Figure II-3-2 Manning Schedule for the Consulting Services

		Position	2018												2019												2020												2021											
			1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
A	1	Team Leader						1	1	1	1	1	1					1	1		1	1			1	1	1			1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1
A	2	Forest Development planning and Monitoring								1	1													1	1				1	1																					
A	3	REDD+ Safeguard and Collaborative Management								1	1						1	1					1	1		1	1						1	1						1	1				1	1					
A	4	Satellite Data Analysis/ GIS												1	1																																		
B	1	Forest Development & Planning							1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1
B	2	REDD+ Safeguard and Collaborative Management								1	1	1	1	1			1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1			1	1
B	3	Livelihood Development															1	1	1							1	1		1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1
B	4	Institutional Development								1	1																																						
B	5	Infrastructure Development (A)															1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1
B	6	Infrastructure Development (B)																	1	1	1	1	1								1	1	1	1	1								1	1	1	1	1			
B	7	NTFP Development																													1	1	1	1									1	1				
B	8	GIS						1	1	1			1	1	1					1	1	1	1	1	1				1	1	1			1				1	1						1	1				
		[Total of Pro-A]	**11**												**14**												**16**												**14**											
		[Total of Pro-B]	**18**												**47**												**59**												**53**											
		[Total of Pro-A+Pro-B]	29												61												75												67											
C	1	Administration Officer/translator						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
C	2	Interpreter						1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1
C	3	Secretary						1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1		1		1	1	1	1	1	1	1	1
		[Total of Supporting Staff]	**21**												**34**												**34**												**33**											
		Grand Total	**50**												**95**												**109**												**100**											

		Position	2022												2023												2024												2025												Total
			1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
A	1	Team Leader	1		1	1	1	1	1			1	1	1				1	1			1	1			1	1		1	1				1			1	1				1	1								55
A	2	Forest Development planning and Monitoring																																																6
A	3	REDD+ Safeguard and Collaborative Management											1				1	1				1				1	1																								20
A	4	Satellite Data Analysis/ GIS																																																2
																																																		0
B	1	Forest Development & Planning	1		1	1	1	1		1	1	1		1	1		1	1		1	1	1		1	1	1			1	1	1		1	1		1	1	1				1	1	1						68
B	2	REDD+ Safeguard and Collaborative Management	1				1	1	1					1	1		1	1	1																																43
B	3	Livelihood Development	1		1	1			1	1			1	1			1	1			1	1			1	1				1	1	1									1									42
B	4	Institutional Development												1			1	1	1	1	1	1																													9
B	5	Infrastructure Development (A)	1		1	1	1	1																																										37
B	6	Infrastructure Development (B)																																																15
B	6	NTFP Development					1	1					1	1																																			12
B	7	GIS					1	1					1	1						1	1				1	1						1	1									1	1								36
		[Total of Pro-A]	**10**												**9**												**7**												**2**											**83**
		[Total of Pro-B]	**35**												**29**												**15**												**6**											**262**
		[Total of Pro-A+Pro-B]	45												38												22												8											345
C	1	Administration Officer/translator	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							84
C	2	Interpreter	1		1	1	1	1	1			1	1	1	1		1	1			1	1			1	1	1		1	1			1			1	1					1	1							63
C	3	Secretary	1			1			1			1			1		1		1			1			1		1		1			1			1			1				1								53
		[Total of Supporting Staff]	**25**												**23**												**22**												**8**											**200**
		Grand Total	**70**												**61**												**44**												**16**											**545**

Figure II-3-3 Implementation Schedule of the Project

Work Items	2016	2017 (1st)	2018 (2nd)	2019 (3rd)	2020 (4ht)	2021(5th)	2022 (6th)	2023 (7th)	2024 (8th)	2025 (9th)	2026 (10th)	2027 (11th)
JICA Appraisal of the Project												
Approval of the Project by the VN Government												
(1) Submission of Pre-FS												
(2) Approval of FS												
(3) Submission of the plan of the provincial projects												
(4) Approval of the plan of the provincial projects												
(5) Approval of Consolidated EIA by MONRE												
Signing of Loan Agreement												
0. Project Management (Preparatory Work)												
0-1 Establishment of CPMB, CSC, PPMBs, and PSCs												
0-1-1 Establishment of CPMB												
0-1-2 Formation of Centeral Steering Committee (CSC)												
0-1-3 Establsihemnt of PPMBs												
0-1-4 Formation of Provincial Steering Committees (PSCs)												
0-1-5 Procurement of Equipment												
0-2 Institutional Set-up												
0-2-1 Issuance of Circular on Financial Management of Project												
0-2-2 Issuance of Project Cost Norm												
0-2-3 Issuance of Regulations of Organization and Operation of the Project												
0-2-4 Issuance of Project Implementation Manuals and Guidelines												
0-3 Procurement of Consultant												
0-3-1 Short-listing of Consultants												
0-3-2 Issuance of RfP to Short-listed Consultants												
0-3-3 Evaluation of the Proposals												
0-3-4 Mobilization of the Consultant												
1. Survey and Detailed Planning												
1-1 Participatory Land Use Planning and Group Formation												
1-1-1 Procurement of Satellite Images												
1-1-2 Procurement of Contractor												
1-1-3 Preparation of Photo-like Maps												
1-1-4 Participatory Land Use Planning and Group Formation												
(1) 1st batch												
(2) 2nd batch												
1-2 Site demarcation and set-ups of land marks												
1-3 Baseline surveys in the target communes												
1-3-1 Procurement of Contractor/s												
1-3-2 Baseline Surveys in Target Communes												
1-4 Detailed Designing of Forest Development												
1-4-1 Procurement of Contractor/s												
1-4-2 Detailed Desgining of Forest Development and Silviculture Infrastruture												
1-5 Detailed Desgining of Small Scale Rural Infrastructure												
1-5-1 Identification of Priority Project, Planning and Procurement of Contractor/s												
1-5-2 Survey and Detailed Designing												
2. Improvement of Watershed Forests												
2-1 Afforestation												
2-1-1 1st Batch (20%)												
2-1-2 2nd Batch (40%)												
2-1-3 3rd Batch (40%)												
2-2 Protection of Natural Forests												
2-2-1 1st Batch (40%)												
2-2-2 2nd Batch (60%)												
2-3 Assisted Natural Regeneration												
2-3-1 1st Batch (40%)												
2-3-2 2nd Batch (60%)												
2-4 Phase-out/Phase-in Activities												
2-4-1 Guidance on Collaborative Management to PPMUs, DARDs, and PFMBs/SUFMBs												
2-4-2 Workshops for Development of Forest Management Plan at the Commune/Village Level												
2-4-3 Guidance on Operation and Maintenance to CPCs, Commune Extension Workers and Users' Groups												
3. Improvement of Silviculture Infrastructure												
3-1 Forestry Roads												
3-2 Footpaths												
3-3 Fire Breakline												
3-4 Fire Watch Towers												
3-5 Forest Protection Station												
3-6 Forest Protection Office												
3-7 Information Boards												
3-8 Sign Board												
3-9 Nursery												

Figure II-3-3 Implementation Schedule of the Project

Work Items	2016	2017 (1st)	2018 (2nd)	2019 (3rd)	2020 (4ht)	2021(5th)	2022 (6th)	2023 (7th)	2024 (8th)	2025 (9th)	2026 (10th)	2027 (11th)
4. Improvement of Small Scale Rural Infrastructure												
4-1 Tender												
4-1-1 1st Batch												
4-1-2 2nd Batch												
4-1-3 3rd Batch												
4-2 Construction												
4-2-1 1st Batch												
4-2-2 2nd Batch												
4-2-3 3rd Batch												
4-3 Operation and Maintenance												
4-3-1 1st Batch												
4-3-2 2nd Batch												
4-3-3 3rd Batch												
4-3-4 Orientation and Guidance on Operations and Maintenance of Infrastructure												
5. Support for Livelihood Development												
5-1 Assistance in Identification/Selection of Priority Livelihood Options												
5-1-1 Workshops for Identification/Selection of Livelihood Options (1st Batch and 2nd Batch)												
5-1-2 Survey on potential model sites for livelihood development (1st Batch and 2nd Batch)												
5-2 Marketing Survey												
5-2-1 Procurement of Contractor/s												
5-2-2 Marketing Survey												
5-3 Development of Demonstration/Model Plots and Provision of Training Courses on Selected Livelihood Development Options												
5-3-1 Training on Key Techniques for DAECs and Commune Extension Workers												
5-3-2 Development of Demonstration Plots												
5-3-3 Technical Training on Livelihood Development at the Demonstration Plots for Communities												
5-4 Assistance in Management and Use of Payments made to the Village Working Groups												
5-4-1 Guidance on the Mode of Payments from PFMBs/SUFMBs to the Village Working Groups												
5-4-2 Workshops/Discussions on the Use of Saving Funds of the Village Working Groups												
5-4-3 Training on Financial Management												
5-4-4 Assistance in the Preparation of Business Plans on Potential Income Generating Activities												
5-5 Inter-district or province Cross Field Visit												
6. Forest Fire Prevention												
6-1 Provision of Equipment for Forest Fire Control												
6-2 Forest Fire Control Training												
6-2-1 Training of Forest Rangers												
6-2-2 Training of Village Leders and Village Working Groups on Forest Fire Control Planning												
6-2-3 Forest Fire Control Drills at the Communes												

Figure II-3-3 Implementation Schedule of the Project

Work Items	2016	2017 (1st)	2018 (2nd)	2019 (3rd)	2020 (4ht)	2021(5th)	2022 (6th)	2023 (7th)	2024 (8th)	2025 (9th)	2026 (10th)	2027 (11th)
7. Project Management												
7-1 Information Dissemination												
7-1-1 Project Orientation (including M&E system)												
(1) Project Orientation to CPMUs/MARD												
(2) Project Orientation to PPMUs/DARDs												
(3) Project Orientation to DPCs/PFMBs/SUFMBs												
(4) Project Orientation to CPCs and Village Working Groups												
7-1-2 Annual Planning Workshop												
(1) At the Central Level (with CPMU)												
(2) At the Provincial Level (with PPMUs)												
7-1-3 Orientation and Guidance on Annual Work Plan and Guidelines												
(1) To Forest Owners (PFMBs/SUFMBs)												
(2) To DPCs, CPCs, and Village Working Groups												
7-1-4 Orientation and Guidance on Benefit Sharing Mechanism												
(1) Orientation to CPMUs/MARD												
(2) Orientation to PPMUs/DARDs												
(3) Orientation to DPCs/PFMBs/SUFMBs												
(4) Orientation to CPCs and Village Working Groups												
7-2 Production and Publication of Project Documents												
7-2-1 Project Brief (Leaflets)												
7-2-2 Project Newsletter												
7-2-3 Awareness Raising Materials												
7-3 Study Tours												
7-3-1 Study Tours to JICA 2 Sites for PPMUs and Forest Owners (PFMBs/SUFMBs)												
7-3-2 Study Tours to SNRMP Sites for Forest Owners (PFMBs/SUFMBs) and Village Working Groups												
7-3-3 Overseas Study Tours for CPMU/MBFPs and PPMUs/DARDs												
7-4 Review Meetings												
7-4-1 Bi-annual Review Meetings at the Central Level												
7-4-2 Bi-annual Review Meetings at the Provincial Level												
7-5 Technical Guidance to PPMBs and/or PFMBs/SUFMBs and ContractorS												
7-5-1 Guidance on PLUP (for PPMBs, PFMBs/SUFMBs, and Contractors)												
7-5-2 Guidance on Demarcation with GPS and Use of GIS (for PPMBs/SUFMBs)												
7-6 Project Monitoring and Evaluation												
7-6-1 Establishment of Monitoring, Supervision, and Evaluation System for the Project												
7-6-2 Regular Supervision and Monitoring of the Project												
7-6-3 Periodic Monitoring, Assessment, and Evaluation												
(1) Initial Evaluation												
(2) Mid-term Evaluation												
(3) Terminal Evaluation												
7-7 Forest Monitoring												
7-7-1 Guidance on Provincial Forest Monitoring System to PPMUs, PFMBs/SUFMBs												
7-7-2 Procurement of Equipment for Provincial Forest Monitoring System												
7-7-3 Annual Monitoring of Forest Reseources												
8. Consulting Services												