July – 31st Dec. 2024
- Village Forestry Management Project in Lao PDR; **Progress Report No. 12**; 1st Jan- – 30th June 2025
- **Minutes of Meeting; KfW appraisal mission**; 07— 16 May 2024
- **Feasibility Study**, Village Forestry Management Project (VFMP) Phase II., **Final Report**, 12 March 2024

In accordance with the commitment established between KfW, the Ministry of Planning and Investment (MPI), and the Ministry of Agriculture and Forestry (MAF) of Lao PDR, the Village Forest Management Project (VFMP) Phase II has been designed as a key intervention under the German–Lao development framework. With a grant amount of approximately EUR 20 million and an additional Lao PDR own contribution of around EUR 2 million, this phase builds on the successes and lessons learned in Phase I. The project is developed to contribute to sustainable forest management, climate resilience, and improved rural livelihoods while aligning with the long-term objectives of both German and Lao development policies.

VFMP Phase II is strategically embedded within the broader cooperative programs between Germany and Lao PDR. It supports the environmental, social, and economic priorities of the Lao government while reflecting the German commitment to operational excellence and sustainability. By combining advanced technical approaches with community-based management models, the Project seeks to establish scalable, replicable forestry practices that support secure land tenure, enhanced ecosystem resilience, and improved socio-economic outcomes for forest-dependent communities.

The administrative framework established for VFMP Phase II ensures that implementation is managed with high standards of transparency, coordination, and accountability. Under the mandate of the Project Executing Agency (PEA), the Ministry of Planning and Investment (MPI) and the Ministry of Agriculture and Forestry (MAF) share responsibility for the project's overall management. In particular, the Department of Forestry within MAF, together with its sub-national counterparts, is entrusted with ensuring the technical and operational execution of the project components.

2. Objective of the Assignment

The overall objective of the VFMP Phase II is to improve the condition of forest ecosystems while simultaneously enhancing the socio-economic status of rural communities. The primary project goal is to ensure that villages, particularly those with a high concentration of forest-dependent and marginalized groups, are equipped to manage their forest resources sustainably in the face of climate change and other environmental and economic challenges.

The project is structured around three core components:

Component 1: Capacity Development & Forest Policy

This component is designed to strengthen government capacity and improve the policy framework essential for community-based forestry. Key measures include:

- Further development and refinement of the national community-based forest management programme, with an emphasis on harmonizing technical guidelines and procedural rules.
- Revision and implementation of user-oriented manuals and training materials, particularly for the Forestry Training Centre at Van Vieng, which is designated as the national resource centre for forest management capacity building.
- Contribution to the development of systematic approaches for land registration and title allocation to secure community land rights.
- Strengthening cooperative linkages between national agencies and local communities through targeted training measures at district and provincial levels.

Component 2: Implementation of Financially Sustainable and Climate-Resilient Forestry Models

The second component focuses on the direct application of sustainable forest management practices in target villages. Under this component, the project will:

- Deploy financially and technically sustainable models for managing forests on village land that ensure the secure tenure or land use rights of forestland while integrating participatory approaches such as Free Prior and Informed Consent (FPIC) and Participatory Land Use Planning (PLUP). New models will be piloted, e.g. springshed management or result based payment mechanisms. Recent policies of strengthening land certificate issuing will be integrated into the project concept.
- Establish robust nursery techniques for the propagation of drought- and flood-tolerant species, adapted to specific ecological conditions.
- Pilot innovative financing mechanisms, including Payment for Ecosystem Services (PES – water, carbon and/or biodiversity based), to foster local ownership and self-sustenance of forestry initiatives.
- Enhance mechanisms for forest fire prevention and improved forest patrolling, thereby reducing risks to both the ecosystem and community livelihood.
- develop and implement efficient monitoring systems for measuring project impacts and supervising quantity and quality of project activities,

Component 3: Socio-Economic Enhancement in Targeted Villages

This component aims to improve rural livelihoods by diversifying income and strengthening community economies. It includes the following measures:

- Identification and support of families losing income due to compatible sustainable forest management models, as a priority in the PLUP process.
- Value added, income-generating activities, such as the sustainable harvesting and sale of NTFP products (such as nuts, mushrooms, rubber), and the sale of timber products that have a positive impact on village forestry, should be explored and developed in project districts.

- Provide intensive technical and extended support services for all income-generating activities to achieve sustainable successful results. This includes research and development of value creation opportunities for non-timber products (NTFP) through processing, packaging, branding, and marketing in the project districts.
- Additional activities will be to prepare equitable benefit sharing protocols that protect the rights of participating villagers (with a particular focus on women).
- Access and development of hill irrigation and other small village infrastructure necessary for permanent agriculture or agroforestry.

Project Area

The Village Forestry Management Project Phase II will continue to have a central and northern regional focus. Project areas are selected based on criteria such as (i) poverty level, (ii) potentials and need for VF activities, and (iii) absence of other donor projects in village forestry. It is expected that within the Ministry of Agriculture and Forestry, the Department of Forestry ensures that no overlap of projects with similar activities occur in the same districts. In order to demonstrate the common approach to village forest management in entire districts of Phase I districts, the project will extend its activities to those villages that are interested in further engagement. In Phonxay District, up to 22 additional villages, with potential but not limited to Forest Model 2 (teak plantation development / management) and Model 5 (management of riparian area linked to spring sheds), shall be included. In Phieng District, up to 16 additional villages will be included; additional village information, such as land use data have already been collected by the VFMP Phase I project. Additionally, the following new districts are included into Phase II: Khua district (with up to 93 villages), Mai district (with up to of 81 villages) in Phongsaly province, and Sangthong district (with up to 35 villages) in Vientiane Prefecture. In all districts, the final number of villages participating will be based on (a) final project budget available, and (b) a priority ranking of villages. Criteria include (i) poverty index; (ii) sufficient area for VFM; (iii) need for VFM measures based on a threat analysis e.g. by using information of the land use analysis described under output 2; (iv) willingness of villages to participate; (v) absence of major threats to VF (e.g. planned construction works, major conflicts within the village); (vi) accessibility. (Note: criteria are not ranked according to priority). Based on the agreed set of site selection criteria (approved by KfW), and the available project budget, up to 150 suitable villages in new districts, and up to 70 villages in existing districts will be selected for project participation during the inception phase of the project.

Strategy and innovation

VFMP Phase I is progressing well and is based on solid foundations. To date the project is working in 70 villages and has contracted 3,100 villagers. But village forestry is, by definition, a slow process governed by village motivation and capacity, and limited absorption capacity of funds for village level activities. The same situation is replicated in social forestry programmes in the region (Indonesia and Vietnam). As village forestry becomes more familiar to rural communities and to DoF structures at province and district levels so more momentum can be attained, followed by improved monitoring techniques and streamlined fund disbursement either through village bank accounts, digitisation, or another mechanism to be identified and piloted. The focus of work now is to improve the quality of work carried out and to critically review some of the less successful activities,

such as enrichment planting. In addition, new models shall be introduced into the current set of activities, such as improved springshed management.

DoF prepared a paper in November 2023 outlining views how to expand village forestry to nationwide level, eventually covering all provinces. The paper identifies potential new provinces for consideration as part of a Phase II and further identifies the potential for innovative approaches in the second phase design. These are:

- ✦ Explore potential for PES (water, carbon, ecotourism)
- ✦ Nationwide capacity building of villagers and other stakeholders
- ✦ Scaling up to all villages in phase I districts (Phonxay 57 and Phieng 51)
- ✦ Improvement to the flow of project funds to villagers
- ✦ Improvement of M&E to capture impact (quality) as well as progress (quantity)
- ✦ Stronger law enforcement through tougher regulations enshrined in Forest Law.

Phase II will fundamentally follow the same strategy as phase I and will have frequent dialogue with other ODA village forestry projects e.g.; GIZ (on land tenure), ADB (on biodiversity monitoring) and WB -LLL (on general forestry and livelihood principles), and the KfW FLEGT Financial Cooperation project (national and transnational prevention of illegal trade in forest and NTFPs), so that lessons learned can be applied to VFMP Phase II. The Country Action Plan (CAP), funded by PROGREEN aims to recognize and secure land use rights in forestland in Lao PDR and is of particular importance as a way to secure rights and elevate economic potential for rural communities.

The implementation arrangements will remain as in phase I with the recent changes to PEA, steering committee and working group structures, province or district level implementation arrangements, that are required by the 2025 administrative reform and with a massively increased capacity development effort. Village facilitators will be recommended for recruitment at each village to provide real time, continuous feedback to project staff but importantly also to mentor, train and motivate villagers in their daily project related operations. This system has worked well in Indonesia and Vietnam rural forestry programmes.

3. Scope of Services, Tasks (Components) and Expected Deliverables

An Implementation Consultant shall support the Programme Executing Agency (PEA) in technical and administrative aspects of project. Support will be required over the entire implementation period for project administration and management and specific technical expertise. The services rendered under this assignment shall support the strategic planning, technical design, coordination, implementation and monitoring of VFMP Phase II, contributing to the preservation of forest ecosystems and the sustainable enhancement of rural livelihoods in Lao PDR

The tasks of the consultant will include but not be limited to:

- project management according to KfW procedures (e.g. operational planning, procurements, financial management, reporting),
- landscape and participatory micro-planning and village forest management,

- livelihood development/value chain analysis,
- springshed protection and development,
- climate change adapted forest development and management,
- support to the development of village based institutions,
- development of a system for Payment for Ecosystem Services (PES),
- development of state of the art monitoring systems
- development of a procurement plan,
- prepare and conduct Do-No-Harm Checks of the single Project measures.
- revision and implementation of the provisions resulting from the ESMF and the PF; countersign reports and documents to KfW,
- countersign request for disbursement,
- support the PEA in designing and implementing the tender procedures and the award of contracts in conformity with KfW guidelines for tendering of goods and services and in compliance with the environmental and social standards

Co-ordination and backstopping

Backstopping will include all required logistical, administrative, financial, technical as well as strategic support to the consultant team. The proposal shall depict, how the consultant will deliver efficient supervision, coordination and quality control as an essential element of successful project implementation. While available on a day-to-day basis, backstopping services should focus on:

- ✦ Ensuring that quality assurance mechanisms are in place and applied, taking the final responsibility and quality-delivery of all consulting services
- ✦ Liaising with the partner institutions, KfW and the beneficiaries
- ✦ Stepping in whenever important and unexpected circumstances appear

Backstopping will be undertaken by the consulting company head office. The tasks and responsibilities will include the following activities:

- ✦ **Ensure timely mobilization and preparation of the Consultant Team.** Provide a tailor-made introduction into the project processes and procedures, including administration to be applied for internal project management to the CTA and key experts
- ✦ **Start-up assistance:** to ensure that the Consultant Team is equipped and supported in a manner that they can focus on technical project issues. This will be particularly important during the Preparatory Phase
- ✦ **Maintaining regular contact with the Contracting Authorities** and the project partners through remote backstopping and regular visits to the project
- ✦ **Provision of technical and methodological assistance** throughout the project via professional support in project planning to the Consultant Team
- ✦ **Quality control and monitoring of project progress** on project reports; evaluation and updating of project concepts, approaches and methodologies; technical support and access to technical materials, and other information resources
- ✦ **Administrative and financial back up** financial management of the service contract, procurement and dispatch of material if required, responding to project enquiries and provision of adequate information, monitoring of utilization of (KfW) operating funds.
- ✦ **Ensuring compliance** with partner and KfW rules and procedures and financial processes and the timely submission of invoices.

4. Team Composition & Qualification Requirements for the Key Experts

As in Phase I, consultants will be required for Phase II to provide managerial, financial and technical support for phases I and II.

A full-time CTA and an ACTA will continue to support the expanded project. Experience from many KfW forestry projects is that the managerial, technical and financial challenges to project implementation do not diminish during the project cycle, especially towards the end when impact monitoring, final reporting and dissemination are important functions. It is therefore recommended that the CTA (10 months per year) and ACTA (12 months per year) are full-time positions for the 6 year period. The CTA should meet the requirements of the multidisciplinary TOR encompassing forestry, livelihood, environmental and social elements, willingness to get acquainted with KfW procurement procedures, as well as a commitment to spend up to 40% of time in the field. The same profile for the ACTA is found below.

The project will rely (heavily) on National consultants in developing a training system (training needs assessment, preparation of curricula, planning of training, and development of new techniques such as e-learning and organisation of field visits to demonstration areas and cross site visits. Consultants will also be required to develop improved fund disbursement systems, and to train villagers in village accounting and report preparation. Consultants will also be needed to work with villagers to develop alternative, low impact livelihood systems, ensure that ESMF is compliant with KfW regulations, and to improve the MIS system, link it to the VFMP website and ensure that M&E is function and delivering reports on project progress and impact to management.

DAFO and PAFO staff are already overloaded with work, and it is already a stretch for them to fully support VFMP activities in the districts. The project will therefore also benefit from provision of an unallocated pool of person months for short term National experts (and where necessary International consultants) in packaging, branding and marketing NTFPs, market studies, value added processing options, business model development, benefit sharing protocols, best silviculture practice, village forest management plan preparation, and timber harvesting and processing options. A Mid-term Review envisaged after year 3 of the second phase (2 international and 3 national expert months) will also be contracted according to procurement guidelines from the allocated expert months. This may also make proposals for the remaining allocations of expertise. All unallocated expert months shall be budgeted for, yet will not be technically evaluated unlike the long-term and key staff.

Time inputs below **are suggestions** which shall be tailored to the bidders' individual assessments of needs. In addition, bidders should note that expertise may be grouped and that the CTA, ACTA or other experts may be assigned several technical tasks listed below to reduce the number of consulting staff.

Table 1: Areas of expertise and proposed time allocation for the Project Management Consultant

CTA and assistant CTA	PM
CTA	60
ACTA	72

Other Key staff to be employed on the project	
Springshed and Field Monitoring expert (Int)	10
Advisor Phongsaly	36
Financial Management Specialist	66
Training Advisor	12
Livelihood Development Specialist	12
M&E/MIS specialist	12
ESMF expert	6
PES expert	6
PPP expert	6
Mid term review⁷	
International expert	2
National expert(s)	3
Unallocated/ Contingencies ⁸	
International experts	10
National experts	36

In planning and budgeting for personnel, bidders should also provide for:

- appropriate backstopping support
- interpretation services as necessary
- office support and drivers as necessary

4.2 Criteria and Qualifications for Technical Experts

All candidates are expected to be medically fit for the assignment and fit for strenuous and extended travel.

Experts are expected to commit to their assignments for the duration of the project. Exchange of personnel within the first year of the project will be accepted only for medical emergency reasons. All personnel exchanges need to be consented to by the PEA as well as KfW and must meet the same standards of qualifications, time allocation and agreed fees.

Evaluation of expertise/ personnel suggestions: maximum points will be assigned when a criterion is fully met as profiled in the ToR. Partial fulfilment of specific criteria will obtain partial points.

⁷ (to be contracted after individual NO, no CVs foreseen)

⁸ (to be contracted after individual NO, no CVs foreseen)

4.2.1 Chief Technical Adviser (CTA)

A) Profile (Qualifications)

- **University degree** in forestry, biodiversity, natural resource science or other relevant discipline (post-graduate degree or other special qualification = full points);
- Proven **work experience** in relevant technical core and complementary areas (8 years professional experience in candidate's core field = full points);
- Technical professional experience in **Development Cooperation** and donor-funded projects (7 years of project experience in DC projects = full points);
- **CTA and team leading** experience in *relevant* projects (5 years TL experience or 3 CTA roles = full points)
- Experience in **administration project duties** (management procedures, financial administration, reporting, etc.) in financial cooperation projects (3 years' experience of German FC (management procedures, financial administration, procurements, reporting, etc.) = full points, experience of other FC projects (WB, ADB) will score, but less)
- Work experience in Lao PDR or SEA region (3 years = full points) experience in the region counts, but less;
- Number of years with the firm (currently permanent staff, or documented cooperation with firm for five years = full points).
- Oral and written proficiency in English is considered mandatory. Knowledge of Lao language and of German is an asset. Proficiency in English, German and Lao language = full points.

The tasks of the CTA are comprehensive and include (but are not restricted to) **assisting PEA in coordinating** the following responsibilities:

Project administration and management:

- All managerial and administrative aspects of the delivery of the German contribution to the project (financial management; procurement; team management; reporting, etc.);
- Elaborating, executing and monitoring the project's plan of operations and Standard Procedures of Operation (SPOs);
- Working closely under the guidance of the PEA with key project stakeholders to develop appropriate approaches for implementing the project
- Identifying needs for external expertise and coordinating suitable short-term national, regional and international consultants (key experts) and in preparing respective job descriptions (Terms of Reference); assist in their contracting and supervision and evaluation of their work;
- Oversee procurement of goods and services, ensuring compliance with KfW procurement guidelines. This includes also the preparation of guidelines for selection of local NGOs, with reference to KfW guidelines in use in other countries.
- Support preparation of disbursement requests to KfW (including countersigning of requests)
- Preparing technical specifications for physical investments of the project if required;
- Organizing external evaluation missions (mid-term, end-of-project), monitoring studies (e.g. for social and ecological impact monitoring) and expert studies (as required), including preparation of ToR; and preparation of mainstreaming and upscaling concept;

Technical support:

- Technical tasks from one or more of the areas of technical expertise

- Lead the team addressing the core components of Phase II, especially addressing:
 - Further development and refinement of the national village forest management programme
 - Deploy financially sustainable models that ensure the secure tenure of forestland while integrating participatory approaches such as Free Prior and Informed Consent (FPIC) and Participatory Land Use Planning (PLUP)
 - Pilot innovative financing mechanisms, including Payment for Ecosystem Services (PES), to foster local ownership and self-sustenance of forestry initiatives
 - Supporting forest sector policy as requested by PEA
 - Supporting the VFMP Steering Committee

4.2.2 Assistant Chief Technical Adviser (ACTA)

A) Profile (Qualifications)

- **University degree** in forestry, biodiversity, natural resource science or other relevant discipline (post-graduate degree or other special qualification = full points);
- **Proven work experience** in technical core and complementary areas (8 years professional experience in candidate's core field = full points);
- Professional experience in **Development Cooperation** and donor-funded projects (5 years of project experience in DC projects = full points);
- **Assistant CTA and team leading** experience in relevant projects (2 years' experience or 2 ACTA roles = full points)
- Experience in **administration project duties** (management procedures, financial administration, reporting, etc.) in financial cooperation projects (2 years' experience of German FC (management procedures, financial administration, procurements, reporting, etc.) = full points, experience of other FC projects (WB, ADB) will score less)
- Work experience in the programme areas
- Years with the firm/working relationship with the firm (currently permanent staff, or documented cooperation with firm for five years = full points);
- Oral and written proficiency in English and Lao is considered mandatory. Knowledge of German and local languages in the project area is an asset. Proficiency in English and German or a local language = full marks.

B) Specific Tasks of the ACTA

- The tasks of the Deputy CTA include (but are not necessarily restricted to) supporting the CTA in all administrative and management tasks. For specific tasks see list of tasks of the CTA.
- Technical tasks as allocated from one of more of the areas of technical expertise
- Lead the team addressing the core components of Phase II, especially addressing:
 - Further development and refinement of the national community-based forest management programme
 - Deploy financially sustainable models that ensure the secure tenure of forestland while integrating participatory approaches such as Free Prior and Informed Consent (FPIC) and Participatory Land Use Planning (PLUP)
 - Pilot innovative financing mechanisms, including Payment for Ecosystem Services (PES), to foster local ownership and self-sustenance of forestry initiatives
 - Supporting forest sector policy as requested by PEA
 - Supporting the VFMP Steering Committee

Short-term international expert

A) Profile for international experts

- **Post-graduate university degree** relevant to the specific technical field for which the candidate is suggested (postgraduate degree or intensive special further training with certificate(s) in respective key fields of expertise = full points);
- **Technical work experience** specific to the post for which the candidate is suggested (7 years of practical professional experience = full points);
- Professional experience in donor-funded **development cooperation** projects (6 years of project experience in DC projects = full points);
- Professional experience in FC projects (5 assignments = full points);
- Work experience in Lao PDR (6 PM in long-term or short-term missions = full points);
- Oral and written proficiency in English is considered mandatory (deductions if not);

Specific Tasks for **Springshed and Field Monitoring Specialist**

The international expert will focus on springshed development (targeted missions in the initial phase of implementation of measures) and continued compliance monitoring (including targeted field missions in year 2,3 and 4. With the input of other experts, design an appropriate project and impact monitoring system, including:

- analyse existing project guidelines for monitoring and quality control;
- review of existing impact monitoring system;
- explore opportunities for springshed development and integration into village landuse and development
- Support local communities and other stakeholders in monitoring, evaluating, and communication of the project;
- Organise an implement quality and quantity control and acceptance checking of project measures;
- Organise evaluating/reviewing the project as appropriate;

Short-term National Experts

A) Profile for all national experts

- Graduate university degree in the specific technical field for which the candidate is suggested or relevant to the same (graduate degree = full points);
- Technical work experience specific to the post for which the candidate is suggested (5 years of practical professional experience = full points);
- Professional experience in development cooperation/donor-funded projects (3 years of project experience in DC projects = full points)
- Professional experience in the project region (old or new) (3 years of experience in project regions = full points)
- Oral and written proficiency in English is mandatory (deductions if not).

B) Specific Tasks for National Expertise

Advisor Phongsaly

The national specialist will closely work with the CTA and ACTA and support these as a regional representative coordinating tasks and services in the regions. The specialist shall

have general (village) forest management experience and DC project implementation experience in the region and may also take over additional expert roles

Financial Management Specialist

Provide specialist support to the CTA and Deputy CTA in the execution of administrative and financial management of the project, including budgeting, disbursement, sub-contract management, and procurement.

Training Advisor:

- Developing and coordinating capacity building needs assessment and implementation plan for partners, stakeholders and target groups, including identification of suitable resources and coordination of technical capacity building inputs
- Contribute to specific training on participatory planning, village-based natural resource management and livelihood development
- Contribute to identification of capacity building priorities as part of the village forest sector development process

Livelihood Development Specialist

Lead on consultancy support to activities under Component 3 including:

- Provision of technical support services
- Identification and support for families that experience income losses due to the transition towards sustainable forest management practices
- Promotion of value-added activities related to the harvesting and processing of non-timber forest products (NTFPs) and the sustainable extraction of timber
- Investment in rural infrastructure, including hill irrigation and other small-scale developments, to enhance agricultural productivity and income diversification
- Establishment and enforcement of equitable benefit-sharing protocols, particularly with a focus on gender inclusion, ensuring that both men and women benefit equally from the improved forest management activities

Data Management Specialist

Provide general support to consultancy services in the further development of the M&E and MIS and the management of data

Explore and introduce digital data collection and evaluation including remote sensing and other options in coordination with the expert team and field staff of the DOF

Support specific activities with land use and spatial analysis:

- Carrying out inventories, surveys and studies
- Supporting forest sector IC & T
- Support the CTA and the int. field monitoring specialist in :
 - Support local communities and other stakeholders in monitoring, evaluating, and communication of the project;
 - Contribute to the design of inventories, surveys and studies
 - Contribute to information dissemination and awareness raising
 - Organise quality and quantity quality control and acceptance checking of project measures;

ESMF Specialist

The main objective of the ESMF Specialist is to support the PEA in implementing the Project in compliance with national laws and the requirements stipulated by the Sustainability Guideline of KfW. In this regard, the scope of services of the ESMF Specialists consists of the following tasks:

- Comprehensively revise and complement the existing E&S Safeguard documents, namely the ESMF, that have been developed as part of the Feasibility Study and adjust them to the detailed design of the Project during the Project's inception phase (No Objection by KfW required);
- Strengthen the institutional capacities of the PEA in regards to the implementation of the ESMF provisions by conducting respective trainings throughout the Project implementation phase;
- Supervise and assist the PEA in ensuring the diligent implementation of the ESMF provisions throughout the Project implementation phase; Specific tasks will fall into the following areas:

ESMF

- Screening and categorization of all proposed subprojects along their corresponding potential adverse environmental and social risk and impacts through filling the respective E&S checklists;
- Specifying measures for managing, mitigating and monitoring environmental and social impacts during project operation through preparation of site-specific ESMPs or ECOPs;
- Ensuring that E&S requirements are incorporated into construction activities and work processes through contributions to Tender Documents;
- Supervise and assist the PEA in adhering to the Serious Incidents and Accidents Reporting requirements as required;
- Supervise and assist the PEA in the monitoring, reporting and evaluation of the ESMF implementation by contributing to the regular progress reports throughout the Project implementation phase;

PES and PPP Experts

- Provision of technical support services in the respective fields
- Establishment and strengthening of market linkages to relevant national and international actors
- Potential assessment for villages, business entities and selected farm and forest products
- Provision of sector specific capacity building

Backstopping Experts

- **Technical backstopping experience** specific to FC cooperation (8 years of practical professional experience = full points);
- Strong professional experience, including E&S assessments and offering long-term company associate services (all aspects covered = full points);
- Work experience in Lao PDR or ASEAN (5 years of regional experience = full points);

5. Reporting Requirements and Time Schedule for Deliverables

After completion of the Inception Phase the PEA with support of the IC will provide an Inception Report to KfW.

The IC (on behalf of the PEA) shall report to KfW on the progress of the Project (Progress Reports) every six months. The reporting requirements are further defined in Annex 8 (*Content and Form of Reporting to KfW*). The reports will be submitted to KfW not later than 4 weeks after the end of the respective reporting period.

	Year 1	Years 2-5	Year 6
Project	INCEPTION	IMPLEMENTATION PHASE	CONSOLIDATION PHASE
Lead	Int. TA and GoL	National TA and GoL	GoL and national TA
Focus	Start-up Team building Needs assessment Strategy Development Inception report	Capacity needs assessment Capacity building Implementation of different VF technical components Targeting VF technical components to specific conditions Economic analysis of VF technical components	Analysis of lessons learned Documentation of best practice Expansion to new sites Case-studies and policy briefs Develop exit strategy and hand-over
ESMF	Elaborate ESMF	ESMF implementation and monitoring	Assess ESMF

VFMP design & ESMF finalized	Inception Report	Mid-Term Review	Assess potential for Extension	Final ESMF Assessment	Exit strategy or prepare for Extension
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Arrows indicate the flow from the bottom boxes to the corresponding phases in the table above:

- VFMP design & ESMF finalized → INCEPTION
- Inception Report → INCEPTION
- Mid-Term Review → IMPLEMENTATION PHASE
- Assess potential for Extension → IMPLEMENTATION PHASE
- Final ESMF Assessment → CONSOLIDATION PHASE
- Exit strategy or prepare for Extension → CONSOLIDATION PHASE

Further, the IC informs KfW, promptly and of its own accord, of the occurrence of any of the following events:

- All circumstances that might jeopardize the achievement of the overall objective, the Project purpose and the results and shall ensure that its contractors and sub-borrowers report to him accordingly, and
- any Serious ESHS Incident (*see definition in Annex 6a*).

At the time of the physical completion of the Project the IC shall submit a final report on the measures carried out. The first report on the state of affairs shall be submitted latest 6 months after the mobilization of the IC. The reports shall be countersigned by the PEA. The PEA shall comment on the reports or acknowledge its approval of the content by countersigning the reports.