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# MEMORANDUM OF UNDERSTANDING

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BETWEEN

REPUBLIC OF KOREA

AND

SOCIALIST REPUBLIC OF VIET NAM & KINGDOM OF THAILAND

FOR IMPLEMENTATION OF ASEAN-ROK FOREST COOPERATION  
PROJECT:

“DEVELOPING HIGH VALUABLE SPECIES IN VIETNAM AND THAILAND  
AS THE MECHANISM FOR SUSTAINABLE FOREST MANAGEMENT AND  
LIVELIHOOD IMPROVEMENT FOR LOCAL COMMUNITIES”





## MEMORANDUM OF UNDERSTANDING (MOU)

Provision of funds from the Korea Forest Service  
to  
Vietnamese Academy of Forest Sciences (VAFS) of Viet Nam and  
Royal Forest Department (RFD) of Thailand

for implementation of ASEAN-ROK Forest Cooperation Project

**“Developing High Valuable Species in Vietnam and Thailand as the Mechanism for Sustainable Forest Management and Livelihood Improvement for Local Communities”**

### 1. Introduction

- a) At the invitation of proposals for new regional projects by the Korea Forest Service (hereinafter referred to as “KFS”) of the Republic of Korea (hereinafter referred to as “ROK”) during the 3<sup>rd</sup> Session of the Governing Council of the Agreement between the Governments of the Republic of Korea and the Member States of the Association of Southeast Asian Nations on Forest Cooperation (hereinafter referred to as “AFoCo Agreement”) on 18 October 2013, new regional project proposals have been presented at the 4<sup>th</sup> Session of the Governing Council of AFoCo Agreement on 30 April 2014. As agreed and guided by the Governing Council, KFS is committed to support funding for the implementation of “ASEAN-ROK Forest Cooperation Project: **Developing High Valuable Species in Vietnam and Thailand as the Mechanism for Sustainable Forest Management and Livelihood Improvement for Local Communities**” (hereinafter referred to as “Project”).
- b) The KFS, through the Secretariat of the AFoCo Agreement (hereinafter referred to as the “Secretariat”), will make available to designated implementing agencies from Viet Nam and Thailand (hereinafter referred to as “Implementing Countries”) a financial contribution for implementation of the Project, specified under Article 6 “Terms of Payment” of this Memorandum of Understanding (hereinafter referred to as “MOU”). The Project will be implemented for three (3) years over the period from 2015 to 2018. The Research Institute for Forest Ecology and Environment, Vietnamese Academy of Forest Sciences (hereinafter referred to as “RIFEE”) will be the lead coordinating agency of the project.

## 2. Purpose

- a) Funds transferred by the KFS through the Secretariat under this MOU will be used by Implementing Countries exclusively for implementation of the activities identified in the Project Document as attached in Annex-1, which constitutes an integral part of this MOU.
- b) The project information, objectives, outputs, work plan, budget plan, implementation arrangement, monitoring arrangement and the inputs provided by the Implementing Countries, if any, are given in detail in the attached Annex-1 entitled "Project Document".

## 3. General Conditions

- a) The Implementing Countries will immediately undertake necessary management actions for implementation of activities identified in the Project Document with reference to the Operating Guidelines (Annex-2) and the domestic regulations of each country.
- b) The RIFEE of Viet Nam and the Royal Forest Department of Thailand will be designated as implementing agencies of the Project.
- c) Upon coming into effect of this MOU, RIFEE will immediately appoint a Regional Project Director and Support Staff under the terms and conditions identified in the Project Document and Operating Guidelines as well as in accordance with the domestic regulations of Viet Nam.
- d) RIFEE will provide a furnished office for the purpose of coordination and effective implementation of activities under the project.
- e) Implementing Countries will appoint respective Project Personnel in accordance with the Staff Plan, Operating Guidelines and the real conditions of each country.
- f) All intellectual property rights (including copyright) in respect of any technological development, products or services development to be carried out jointly under this MOU will be jointly owned by the respective countries. For those carried out through the sole and separate effort of the individual countries, will be owned by the country concerned. This provision will survive the expiration or termination of this MOU.
- g) All publications and technical reports resulting from implementation of this project will carry statements of appropriate recognition to the contribution and role of KFS and Implementing Countries.
- h) The personnel assigned under this MOU for the operation of the activities will not be entitled to any compensation or reimbursement by the KFS or the Secretariat.

- i) In accordance with the provisions under Article XIV of the AFoCo Agreement, the termination of AFoCo Agreement will not affect the on-going implementation under this MOU. In case of termination of AFoCo Agreement prior to completion of the project, the Sides concerned to this MOU will discuss and decide on the activities related to the Governing Council and Secretariat of the AFoCo Agreement.
- j) If the continued implementation of the project under this MOU becomes impossible or impractical, any Side concerned will, through the Secretariat, notify the other Sides its intention and reason for termination of the project at least one (1) month prior to this effect. However, such termination will be in effect upon consent by all Sides.
- k) Implementing Countries will ensure that the activities are implemented as effectively as possible in accordance with the Project Document. In the event of failure to comply with the terms of this MOU, the Implementing Countries will provide clarification. Without such clarification, the payment of fund will be suspended or terminated. As such, Implementing Countries will refund to the Secretariat any payment already received in respect of activities that have not been performed in accordance with the Project Document.

#### 4. Reporting

- a) The Implementing Countries will submit the project progress reports to the Governing Council through RIFEE every six (6) months.
- b) The Implementing Countries will submit to the Governing Council through RIFEE the financial status report which comprises balance sheet, statement of cash flow and statement of expenditures every six (6) months.
- c) The Implementing Countries will disseminate and share with the other members of the AFoCo Agreement, the outputs of project implementation such as study paper, technical document and policy brief within six (6) months after completion of each activity.
- d) The Implementing Countries will submit to the Governing Council through RIFEE a final project completion report within six (6) months after completion of the last activity of project.
- e) The Implementing Countries, through the Secretariat, will submit to the KFS and the Governing Council, a final audited statement of accounts and an itemized statement of expenditures certified by an independent auditor or a similar third party auditor, following the completion of the last activity of project.
- f) The Implementing Countries will maintain supporting documentation showing the utilization of funds under this MOU and all other documentation and records related to the activities for a period of five (5) years following the completion of the activities, during which period, the Governing Council or a person designated by the KFS will have the right to review or audit the relevant records.

- g) All documents and reports will be done in English language.

## **5. Monitoring Arrangement**

Subject to approval by the Governing Council, the taskforce for assessment for implementation of the AFoCo Agreement will independently monitor the progress of the implementation of the activities and report to the Governing Council under the terms and conditions set forth by the Governing Council.

## **6. Terms of Payment**

- a) For the implementation of the activities under this MOU, the Secretariat will make the payment, as stipulated in paragraph 1 (b) of this MOU, as follows:
- i. The payment will be made upon the recommendation by RIFEE on the financial request by Implementing Countries on every six (6) months basis with reference to the work plan and budget plan of the Project Document (Annex-1) and the Operating Guidelines (Annex-2); and
  - ii. The fund allocation for implementation of activities in the Implementing Countries will be up to six hundred thousand United States dollars (USD 600,000) as specified under the budget plan of the Project Document (Annex 1).
- b) The Secretariat will remit the above-mentioned payments in accordance with the banking instructions provided by the Implementing Countries as attached in Annex-3.

## **7. Settlement of Disputes**

Any dispute between the Sides arising out of the interpretation or execution of this MOU will be settled amicably through mutual consultations and/or negotiations among the Sides, without reference to any third party or international tribunal.

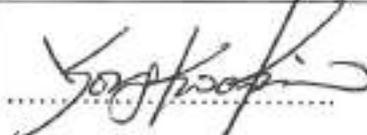
## **8. Amendments**

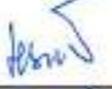
Any amendment to this MOU will be effected by consensus among the Sides.

## **9. Coming into Effect**

This MOU will come into effect upon signature by all Sides.

IN WITNESS WHEREOF, the undersigned, duly authorized thereto by their respective Governments and Secretariat, have signed this MOU in three original copies, in English language.

Sides to this MOU	Signatures
<p>1. International Affairs Bureau Korea Forest Service 189 Cheongsa-ro, Seo-gu Daejeon Republic of Korea, 302-701</p>	<p> ..... Dr. KIM YONGKWAN Director General  Date: 28/12/2015</p>
<p>2. Vietnamese Academy of Forest Sciences (VAFS) Duc Thang Ward, North Tu Liem District Ha Noi Viet Nam</p>	<p> ..... Prof. Dr. VO DAI HAI President  Date: 22/11/2015</p>
<p>3. Royal Forest Department 61, Phaholyothin Road, Chatuchak Bangkok 10900 Thailand</p>	<p> ..... MR. CHONLATID SURASWADI Director General  Date: 16/12/2015</p>
<p>4. ASEAN-ROK Forest Cooperation Secretariat 8<sup>th</sup> Floor, 9 Gukhoe-daero 62-gil Yeongdeungpo-gu, Seoul Republic of Korea 150-874</p>	<p> ..... Dr. HADI S. PASARIBU Executive Director  Date: 24/11/2015</p>

  
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**Project Document**

<b>Project title</b>	Developing High Valuable Species in Viet Nam and Thailand as the Mechanism for Sustainable Forest Management and Livelihood Improvement for Local Communities
<b>Implementing agency</b>	Research Institute for Forest Ecology and Environment (Viet Nam), and Forest Research and Development Bureau (Thailand)
<b>Expected project duration</b>	2015 to 2018 (03 years)
<b>Target areas</b>	Viet Nam (Cao Bang, Bac Kan Provinces and Ha Noi) Thailand (Loei and Nan Provinces)
<b>Total budget</b>	Total budget: USD 720,000, of which: USD 600,000: Requested from KFS and AFoCo USD 120,000: Self-contribution (in kind) from Viet Nam and Thailand

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## Abbreviations and Acronyms

ASEAN	Association of Southeast Asian Nations
AFoCo	ASEAN-ROK Forest Cooperation
DARD	Department of Agriculture and Rural Development
KFS	Korea Forest Service
NGO	Non-Government Organization
NTFP	Non-Timber Forest Product
PMU	Project Management Unit
RFD	Royal Forest Department
RIFEE	Research Institute for Forest Ecology and Environment
ROK	Republic of Korea
VAFS	Vietnamese Academy of Forest Sciences
VNFOREST	Viet Nam Administration of Forestry

## 1. Rationale

### 1.1. Project context and justification

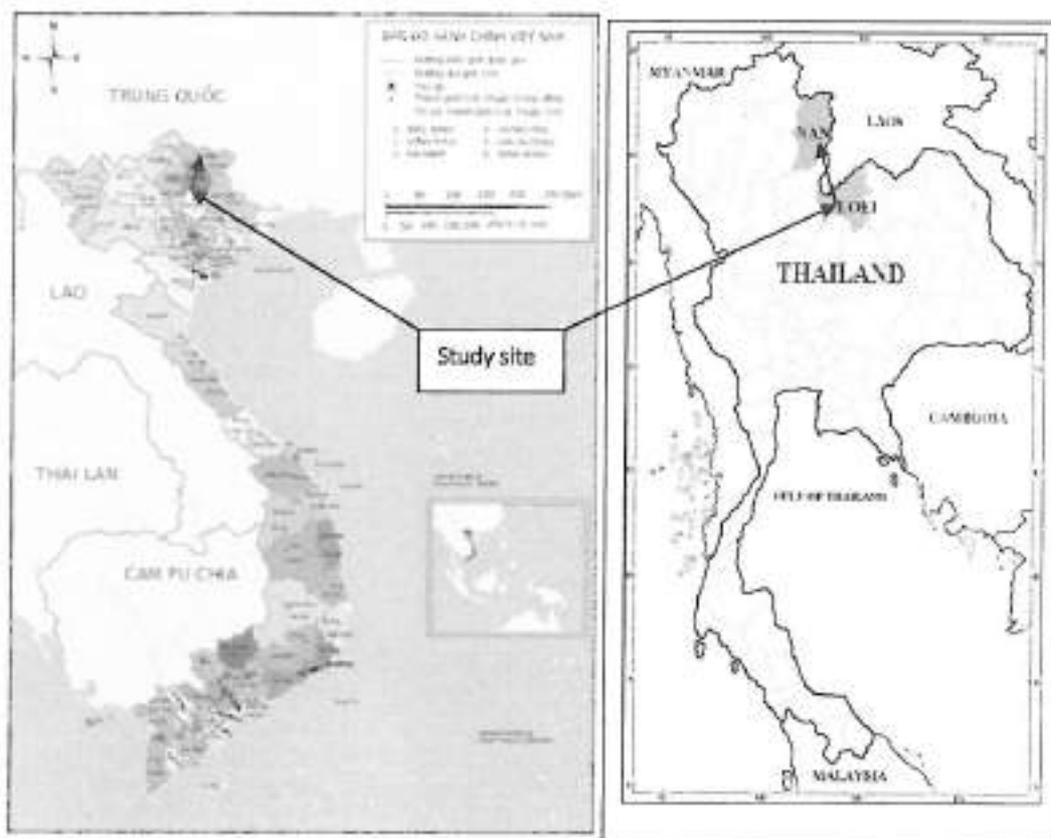


Figure 1. Study sites of Vietnam and Thailand

Vietnam and Thailand are tropical countries located in Southeast Asia. Both nations possess very diverse forest ecosystems that being very crucial for biodiversity conservation, environment protection and livelihood of local people.

Due to a severe reduction of forest quality and quantity, both countries have significantly limited timber and other products harvested from natural forests. As a result, the livelihood of local people, who live in or near forests, is strongly impacted. Local people, particularly remote ethnic minorities, strongly depend on forests for timber and other forest products for their daily lives and income. Without support from forests, their lives will be strongly difficult. Therefore, it is very crucial to give them a new livelihood that could reduce their dependence on the natural forests, and also to help manage sustainably forest resources.

With the great support from Korean Forest Service (KFS), Republic of Korea, the AFoCo Project "Developing Non-Timber Forest Products (NTFP) in the Northwest of Vietnam as the Mechanism for Sustainable Forest Management and Livelihood Improvement for Local Communities" was successfully implemented in Vietnam in 2011-2012 (Phase I), and 2012-2013 (Phase II). The Project has achieved a great success that to be very significant for the livelihood of local communities. The Project helped to develop the "Strategy to develop and conserve NTFPs" in 4 provinces, of which a long term of NTFP development in the 4 provinces would be established and implemented. Particularly, 4 most valuable and suitable species were selected for 4 provinces in the Northwest region. Technical procedures and demonstration models for 4 selected species were also developed and to be used as the means

to transfer knowledge, techniques and skills to cultivate, process and trade of those species to local people. Local people also had opportunities to visit good models within or outside their region, so that they were able to exchange and learn new knowledge, skills and techniques, also had chances to establish new relationships with new partners. After the termination of the Project, local people could use the knowledge, techniques and skills transferred to cultivate and trade the high valuable species to improve their income and to contribute to the sustainable forest management and protection.

To build on the successes to date and to continue transferring the successful models and lessons from the AFoCo Project to other regions of Viet Nam, Thailand and ASEAN countries, it is very necessary and desirable to implement the new AFoCo Project "Developing High Valuable Species in Viet Nam and Thailand as the Mechanism for Sustainable Forest Management and Livelihood Improvement for Local Communities, 2015-2018". The Project will focus on assessing and selecting the most suitable and high valuable species, including NTFPs, in Cao Bang and Lang Son Provinces (Viet Nam), and Nan and Leoi Provinces (Thailand). It will then develop appropriate technical procedures to cultivate and trade those species, also to recommend the policy and law applied in the regions. Demonstration models, trainings, visiting good models and media broadcasting will also be established and developed to transfer knowledge, techniques and skills to local people, authorities and other relevant stakeholders.

Cao Bang and Bac Can are mountainous and contiguous provinces in the Northern Vietnam, of which Cao Bang shares the border with China. The land area of the two provinces is 1,156,727 ha, occupying 3.5% of the national land area. The forest area of the region is 706,432,000 ha, covering 61% of its total land area. Terrain of the region is very diverse and complicated, combining very high mountains alternated by hills, valleys and narrow plains.

Cao Bang and Bac Kan Provinces are very diverse in terms of biodiversity and demography. The region harbors various forest ecosystems that play a great role in controlling water sources for hydro-power plants, agricultural cultivation and daily life of local people; protecting ecological environment and mitigating the negative impact of climate change. More importantly, nearly 1 million people from more than 10 ethnic minorities settle in the region. Demographically, ethnic minorities comprise over 80% of the regional population. The region is sparsely populated with an average density of 71 people per km<sup>2</sup>, compared to the national average of 257 people per km<sup>2</sup>.

Despite its important location and resources, the two provinces are the poorest areas of the country as its income comes mainly from forestry and agriculture. According to a report from the Government (<http://baodientu.chinhphu> dated 15/5/2013), the poverty rate of Cao Bang and Bac Kan are 28% and 20.4%, respectively, compared to the national poverty rate of 9.6%, according to the government's criteria. The poverty rate of Bac Kan and Cao Bang could be higher if the international standard based on daily calorie consumption is applied. As the main livelihood of local people is forestry and agriculture, without support from forest, their lives will be strongly difficult.

Since the 1990s, after the Law of logging ban was introduced in Viet Nam, Bac Can and Cao Bang Provinces have received increasing attention from the Vietnamese Government and international donors as a number of program/projects was mobilized to protect and develop forest resources and livelihood of local people. However, in a very large and diverse area of the two provinces, where many poor ethnic minorities settle, the above support cannot meet the real requirement. Furthermore, the supports dealing with livelihood improvement for local people and sustainable forest management, in many cases, are not appropriate. Particularly, limited attention has been paid to the development of high valuable species, as the mechanism for sustainable forest management and livelihood improvement in the region. Local people are unclear of what species are the most suitable for their sites and significantly valuable for the

trade. In addition, they also lack knowledge, techniques and skills to cultivate and trade high valuable species. Therefore, the implementation of the AFoCo Project: "Developing High Valuable Species in Viet Nam and Thailand as the Mechanism for Sustainable Forest Management and Livelihood Improvement for Local Communities, 2015-2018" is very necessary and important for the region.

To deal with the forest degradation, Thailand also introduced the Law of logging ban in 1989. Since then, NTFPs (high valuable species) have become the main products of the forest and the main source of income for local people. However, the means to manipulate NTFPs for sustainable management and product development are still questionable. There is also a need to develop NTFPs to promote income generation for the farmers, to provide a more benefit mean of utilizing NTFPs as well as to increase value of NTFPs trade. In order to promote tropical NTFPs in the region, it is considered that more research and development programmes are needed to help utilize the products more efficiently and to promote marketing information. The project activities will be carried out by field surveying in close collaboration with local forest authorities of two provinces in the northern and north eastern parts of Thailand mentioned below, in close collaboration with relevant partners from Vietnam.

Nan is one of the northern provinces of Thailand. Neighbouring provinces are Uttaradit, Phrae and Phayao. To the north and east, it borders Sainyabuli Province of Laos. The province is located in a remote valley of the Nan River, surrounded by mountains and forest. Total land area of the Province is 1,147,207 ha. The forest area of the region is 816,568 ha, covering 71.18 % of its total land area. The province composes of 15 districts and to be subdivided into 99 sub-districts and 848 villages. The sparse population of over 477,000 people consists of indigenous Lanna natives as well as other minority groups that making up 17 percent of total population of the region.

Loei is also one of the most sparsely populated provinces of Thailand, located in the North-East of the country. Its neighbouring provinces are Nong Khai, Udon Thani, Nongbua Lamphu, Khon Kaen, Phetchabun and Phitsanulok. The province is covered by mountains, such as Phu Kradueng and Phu Ruea, while the capital Loei is located in a fertile basin. The Loei River, which flows through the province, is a tributary of the Mekong, forming part of the northern boundary of the province with neighbouring Laos. The land area of the region is 1,142,460 ha. The forest area of the region is 392,648 ha, covering 34.37 % of its total land area. The sparse population of over 613,303 consists of total population. The province composes of 14 districts which further subdivided into 89 sub districts and 839 villages. Loei's temperature is comfortably cool, with beautiful geographical surroundings, as well as unique cultures and traditions.

Therefore, the implementation of the Project "Developing High Valuable Species in Vietnam and Thailand as the Mechanism for Sustainable Forest Management and Livelihood Improvement for Local Communities" is very necessary, relevant and important as it will greatly contribute to sustainable forest management, biodiversity conservation and above all, to the livelihood improvement of local communities in Vietnam and Thailand. It will also strengthen the relationship among Korea, Viet Nam, Thailand and other ASEAN countries in terms of sustainable forest management and development, mitigation of the impact of climate change and improvement of living standard for local people in the region.

## **2. Project information**

### **2.1. Guiding principles**

While the goal of the project is to improve sustainable forest management and livelihood of local communities, the objectives of the project are to study and develop the most suitable and high valuable species, including NTFPs, in the region as the mechanism to manage sustainably forests and to improve living standard of local people.

The goal and objectives of the project will be achieved through a strong participation from local communities, local authorities and organizations, private agencies, research institutions and scientists (relevant stakeholders), of which local people are the main beneficiaries from the beginning to the end of the project. Relevant stakeholders will be involved in all activities of the Project. At first, relevant stakeholders will be involved in meetings and workshops to discuss and select the priority list of study species and the study sites. In addition, relevant stakeholders are involved in the development and evaluation of technical guide, policy and marketing recommendations and reports. The demonstration models will also be developed by local people with assistance from relevant experts, and local people will directly benefit from the protection and utilization of these models. Furthermore, technical trainings and workshops will be held for local people and other relevant stakeholders. Local people will learn by practicing at the models they are developing. Visiting good models within or outside of the province will also be organized to help local people developing further their knowledge, skills and relationships in order to improve their livelihood and extend their lessons to other people.

Experts and managers from Viet Nam, Thailand and Korea will have opportunities to work together from the proposal establishment to the implementation, monitoring and evaluation of the project. Once, the high valuable species are well selected and developed, living standards of local people in Viet Nam and Thailand will be greatly improved and that deforestation and degraded forests will be reduced, the ecological environment will be better protected.

## **2.2. Regionality**

High valuable species, including NTFPs, widely distribute in Vietnam, Thailand and other ASEAN countries. They are very important to the daily lives and the income of local people, particularly in remote areas. This project is an excellent opportunity for scientists and experts from Viet Nam, Thailand, Korea and other ASEAN countries to develop, learn and share knowledge, techniques and skills on the development and management of high valuable species, including NTFPs, in the region. Furthermore, lessons and experiences from implementation of the project will be extended into other countries to develop high valuable species, protect ecological environment and improve living standard of local people.

It is expected that the project will contribute to organize international conferences/workshops on high valuable species development, including NTFPs, of which scientists, scholars, experts, officers and managers from worldwide could participate in and contribute to the general knowledge and skills of high valuable species management and development. Publications, knowledge and expertise will be shared and exchanged among Viet Nam, Thailand, Korea and other ASEAN countries.

As a regional project, the Project will appoint a Regional Project Director who will have responsibility to manage and coordinate the activities of Project, including activities implemented in Viet Nam and Thailand and to report to the donors. To assist the Regional Project Director, each country will establish a Project Management Unit (PMU), of which a National Project Director will be appointed to manage and implement activities of the Project, and to report to the Regional Project Director. To assist the National Project Director, each country will have a coordinator and some staff to help manage and implement activities in each country, also to be in charge for reporting to the National Project Director.

## **2.3. Participants**

The Project will be implemented based on a strong participation from local people, local authorities and organizations, scientists, private agencies, managers and other stakeholders from local to central of each country. Relevant stakeholders will be involved in all

activities, including meeting, planning, implementing, monitoring and reporting of the project from the beginning to the end of the Project. Firstly, relevant stakeholders will be involved in the inception workshops and other meetings to select suitable study species and the study sites in each province of Viet Nam and Thailand. Relevant stakeholders then will be involved in survey and study, of which the development and evaluation of technical guides, policy and marketing recommendations and reports will be made. The demonstration models will also be developed by the participation of local people, local authorities and relevant NGOs with assistance from relevant experts. Furthermore, technical trainings and workshops will be held also based on the participation of local people, authorities and other relevant stakeholders.

Particularly, as a regional project, it will involve scientists, experts, officers and managers from Thailand, Vietnam and Korea and other ASEAN countries to manage, implement and monitor the project.

#### **2.4. Beneficiaries and stakeholders**

Local people and authorities in the project site (Cao Bang and Bac Kan provinces of Vietnam, Nan and Loei provinces of Thailand) will directly benefit from the project activities. Local people and authorities will be involved in all relevant meetings and workshops, in which they have the right to discuss and decide the suitable study species, study site and the plan for survey and other activities of the Project. Local people and authorities will also directly benefit from technical trainings, visiting and media broadcasting, in which they are involved in activities from the plan of establishment to the implementation and evaluation. In addition, local people and authorities will also benefit from demonstration models, because with assistance from the project experts, they will develop the models and benefit from their work. After all, they could themselves develop high valuable species and then benefit from the results.

The authorities and relevant agencies such as sub-department of forestry, sub-department of forest protection, forestry extension center, NGOs, research institutions... are also benefited from the project implementation through the capacity building program and the implementation of the project. Particularly, as a regional project, the project will involve scientists, experts and managers from Thailand, Viet Nam, other ASEAN countries and from Korea during the implementation, monitoring and evaluation of the project.

### **3. Goals, Objectives and Outputs**

#### **3.1. Goal**

The goal of the project is to improve sustainable forest management and livelihood of local people in Viet Nam and Thailand through the development of high valuable species.

#### **3.2. Objectives**

The objectives of the project are as the followings:

- To assess and select the most suitable and high valuable species in the study provinces;
- To develop appropriate techniques, marketing and policy recommendation for the development, processing and trade of the study species;
- To improve knowledge, techniques and skills of local people and relevant stakeholders through trainings, visiting and disseminations.
- To develop demonstration models for the development of the study species;

#### **3.3. Outputs/Deliverables**

- Documents on 4 high valuable species (current status, distribution, planting, harvesting, processing, preservation, uses, marketing, and policies applied); natural and society conditions of the study sites.
- Technical guidelines (seedling production, site preparation, plant, tend, harvest, process, preserve and uses) for 4 species selected.

- Policy and marketing recommendation for the development and management of study species.
- Demonstration models of planting and tending of study species.
- Training curriculums and training courses held for local people and relevant agencies
- Visiting good models for local people and relevant stakeholders
- Meetings and workshops (including midterm and final workshops)
- Progress, technical and financial and other reports
- Mid-term and final reports

#### 4. Working Plan and Staffing Plan

##### 4.1. Indicative work plan for Vietnam side

Act	Description	Planning by year			Responsible Agency
		Y 1'	Y 2'	Y3'	
<b>A. DIRECT ACTIVITY COST</b>					
<b>Output 1</b>	<b>Selection of study species and sites in Bac Kan and Cao Bang provinces</b>				
Activity 1.1	Collection of relevant data and information on high valuable species, natural and social conditions of the 2 provinces				PMU/RIFEE
Activity 1.2	Quick visit to Bac Can Province to select study species and sites				PMU/RIFEE
Activity 1.2.1	Visit Bac Kan Province, selected districts and communes to meet relevant agencies and local authorities to select study species and study sites				
Activity 1.2.2	Hire local guide				
Activity 1.2.3	Meeting to finalize study species (1 species), study sites and plan for next activities in Bac Kan province				
Activity 1.2.4	Car hiring				
Activity 1.3	Quick visit to Cao Bang Province to select study species and sites				PMU/RIFEE
Activity 1.3.1	Visit Cao Bang Province, selected districts and communes to meet relevant agencies and local authorities to select study species and study sites				
Activity 1.3.2	Hire local guide				
Activity 1.3.3	Meeting to finalize study species (1 species), study sites and plan for next activities in Cao Bang province				
Activity 1.3.4	Car hiring				
Activity 1.4	Materials, stationery and others				PMU/RIFEE
<b>Output 2</b>	<b>Technical guidelines, policy and marketing recommendations to develop high valuable species in Bac Kan and Cao Bang provinces</b>				
Activity 2.1	Survey in Bac Kan province				PMU/RIFEE

Act	Description	Planning by year			Responsible Agency
		Y 1'	Y 2'	Y 3'	
Activity 2.1.1	Preparation for detailed survey (detailed plan and questionnaires on status, distribution, value, uses, development potential, planting, tending, harvesting, processing, marketing, trade, policy applied...) in Bac Kan province				
Activity 2.1.2	Survey the selected species in Bac Kan Province (status, distribution, value, uses, development potential, planting, tending, harvesting, preservation and processing, marketing, policies applied, indigenous and modern knowledge applied...)				
Activity 2.1.3	Local guide				
Activity 2.1.4	Meeting with local people and authorities				
Activity 2.1.5	Car hiring				
Activity 2.2	Survey in Cao Bang Province				PMU/RIFEE
Activity 2.2.1	Preparation for detailed survey (detailed plan and questionnaires on status, distribution, value, uses, development potential, planting, tending, harvesting, processing, marketing, trade, policy applied...) in Cao Bang province				
Activity 2.2.2	Survey the selected species in Cao Bang Province (status, distribution, value, uses, development potential, planting, tending, harvesting, preservation and processing, marketing, policies applied, indigenous and modern knowledge applied...)				
Activity 2.2.3	Local guide				
Activity 2.2.4	Meeting with local people and authorities				
Activity 2.2.5	Car hiring				
Activity 2.3	Develop 2 technical guidelines for 2 selected species (based on data and information collected)				PMU/RIFEE
Activity 2.3.1	National consultant to develop 2 technical guidelines				
Activity 2.3.2	Organize meetings in Bac Kan and Cao Bang provinces to comment on the technical guidelines (1 day meeting)				
Activity 2.3.3	Revise 2 technical guidelines				
Activity 2.4	Report on policy and marketing recommendation				PMU/RIFEE
Activity 2.4.1	National consultant to develop the report				
Activity 2.4.2	Organize meetings in Bac Kan and Cao Bang provinces to comment on the report				
Activity 2.4.3	Revise the report				
Activity 2.5	Material, stationery and others				PMU/RIFEE
<b>Output 3</b>	<b>Technical training and good model visiting</b>				

Act	Description	Planning by year			Responsible Agency
		Y 1'	Y 2'	Y 3'	
Activity 3.1	Technical training on seedling production, site preparation, planting, tending, harvesting, processing, preservation and trading of 2 studied species				PMU/RIFEE
Activity 3.1.1	Develop 2 training curricula for 2 species (1 curriculum for 1 species)				
Activity 3.1.2	2 meetings comment on 2 curricula (25 persons/meeting x usd 35/person) organized in Bac Kan and Cao Bang				
Activity 3.1.3	Revise the 2 curricula				
Activity 3.1.4	Organize technical trainings on 2 species (10 trainings, 3 days/training, 25 people/training) in two provinces				
Activity 3.2	Visiting good models within or outside the province (1 day for each visit)				PMU/RIFEE
Activity 3.3	Material, communication and stationery				PMU/RIFEE
<b>Output 4</b>	<b>Demonstration model establishment</b>				
Activity 4.1	Establish demonstration models in Bac Kan				PMU/RIFEE
Activity 4.1.1	Site selection for model establishment (planting, tending...)				
Activity 4.1.2	Design planting models (2 ha)				
Activity 4.1.3	Design tending models (4 ha)				
Activity 4.1.4	Building model of planting (2 ha)				
Activity 4.1.5	Building model of tending (4 ha)				
Activity 4.1.6	Maintenance of models				
Activity 4.1.7	Material, communication, stationery and others				
Activity 4.2	Establish demonstration models in Cao Bang				PMU/RIFEE
Activity 4.2.1	Site selection for model establishment (planting, tending...), 5 days				
Activity 4.2.2	Design planting models (2 ha)				
Activity 4.2.3	Design tending models (4 ha)				
Activity 4.2.4	Building model of planting (2 ha)				
Activity 4.2.5	Building model of tending (4 ha)				
Activity 4.2.6	Maintenance of models				
Activity 4.2.7	Material, communication, stationery and others				
<b>Output 5</b>	<b>Management, operation, monitoring and dissemination</b>				
Activity 5.1	Establish PMU, recruitment of staff, open bank account				PMU/RIFEE
Activity 5.1.1	Establish PMU, staff hiring and orientation, open bank account				

Act	Description	Planning by year			Responsible Agency
		Y1*	Y2*	Y3*	
Activity 5.1.2	Printing, stationery and other operation cost				
Activity 5.2	Inception meeting				PMU/RIFEE
Activity 5.2.1	Venue (venue, banner...)				
Activity 5.2.2	DSA for participant				
Activity 5.2.3	Lodging for participant (outside Hanoi)				
Activity 5.2.4	Assist transportation for participants (outside Hanoi)				
Activity 5.2.5	Welcome dinner for participants				
Activity 5.2.6	Lunch for participants (workshop)				
Activity 5.2.7	Car (hiring) for the workshop organization				
Activity 5.2.8	DSA for 5 staff, 3 days for each				
Activity 5.2.9	Material, stationery and others				
Activity 5.3	Meeting of the PSC in Viet Nam (Ha Noi)				PMU/RIFEE
Activity 5.3.1	Venue (venue, banner...), lump sum				
Activity 5.3.2	Welcome diner for participants				
Activity 5.3.3	Lunch for participants				
Activity 5.3.4	Lunch for participants to go field trip (1 day)				
Activity 5.3.5	Car hiring for field trip				
Activity 5.3.6	DSA for 5 staff x 4 days to prepare and implement the meeting and field trip				
Activity 5.3.7	Car hiring to prepare and implement the meeting				
Activity 5.3.8	Material, stationery and others				
Activity 5.4	Travelling to Thailand				PMU/RIFEE
Activity 5.5	Midterm workshop				PMU/RIFEE
Activity 5.6	Final Workshop				PMU/RIFEE
Activity 5.7	Audit				PMU/RIFEE
<b>B. INDIRECT COST/TO OPERATIONS</b>					
Activity 6.1	Office facility				PMU/RIFEE
Activity 6.2	Assist in administration, financial and technical issues of the PMU				PMU/RIFEE
Activity 6.3	Assist in running the PMU (material, communication, publication and others)				PMU/RIFEE

*Note: Y1\* = Project Year 1, Y2\* = Project Year 2, Y3\* = Project Year 3. The project Year may not be the same as fiscal year.*

#### 4.2. Indicative work plan for Thailand side

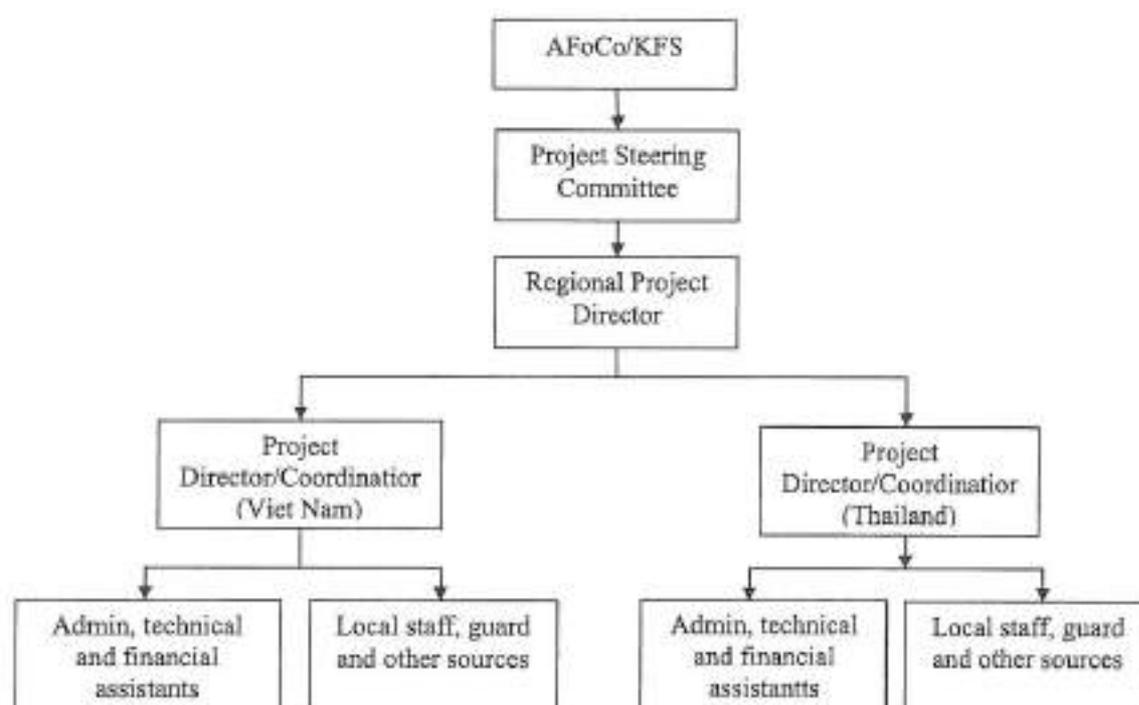
Act	Description	Planning by year			Responsible Agency
		Y1*	Y2*	Y3*	
Output 1	Selection of study species and sites in Nan and Loei provinces				
Activity 1.1	Collection of relevant data and information (at national and provincial levels)				

Act	Description	Planning by year			Responsible Agency
		Y1*	Y2*	Y3*	
Activity 1.2	Quick visit to Nan Province (and selected districts and communes) to meet relevant agencies and local authorities to select 1 study species and 2 study communes (2 communes/1 species) in 2 selected districts (4 people x 6 days)				
Activity 1.3	Hire local guide				
Activity 1.4	Meeting to finalize study species, study sites and plan to implement the activities				
Activity 1.5	Quick visit to Loei Province (and selected districts and communes) to meet relevant agencies and local authorities to select 1 study species and 2 study communes (2 communes/1 species) in 2 selected districts (4 people x 6 days)				
Activity 1.6	Hire local guide				
Activity 1.7	Meeting to finalize study species, study sites and plan to implement the activities				
Activity 1.8	Hire National Consultant				
Activity 1.9	Car hiring				
Activity 1.10	Stationery				
<b>Output 2</b>	<b>Technical guidelines, policy and marketing recommendations, training materials to develop 2 selected species in 2 Provinces</b>				
Activity 2.1	Preparation for detailed survey (detailed plan and questionnaires on status, distribution, value, uses, development potential, trade, policy applied...) in Nan and Loei Provinces				
Activity 2.2	Survey 1 selected species (2 communes/1 species) in 2 districts of Nan Province (status and distribution, value, uses, development potential, planting, tending, harvesting, preservation and processing, marketing, policies applied, indigenous and modern knowledge applied...) (5 people x 14 days/commune x 2 communes)				
Activity 2.3	Hire local guide				
Activity 2.4	Local meeting to finalize the results				
Activity 2.5	Hire International Consultant				
Activity 2.6	Survey 1 selected species (2 communes/1 species) in 2 districts of Loei Province (status and distribution, value, uses, development potential, planting, tending, harvesting, preservation and processing, marketing, policies applied, indigenous and modern knowledge applied...) (5 people x 14 days/commune x 2 communes)				
Activity 2.7	Local guide				
Activity 2.8	Local meeting to finalize the results				
Activity 2.9	Hire International Consultant				

Act	Description	Planning by year			Responsible Agency
		Y1*	Y2*	Y3*	
Activity 2.10	Car hiring				
Activity 2.11	Data and information analysis				
Activity 2.12	Develop technical guideline for 2 selected species (based on indigenous knowledge and existing information)				
Activity 2.13	Meeting to comment on the guides in 2 provinces (2 meetings/1 guide x 2 guides x 20 people/meeting)				
Activity 2.14	Revise the guides according to the comments				
Activity 2.15	Writing policy and marketing recommendation				
Activity 2.16	Meeting to comment on the report				
Activity 2.17	Develop training documents for 2 species				
Activity 2.18	Meeting to comment on the training material (2 meeting/1 training document x 2 documents x 20 people/meeting)				
Activity 2.19	Revise the training documents				
Activity 2.20	Hire National Consultant				
Activity 2.21	Stationery, printing				
<b>Output 3</b>	<b>Establish demonstration models</b>				
Activity 3.1	Site selection for model establishment in 2 provinces				
Activity 3.2	Model of planting (2 ha/commune x 2 communes x 2 provinces)				
Activity 3.3	Model of tending (2 ha/commune x 2 communes x 2 provinces)				
Activity 3.4	Model of harvesting				
Activity 3.5	Model of processing and utilization				
Activity 3.6	Hire National Consultant				
Activity 3.7	Stationery, printing				
<b>Output 4</b>	<b>Dissemination and training</b>				
Activity 4.1	Inception meeting				
Activity 4.2	Workshop on marketing and policy in 2 provinces				
Activity 4.3	Technical training for local people				
Activity 4.4	Visiting good model				
Activity 4.5	Advertisement in 2 provinces				
Activity 4.6	Annual meeting , including PSC meeting				
Activity 4.7	Travelling to Vietnam				
Activity 4.8	Midterm workshop				
Activity 4.9	Final Workshop				
Activity 4.10	Hire National Consultant				
Activity 4.11	Stationery, printing				
Activity 4.12	Equipment				
Activity 4.13	Audit				

Note: Y1\* = Project Year 1, Y2\* = Project Year 2, Y3\* = Project Year 3. The project Year may not be the same as fiscal year.

### 4.3. Staffing Plan



**Figure 2:** Organizational system to manage and implement the Project

#### **Project Management and Implementation Team**

A Project Steering Committee (PSC) will be established to oversee the project implementation. It is in direct coordination with AFoCo Secretariat and KFS. Members of the PSC include representatives from VNFOREST, RIFEE, VAFS (Viet Nam); a representative from the AFoCo Secretariat (optional); the AFoCo focal points in Viet Nam and Thailand; the Regional Project Director, the Project Directors and the Project Coordinators of the two countries. The PSC will meet annually, preferably at the beginning of the year. The PSC will oversee the progress of and provide guidance to the project implementation. It has the authority to make decisions on the annual work plan and any changes of activities and budget plan proposed by the Project Director. The PSC meeting will take place alternately in the two countries.

The project implementing body will be led by the Regional Project Director (based in Viet Nam). He/she is responsible for the planning and the overall project implementation in the two countries. The Regional Project Director will directly report to the AFoCo Secretariat. In each country, a Project Management Unit (PMU) will be formed. The two units are under direct supervision of the Regional Project Director. The PMU consists of a Project Director, Project Coordinator, Financial Officer, Technical Assistant, Administration Assistant, some staff and project personnel (both at central and provincial levels).

The Project Management Unit in each country will be responsible for the daily implementation of the project and reporting to the Regional Project Director.

No.	Project personnel	Number	Role/Duty station	Remark
<b>I. Project Steering Committee</b>				
1	Representative of VAFS	1	Head	
2	Representative of the Thailand side	1	Deputy Head	
3	Representative of the AFoCo Secretariat	1	Member	Optional
4	AFoCo focal points in the two countries	2	Member	
5	Regional Project Director (RPD)	1	Member	
6	Project Director (in two countries)	2	Member	
7	Project Coordinators (in two countries)	2	Member	
<b>II. Project Management Unit (Vietnam)</b>				
1	Project Director (could be RPD)	1	Hanoi	Part time
2	Project Coordinator	1	Hanoi	Part time
3	Admin, technical and financial assistant	3	Hanoi	Part time
4	Locally recruited staff	2	Bac Kan and Cao Bang	Part time
5	Project personnel		Ha Noi	Optional
<b>III. Project Management Unit (Thailand)</b>				
1	Project Director	1	Bangkok	Part time
2	Project Coordinator	1	Bangkok	Part time
3	Admin, technical and financial assistant	2	Bangkok	Part time
4	Staff	4	Nan and Loei province	Part time
5	Project personnel		Nan and Loei province	Optional

## 5. Management and Implementation Arrangements

### 5.1. Management arrangements

Vietnam and Thailand each will establish a Project Management Unit (PMU) to manage and implement the project. From Vietnam side, PMU will be established by the Research Institute for Forest Ecology and Environment, Vietnamese Academy of Forest Sciences, belonging to the Ministry of Agriculture and Rural Development. Depending on a need of the country, each PMU may have a director, coordinator and some staffs to keep the project running forward. From Thailand side, the PMU will be established by the Forest Research and Development Bureau.

The project will be implemented under the direct supervision of the National Project director. He/she will directly report to the Regional Project Director and relevant agencies. The National Project Director will be responsible in establishing collaboration with relevant agencies in Vietnam as well his/her counterpart in Thailand for collaborative researches and possible exchange visit of the staff and experts. The established cooperation will provide opportunity for the exchange of information between the two countries. A Project Coordinator, local project staff and fieldworkers will be assigned under the National Project Director.

## 5.2. Implementation arrangement

Prior to the implementation of the project, a field visit of experts, consultants and managers will be conducted to validate the needs identified in the project design. Various stakeholders will be consulted about their perception of the project and how it will affect them. Together with this consultation is conducting a baseline survey to determine the status of the project site prior to the project implementation. The parameters to be collected in the baseline will be the indicators specified in the Log Frame.

As soon as the project approved, an inception workshop will be conducted to present the result of the baseline and to disseminate information and consultation to wider stakeholders. Relevant stakeholders, including researchers, private agencies, managers and local people will attend the Inception Workshop. The project indicators and targets of the Log Frame may be adjusted based on the result of the baseline and recommendations by the participants of the inception meeting. All the parameters of the baseline will be stored in a database to facilitate in the succeeding monitoring and to keep track of the improvements due to intervention.

The roles and responsibilities of the project implementation body are as follows:

<b>Position</b>	<b>Duties and responsibilities:</b>
Project Director	<p>The Project Director will be working part-time with the project. His responsibilities are as follows:</p> <ul style="list-style-type: none"><li>▪ Ensure the efficient flow of communication and reporting of the progresses of the project to the Regional Project Director</li><li>▪ Provide the overall supervision of the project and its staff;</li><li>▪ Responsible for the implementation of all project activities;</li><li>▪ Responsible for the timely producing of project outputs;</li><li>▪ Responsible for the management of the financial resources of the project;</li><li>▪ Preparation and submission of periodic progress and reports;</li><li>▪ In consultation with the Project Coordinators, recruit national/international consultants; and</li><li>▪ Oversee the monitoring of the progresses of the project against project implementation schedule.</li></ul>
Project Coordinator	<p>The Project Coordinators will be working part-time with the project. Their responsibilities are as follows:</p> <ul style="list-style-type: none"><li>▪ Responsible for the implementation of the work plans and monitoring of the progress of the implementation of the field activities in their respective countries;</li><li>▪ Prepare biannual progress reports and annual report; and</li><li>▪ Provide technical guidance to the project personnel and local staff. The project personnel will be trained on the concept of the project implementation at the project inception.</li></ul>

<b>Position</b>	<b>Duties and responsibilities:</b>
Financial Assistant	<ul style="list-style-type: none"> <li>▪ He/she could be employed part- time and paid by the project. S/he has the following responsibilities:</li> <li>▪ Responsible for handling of the project's financial resources;</li> <li>▪ Responsible for disbursement and liquidation of the financial resources of the project;</li> <li>▪ Preparation of financial reports for auditing;</li> <li>▪ Procurement of the equipments;</li> <li>▪ Assist the Project Coordinators in consolidating financial report into the progress reports;</li> </ul>
Project Assistant (technical and administration)	<ul style="list-style-type: none"> <li>▪ He/she could be employed part - time and paid partly by the project. S/he has the following responsibilities:</li> <li>▪ Responsible for implementation of the work plans;</li> <li>▪ In consultation with the project Coordinators, provide guidance to the project personnel and local staff;</li> <li>▪ Responsible for liaison with or involvement of stake holders;</li> <li>▪ Supervise the implementation of field activities; Report the progress of activities to the Project Coordinators;</li> <li>▪ Drafting and processing administrative letters;</li> <li>▪ Assist the Project Coordinators in organizing meetings and workshops; and</li> <li>▪ Assist the Project Coordinator recruiting consultants;</li> </ul>
Project Personnel	<p>Project Personnel are staff of the implementing agencies, but they are assigned to work with the project as team members of the PMU. Their responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>▪ Participate in all project activities in the field.</li> <li>▪ Other tasks are assigned by the project director</li> </ul>
Local project staff	<p>These are staff members at the provincial level. They are assigned to work with the project as team members of the PMU. They are responsible for assisting project Assistant in the implementation of field activities.</p>

### 5.3. Monitoring and evaluation

Monitoring and evaluation plan will be implemented by the Regional Project Director, PMUs and Consultancy agencies. Monitoring and evaluation plan include the below main information:

#### Input information:

- Master project implementation plan;
- Annual project implementation plan;
- Quarter project implementation plan;

- Project budget and budget allocation;
- Other information and plans from the Ministry and donors;
- Management and human personnel plan.

#### **Workshops and monitoring and evaluation plan**

- PSC meeting: To oversee the project implementation and give advice and decision on all activities of the project.
- Initial supervision and monitoring (if any)
- Kick-off (Inception) workshop: Discussing master and annual implementation plan, monitoring and evaluation plan.
- Annual monitoring workshop: To monitor project implementation results and discuss implementation plan for the next year.
- Mid-term workshop: To monitor project implementation results, propose plan and solutions for project implementation in the next stages.
- Final workshop: To monitor project implementation results, bring out lesson learn and plan to ensure sustainability of project.
- Periodical workshops or unscheduled workshops to implement, monitor and evaluate the project

#### **Monitoring and evaluation report system**

- Initial monitoring report (if any)
- Inception workshop report
- Project implementation progress report
- Field supervision report
- Mid-term workshop report
- Final workshop report
- Audit report
- Impact assessment report
- Financial and budget allocation status report
- Other reports...

#### **5.4. Reporting**

The Regional Project Director will submit the project progress reports to the Governing Council of ASEAN-ROK Forest Cooperation Agreement, every six (6) months.

The Regional Project Director will submit to the Governing Council, the financial status report which comprises balance sheet, statement of cash flow and statement of expenditures every six (6) months.

The Regional Project Director will disseminate and share with the other members of the AFoCo Agreement, the outputs of project implementation such as study paper, technical document and policy brief within six (6) months after completion of each activity.

The Regional Project Director will submit to the Governing Council, a final project completion report within six (6) months after completion of the last activity of project.

The Regional Project Director will submit to the KFS and the Governing Council, a final audited statement of accounts and an itemized statement of expenditures certified by an

independent auditor or a similar third party auditor, following the completion of the last activity of project.

Reporting schedule is shown below:

No.	Report	Deadlines for submission
1	Progress report (every 6 months)	End of Quarter 2 and Quarter 4 of each project year
2	Annual work plan for subsequent year × 1	End of Quarter 4 of each project year
3	Financial status report including balance sheet, statement of cash flow and statement of expenditures (every 6 months)	End of Quarter 2 and 4 of each project year
4	Annual auditing report	Beginning of Quarter 1 of the following project year

## 6. Budget Plan and Arrangement

### 6.1. Budget Plan and Arrangement for Vietnam

Act	Description	Budget by year (USD)			Total
		Y 1	Y 2	Y 3	
<b>A. DIRECT ACTIVITY COST</b>		<b>101,005</b>	<b>90,280</b>	<b>43,530</b>	<b>234,815</b>
<b>Output 1</b>	<b>Selection of study species and sites in Bac Kan and Cao Bang provinces</b>	<b>13,000</b>			<b>13,000</b>
Activity 1.1	Collection of relevant data and information on high valuable species, natural and social conditions of the 2 provinces	1,350			1,350
Activity 1.2	Quick visit to Bac Can Province to select study species and sites	5,675			5,675
Activity 1.2.1	Visit Bac Kan Province, selected districts and communes to meet relevant agencies and local authorities to select study species and study sites	2,600			2,600
Activity 1.2.2	Hire local guide	900			900
Activity 1.2.3	Meeting to finalize study species (1 species), study sites and plan for next activities in Bac Kan province	1,075			1,075
Activity 1.2.4	Car hiring	1,100			1,100
Activity 1.3	Quick visit to Cao Bang Province to select study species and sites	5,675			5,675
Activity 1.3.1	Visit Cao Bang Province, selected districts and communes to meet relevant agencies and local authorities to select study species and study sites	2,600			2,600
Activity 1.3.2	Hire local guide	900			900
Activity 1.3.3	Meeting to finalize study species (1 species), study sites and plan for next activities in Cao Bang province	1,075			1,075

Act	Description	Budget by year (USD)			Total
		Y 1	Y 2	Y 3	
Activity 1.3.4	Car hiring	1,100			1,100
Activity 1.4	Materials, stationery and others	300			300
<b>Output 2</b>	<b>Technical guidelines, policy and marketing recommendations to develop high valuable species in Bac Kan and Cao Bang provinces</b>	<b>48,245</b>			<b>48,245</b>
Activity 2.1	Survey in Bac Kan province (4 staff + 2 consultants)	12,900			12,900
Activity 2.1.1	Preparation for detailed survey (detailed plan and questionnaires on status, distribution, value, uses, development potential, planting, tending, harvesting, processing, marketing, trade, policy applied...) in Bac Kan province	900			900
Activity 2.1.2	Survey the selected species in Bac Kan Province (status, distribution, value, uses, development potential, planting, tending, harvesting, preservation and processing, marketing, policies applied, indigenous and modern knowledge applied...)	5,200			5,200
Activity 2.1.3	Local guide	1,800			1,800
Activity 2.1.4	Meeting with local people and authorities	2,800			2,800
Activity 2.1.5	Car hiring	2,200			2,200
Activity 2.2	Survey in Cao Bang province (4 staff + 2 consultants)	12,900			12,900
Activity 2.2.1	Preparation for detailed survey (detailed plan and questionnaires on status, distribution, value, uses, development potential, planting, tending, harvesting, processing, marketing, trade, policy applied...) in Cao Bang province	900			900
Activity 2.2.2	Survey the selected species in Cao Bang Province (status, distribution, value, uses, development potential, planting, tending, harvesting, preservation and processing, marketing, policies applied, indigenous and modern knowledge applied...)	5,200			5,200
Activity 2.2.3	Local guide	1,800			1,800
Activity 2.2.4	Meeting with local people and authorities (20 persons x usd 35/person/meeting)	2,800			2,800
Activity 2.2.5	Car hiring	2,200			2,200
Activity 2.3	Develop 2 technical guidelines for 2 selected species (based on data and information collected)	12,710			12,710
Activity 2.3.1	National consultant to develop 2 technical guidelines				6,450
Activity 2.3.2	Organize meetings in Bac Kan and Cao Bang provinces to comment on the technical guidelines (1 day meeting)	4,760			4,760
Activity 2.3.3	Revise 2 technical guidelines	1,500			1,500
Activity 2.4	Report on policy and marketing recommendation	8,735			8,735

Act	Description	Budget by year (USD)			Total
		Y 1	Y 2	Y 3	
Activity 2.4.1	National consultant to develop the report	3,225			3,225
Activity 2.4.2	Organize meetings in Bac Kan and Cao Bang provinces to comment on the report	4,760			4,760
Activity 2.4.3	Revise the report	750			750
Activity 2.5	Material, stationery and others	1,000			1,000
<b>Output 3</b>	<b>Technical training and good model visiting</b>	<b>23,560</b>	<b>20,030</b>	<b>20,030</b>	<b>63,620</b>
Activity 3.1	Technical training on seedling production, site preparation, planting, tending, harvesting, processing, preservation and trading of 2 studied species	17,990	14,460	14,460	46,910
Activity 3.1.1	Develop 2 training curricula for 2 species (1 curriculum for 1 species)	4,500			4,500
Activity 3.1.2	2 meetings comment on 2 curricula (25 persons/meeting x usd 35/person) organized in Bac Kan and Cao Bang	4,760			4,760
Activity 3.1.3	Revise the 2 curricula	1,500			1,500
Activity 3.1.4	Organize technical trainings on 2 species (10 trainings, 3 days/training, 25 people/training) in two provinces	7,230	14,460	14,460	36,150
Activity 3.2	Visiting good models within or outside the province (1 day for each visit)	4,570	4,570	4,570	13,710
Activity 3.3	Material, communication and stationery	1000	1000	1000	3,000
<b>Output 4</b>	<b>Demonstration model establishment</b>		<b>56,750</b>	<b>11,000</b>	<b>67,750</b>
Activity 4.1	Establish demonstration models in Bac Kan		28,375	5,500	33,875
Activity 4.1.1	Site selection for model establishment (planting, tending...)		3,375		3,375
Activity 4.1.2	Design planting models (2 ha)		4,600		4,600
Activity 4.1.3	Design tending models (4 ha)		4,600		4,600
Activity 4.1.4	Building model of planting (2 ha)		10,000		10,000
Activity 4.1.5	Building model of tending (4 ha)		4,000	4,000	8,000
Activity 4.1.6	Maintenance of models		800	800	1,600
Activity 4.1.7	Material, communication, stationery and others		1000	700	1,700
Activity 4.2	Establish demonstration models in Cao Bang		28,375	5,500	33,875
Activity 4.2.1	Site selection for model establishment (planting, tending...), 5 days		3,375		3,375
Activity 4.2.2	Design planting models (2 ha)		4,600		4,600
Activity 4.2.3	Design tending models (4 ha)		4,600		4,600
Activity 4.2.4	Building model of planting (2 ha)		10,000		10,000
Activity 4.2.5	Building model of tending (4 ha)		4,000	4,000	8,000
Activity 4.2.6	Maintenance of models		800	800	1,600

Act	Description	Budget by year (USD)			Total
		Y 1	Y 2	Y 3	
Activity 4.2.7	Material, communication, stationery and others		1000	700	1,700
<b>Output 5</b>	<b>Management, operation, monitoring and dissemination</b>	<b>17,200</b>	<b>11,000</b>	<b>14,000</b>	<b>42,200</b>
Activity 5.1	Establish PMU, recruitment of staff, open bank account	850			850
Activity 5.1.1	Establish PMU, staff hiring and orientation, open bank account	750			750
Activity 5.1.2	Printing, stationery and other operation cost	100			100
Activity 5.2	Inception meeting	5,100			5,100
Activity 5.2.1	Venue (venue, banner...)	600			600
Activity 5.2.2	DSA for participant	1,225			1,225
Activity 5.2.3	Lodging for participant (outside Hanoi)	360			360
Activity 5.2.4	Assist transportation for participants (outside Hanoi)	240			240
Activity 5.2.5	Welcome dinner for participants	600			600
Activity 5.2.6	Lunch for participants (workshop)	700			700
Activity 5.2.7	Car (hiring) for the workshop organization	330			330
Activity 5.2.8	DSA for 5 staff, 3 days for each	525			525
Activity 5.2.9	Material, stationery and others	520			520
Activity 5.3	Meeting of the PSC in Viet Nam (Ha Noi)	3,500		4,000	7,500
Activity 5.3.1	Venue (venue, banner...), lump sum	600			600
Activity 5.3.2	Welcome diner for participants	450			450
Activity 5.3.3	Lunch for participants	300			300
Activity 5.3.4	Lunch for participants to go field trip (1 day)	400			400
Activity 5.3.5	Car hiring for field trip	300			300
Activity 5.3.6	DSA for 5 staff x 4 days to prepare and implement the meeting and field trip	700			700
Activity 5.3.7	Car hiring to prepare and implement the meeting	440			440
Activity 5.3.8	Material, stationery and others	310			310
Activity 5.4	Travelling to Thailand		6,000		6,000
Activity 5.5	Midterm workshop		5,000		5,000
Activity 5.6	Final Workshop			7,000	7,000
Activity 5.7	Audit			3,000	3,000
<b>B. INDIRECT COST/TO OPERATIONS</b>		<b>26,000</b>	<b>20,000</b>	<b>19,185</b>	<b>65,185</b>
Activity 6.1	Office facility	8,000	2,000	1,185	11,185
Activity 6.2	Recruited Staffs to assist in administration, financial and technical issues of the PMU (5 people x usd 200/month)	12,000	12,000	12,000	36,000
Activity 6.3	Assist in running the PMU (material, communication, publication and others)	6,000	6,000	6,000	18,000
<b>Total (A+B)</b>		<b>128,005</b>	<b>107,780</b>	<b>64,215</b>	<b>300,000</b>

### 6.2. The contribution (in kind) from Vietnam

No.	Component	In-kind Contribution (USD)			
		Y1	Y2	Y3	Total
<b>1.</b>	<b>Salary</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>	<b>36.000</b>
1.1	Project Director	4.000	5.000	5.000	15.000
1.2	Coordinator	3.000	3.000	3.000	9.000
1.3	Assistants (3)	5.000	5.000	5.000	15.000
<b>2.</b>	<b>Equipment and facility</b>	<b>8.000</b>	<b>8.000</b>	<b>8.000</b>	<b>24.000</b>
2.1	Office	2.000	2.000	2.000	8.000
2.2	Land for demonstration models	2.000	2.000	2.000	2.000
2.3	Equipment machinery	2.000	2.000	2.000	6.000
2.4	Electricity, water and other supplies	2.000	2.000	2.000	6.000
	<b>Total</b>	<b>20.000</b>	<b>20.000</b>	<b>20.000</b>	<b>60.000</b>

### 6.3. Budget Plan and Arrangement from Thailand

Act	Description	Unit	Unit cost (USD)	Qty	Total (USD)		
					Y1	Y2	Y3
<b>Output 1</b>	<b>Selection of study species and sites in Nan and Loei provinces</b>				<b>11,740</b>		
Activity 1.1	Collection of relevant data and information (at national and provincial levels)	Man-day	80	15	1,200		
Activity 1.2	Quick visit to Nan Province (and selected districts and communes) to meet relevant agencies and local authorities to select 1 study species and 2 study communes (2 communes/1 species) in 2 selected districts (4 people x 6 days)	Man-day	80	24	1,920		
Activity 1.3	Hire local guide	Man-day	30	6	180		
Activity 1.4	Meeting to finalize study species, study sites and plan to implement the activities	person	80	20	1,600		
Activity 1.5	Quick visit to Loei Province (and selected districts and communes) to meet relevant agencies and local authorities to select 1 study species and 2 study communes (2 communes/1 species) in 2 selected districts (4 people x 6 days)	Man-day	80	24	1,920		
Activity 1.6	Hire local guide	Man-day	30	6	180		
Activity 1.7	Meeting to finalize study species, study sites and plan to implement the activities	person	80	20	1,600		

Act	Description	Unit	Unit cost (USD)	Qty	Total (USD)		
					Y 1	Y 2	Y 3
Activity 1.8	Hire National Consultant	Man-day	200	7	1,400		
Activity 1.9	Car hiring	day	120	12	1,440		
Activity 1.10	Stationery				300		
<b>Output 2</b>	<b>Technical guidelines, policy and marketing recommendations, training materials to develop 2 selected species in 2 Provinces</b>				70,560		
Activity 2.1	Preparation for detailed survey (detailed plan and questionnaires on status, distribution, value, uses, development potential, trade, policy applied...) in Nan and Loei Provinces	Man-day	80	20	1,600		
Activity 2.2	Survey 1 selected species (2 communes/1 species) in 2 districts of Nan Province (status and distribution, value, uses, development potential, planting, tending, harvesting, preservation and processing, marketing, policies applied, indigenous and modern knowledge applied...) (5 people x 14 days/commune x 2 communes)	Man-day	80	140	11,200		
Activity 2.3	Hire local guide	Man-day	30	40	1,200		
Activity 2.4	Local meeting to finalize the results	person	80	20	1,600		
Activity 2.5	Hire International Consultant	Man-day	400	5	2,000		
Activity 2.6	Survey 1 selected species (2 communes/1 species) in 2 districts of Loei Province (status and distribution, value, uses, development potential, planting, tending, harvesting, preservation and processing, marketing, policies applied, indigenous and modern knowledge applied...) (5 people x 14 days/commune x 2 communes)	Man-day	80	140	11,200		
Activity 2.7	Local guide	Man-day	30	40	1,200		
Activity 2.8	Local meeting to finalize the results	person	80	20	1,600		
Activity 2.9	Hire International Consultant	Man-day	400	5	2,000		
Activity 2.10	Car hiring	day	120	70	8,400		
Activity 2.11	Data and information analysis	Man-day	80	30	2,400		
Activity 2.12	Develop technical guideline for 2 selected species (based on indigenous knowledge and existing information)	guide	1,500	2	3,000		

Act	Description	Unit	Unit cost (USD)	Qty	Total (USD)		
					Y 1	Y 2	Y 3
Activity 2.13	Meeting to comment on the guides in 2 provinces (2 meetings/1 guide x 2 guides x 20 people/meeting)	person	80	80	6,400		
Activity 2.14	Revise the guides according to the comments	guide	500	2	1,000		
Activity 2.15	Writing policy and marketing recommendation	report	2,000	1	2,000		
Activity 2.16	Meeting to comment on the report	person	80	20	1,600		
Activity 2.17	Develop training documents for 2 species	document	1,500	2	3,000		
Activity 2.18	Meeting to comment on the training material (2 meetings/1 training document x 2 documents x 20 people/meeting)	person	80	80	6,400		
Activity 2.19	Revise the training documents	document	500	2	1,000		
Activity 2.20	Hire National Consultant	Man-day	200	7	1,400		
Activity 2.21	Stationery, printing				360		
<b>Output 3</b>	<b>Establish demonstration models</b>					<b>41,800</b>	<b>34,900</b>
Activity 3.1	Site selection for model establishment in 2 provinces	province	3,000	2		6,000	
Activity 3.2	Model of planting (4 ha/province x 2 provinces)	ha	3,500	8		14,000	14,000
Activity 3.3	Model of tending (4 ha/province x 2 provinces)	ha	2,000	8		8,000	8,000
Activity 3.4	Model of harvesting					5,000	5,000
Activity 3.5	Model of processing and utilization					5,000	5,000
Activity 3.6	Hire National Consultant	Man-day	200	21		2,800	1,400
Activity 3.7	Stationery, printing					1,000	1,500
<b>Output 4</b>	<b>Dissemination and training</b>				<b>12,000</b>	<b>60,500</b>	<b>68,500</b>
Activity 4.1	Inception meeting	meeting	3,000	1	3,000		
Activity 4.2	Workshop on marketing and policy in 2 provinces	workshop	3,000	2		3,000	3,000
Activity 4.3	Technical training for local people	training	4,000	10		20,000	20,000
Activity 4.4	Visiting good model	visit	4,000	4		8,000	8,000
Activity 4.5	Advertisement in 2 provinces					6,500	5,000
Activity 4.6	Annual meeting, including PSC meeting	meeting	2,000	3	2,000	2,000	2,000
Activity 4.7	Travelling to Vietnam				3,500	3,500	3,500
Activity 4.8	Midterm workshop	workshop	10,000	1		10,000	
Activity 4.9	Final Workshop	workshop	15,000	1			15,000

Act	Description	Unit	Unit cost (USD)	Qty	Total (USD)		
					Y 1	Y 2	Y 3
Activity 4.10	Hire National Consultant	Man-day	200	7			1,400
Activity 4.11	Stationery, printing				1,000	1,500	1,600
Activity 4.12	Equipment				2,500	6,000	4,000
Activity 4.13	Audit		5,000	1			5,000
<b>Total</b>					<b>94,300</b>	<b>102,300</b>	<b>103,400</b>

#### 6.4. The contribution (in kind) from Thailand

	Component	In-kind Contribution (USD)			
		Y 1	Y 2	Y 3	Total
<b>1.</b>	<b>Salary</b>	<b>11.500</b>	<b>11.500</b>	<b>11.500</b>	<b>34.500</b>
1.1	Project Director	3.000	3.000	3.000	9.000
1.2	Coordinator	2.500	2.500	2.500	7.500
1.3	Staff (4)	4.000	4.000	4.000	12.000
1.4	Admin. Support (2)	2.000	2.000	2.000	6.000
<b>2.</b>	<b>Equipment and facility</b>	<b>8.500</b>	<b>8.500</b>	<b>8.500</b>	<b>25.500</b>
2.1	Office	4.000	4.000	4.000	12.000
2.2	Equipment machinery	2.000	2.000	2.000	6.000
2.3	Plantation equipment	1.000	1.000	1.000	3.000
2.4	Electricity, water and other supplies	1.500	1.500	1.500	4.500
	<b>Total</b>	<b>20.000</b>	<b>20.000</b>	<b>20.000</b>	<b>60.000</b>

### 7. Support Information

#### 7.1. Sustainability

During the project implementation, local authority, local organizations, forestry extension centers and private agencies will be closely involved. The outputs of the project, therefore, will be sustainable overtime as they will be followed up by local authorities, local organizations, forestry extension center and NGOs, who have been involved in the project activities before.

After the termination of the project, the demonstration models will be given to local authority and householders, and it will be used for demonstration, visiting and training. Forestry extension staff, local householder and officers, who are trained during the project implementation, will then use the demonstration models, training curriculums, techniques and skills for further training after the termination of the project. Budget for training and model maintenance could be received from state budget through the forest protection and management program and potential donors. On the other hand, some income received from the demonstration models could be mobilized to maintain the demonstration models.

#### 7.2. Potential risks and mitigation strategy

Demonstration models will be established in the study sites for the purposes of applying new techniques and new breeds, running technical trainings and visiting. However, the budget for maintaining the models will end after the termination of the project (3 years). Therefore, local authorities, forest extension center and local people will have to call for the financial sources (from the state/local budget) or they themselves pay for it (take some income received from the model results) in order to utilize the models for a long time.

As the market for forest products and NTFPs is not stable due to a strong dependence on Chinese buyers, local farmer may not be happy with the model establishment and management, particularly the time that the product prices are low. Furthermore, to keep the model retained long is also an issue that needs the engagement of local authority and extension center. Therefore, during the project implementation, the policy recommendation will be made to adjust the prices of the products and to ensure the sustainability of the demonstration models and the training materials.

Low awareness of local people, particularly ethnic authorities is also a problem to barrier their encroachment to new techniques and credit. During the project implementation, local authority and forest extension center will have a strong role, and they will handed in the results of the project to continue maintaining the models and transferring the techniques and skills to local people.

### **7.3. Potential gender, environmental and social impacts**

The project is expected to bring socio-economic and environmental benefits to the direct and indirect beneficiaries of the project and the region. Particularly, it will provide financial benefits and job opportunity to women, who will play an active role in implementation of the project. Living standard and awareness of local people will be improved through the implementation of the project, and this will help to reduce deforestation in the region. Furthermore, agro-forestry model will be established that help improve forest cover and protect the ecological environment.

### **7.4. Possible follow-up projects**

The lessons and documents created from the project will be applied into other people and regions. The demonstration models will be kept for long time providing field evidence for training and visiting. More important, skills and awareness of local people will be improved, so that they themselves could develop model of high valuable species, including NTFPs, in order to make it economically feasible and environmentally sustainable.

## **Operating Guidelines**

### **For Implementation of Regional Cooperation Projects**

**under the Agreement between the Governments of the Member  
States of the Association of Southeast Asian Nations and the  
Republic of Korea on Forest Cooperation**

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August 2015

## **I. Definition**

1. For the purpose of applying these Operating Guidelines:
  - a) "AFoCo Agreement" means the "Agreement between the Governments of the Member States of the Association of Southeast Asian Nations and the Republic of Korea on Forest Cooperation" that was signed on 18 November 2011 in Bali in Indonesia and entered into force on 5 August 2012.
  - b) "Council" means the Governing Council established under the AFoCo Agreement.
  - c) "Executive Director" means the head of the Secretariat established under the AFoCo Agreement.
  - d) "Implementing Agency" means an agency nominated by the Implementing Country for implementation of the project activities in the country.
  - e) "Implementing Country" means a signatory country to the MOU of the Project, who is responsible for implementation of activities under the Project.
  - f) "MOU" means an instrument signed by the respective countries for implementation of the project under the specific terms and conditions.
  - g) "Project" means a regional cooperation project entitled "Developing High Valuable Species in Vietnam and Thailand as a Mechanism for Sustainable Forest Management and Livelihood Improvement for Local Communities" which is approved by the "Council" to be implemented under the framework of the AFoCo Agreement.
  - h) "Regional Project Director" means a person-in-charge appointed through the MOU, based on the nomination of Implementing Country for coordination and financial management of the project at regional level.
  - i) "Project Personnel" means any personnel appointed, hired or assigned for implementation of the project activities.
  - j) "Secretariat" means the Secretariat established under the AFoCo Agreement.

## **II. Introduction**

2. These Guidelines will be applied for operation of the regional cooperation project under the AFoCo Agreement.
3. The project will be implemented in accordance with the respective legal instrument and under the framework of the AFoCo Agreement. As such, this regional project is implemented within the scope of the objectives and areas of

cooperation identified in the AFoCo Agreement.

### **III. Scope and purpose**

4. These Guidelines cover the basic conditions of service, rights, entitlements, and obligations of Project Personnel as well as fund management procedure to be applied in carrying out the activities of the Project. These guidelines will be applied in accordance with the institutional regulations and national laws of the Implementing Country.

5. In case of difference or dispute arisen from applying between the Project Document and these Guidelines (between Annex-1 and Annex-2 of this MOU), these Guidelines will prevail in order to maintain consistency in project implementation.

### **IV. Staff management**

#### **4.1 Status, Duties and Obligations**

##### **4.1.1 Status of Project Personnel**

6. Subject to terms and conditions agreed mutually under a service contract, Project Personnel are considered contract-based professionals working for the project.

##### **4.1.2 Duties and obligations of Project Personnel**

7. By accepting contractual appointment, the Project Personnel will observe the following duties and obligations:

- a) The Project Personnel will work under the Implementing Country who has ultimate responsibility for the implementation of project activities.
- b) The Project Personnel pledge themselves to discharge their functions efficiently and uphold the highest standards of competence, integrity and respect for all cultures.
- c) The Project Personnel will neither seek nor accept instructions from any other external source. They will not engage in any activity that is incompatible with the proper discharge of their assigned duties.
- d) The Project Personnel will exercise the utmost discretion in regard to all matters of official business. They will not disclose, by reason of their official position, to any person any information which has not been made public, except in the course of their duties. Nor will they at any time use such information to private advantage.
- e) For the purpose of project coordination, monitoring and financial management at the regional level, the Secretariat or a lead coordinating country will appoint a Regional Project Director. Terms of Reference of the Regional Project Director are described as follows:

### **Terms of Reference (Regional Project Director)**

Under the overall guidance of the Council and in close cooperation with the Executive Director of the ASEAN-Korea Forest Cooperation Secretariat, the Regional Project Director will be responsible for:

- Managing the project office, staff and financial matters to ensure the operation of the Project and delivery of service at the highest possible standard and quality;
- Coordinating with the relevant officials from the implementing countries for efficient operation of the Project;
- Supporting timely implementation of the activities at the national and regional levels identified in the Project Document;
- Providing necessary assistance in organizing activities, workshops and training courses of the Project;
- Compiling and submitting regular and special reports of the Project submitted by the Implementing Countries to the Council;
- Preparing and submitting financial report and itemized statement of expenditures to the Secretariat, intended for consideration of the Council, in a timely manner as required in the implementation of the Project;
- Keeping record of activities implemented and accomplished including technical documents, recommendations and consultancy reports;
- Ensuring managerial and financial accountability in accordance with the approved Project Document and Operating Guidelines; and
- Undertaking other duties as may be assigned as appropriate in implementing the Project.

#### **4.2 Working Hours and Official Holidays**

8. Normal working hours will be 40 hours per week from 9:00 a.m. to 5:00 p.m. Monday through Friday, however; the working hours can be adjustable subject to national regulations of the Implementing Country.

9. National holidays of the Implementing Country will be regarded as the official holidays for the Project Personnel.

#### **4.3 Recruitment and Appointment**

##### **4.3.1 Recruitment procedure**

10. Recruitment of Project Personnel will only be on the basis of merit, equal opportunity, and without discrimination. The recruitment will be open solely to nationals of the Implementing Country and key considerations in the selection of personnel will be proficiency in spoken and written English, competent interpersonal skill, integrity, adequate technical knowledge and experience in regional forestry cooperation matters. The Implementing Country will ensure to apply a standard transparent recruitment procedure.

#### **4.3.2 Appointment procedure**

11. Prior to employment for the Project, a candidate may be required to present a medical certificate from a duly qualified medical practitioner attesting that the candidate is fit for performing his or her duties.

12. The designated authority of the Implementing Country will issue a "Letter of Appointment" with the terms and conditions of employment to the successful candidate for the vacant post. The appointment will take effect from the date on which the performance of duties is commenced. In order to ensure effective collaboration, communication and implementation of the Project, the Implementing Country will keep the Secretariat informed of any new appointment, resignation or termination.

#### **4.3.3 Consultancy and Expert Assignment**

13. A Service Contract Agreement is required in hiring consultant firm, individual consultancy or expert assignment. The Contract Agreement will cover scope of work, deliverables or outputs, work program and schedule, place of work, fees and other benefits for the assignment. The consultancy fee for international consultant / expert will be within the limit of USD 300 to 400 per man-day based on qualifications and experience. For the national consultant, a fee limit of USD 100 to 200 per man-day will be applied. The consultancy fee will be inclusive of social security and any other personal insurance applicable by the Implementing Country.

#### **4.4 Remuneration of the project personnel**

14. Remuneration of the Project Personnel will be stated in and determined by the Project Document approved by the Council.

#### **4.5 Social Security, Insurance and other benefits**

15. All Project Personnel will be covered by a social security and insurance system applicable under the national laws and regulations of the Implementing Country. The Regional Project Director will ensure all Project Personnel have equal access to basic health care services and social security entitlements provided to the nationals of the Implementing Country.

#### **4.6 Annual and Other Types of Leave**

16. Project Personnel will be entitled to annual and other types of leave in accordance with the national regulations of the Implementing Country.

#### **4.7 Official Travel**

##### **4.7.1 Travel authorization and coverage**

17. Subject to the availability of the budget, official travel will be authorized upon the approval by the Implementing Country, the Secretariat or lead coordinating country before it is undertaken.

18. In case of overseas travel, the expenses will be covered for the most direct economy class air transportation, lodging allowance at the rate of USD 105 per night

and daily subsistence allowance at the rate of USD 105 per day<sup>1</sup>. Such allowances are entitled for actual day(s) of mission plus one (1) day of travel.

19. In case of domestic travel, expenses will be covered for the most direct economy class ground or air transportation, lodging allowance at actual cost, daily subsistence allowance at the rate of USD 35 per day<sup>2</sup>. Such allowances are entitled for actual day(s) of mission plus one (1) day of travel.

20. The travelling Project Personnel are entitled to the incidental travel expenses mentioned below:

- a) Charges for visas;
- b) Vaccinations (if required by the destination country);
- c) Hire of local transportation (applicable when public transport is unavailable or unreliable);
- d) Telephone, telegraph, radio and internet communications related to the work;
- e) Transportation or storage of authorized baggage used on official business;
- f) Travel-related insurances; and
- g) Such other incidentals as specifically approved by the respective authority.

#### 4.7.2 Payment of the travel expenses

21. Expenses arising from official travel will be reimbursed after completion of travel and upon receipt of the travel claim. Where appropriate, the project office may directly arrange air ticket for the official travel.

### 4.8 Termination from Service

#### 4.8.1 Termination

22. Any Project Personnel may be terminated by the immediate authority in any of the following instances with one (1) month written prior notice.

- a) If the person concerned does not observe the highest degree of conduct and causes serious breach in delivery of service;
- b) If the service of person concerned proves unsatisfactory based on his or her performance appraisal by the Implementing Country;
- c) If the person concerned is absent from service for more than ten (10) working days without notice; and
- d) If the person concerned is incapacitated for reasons of health to preclude him or her from carrying out the assigned duties.

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<sup>1</sup> Overseas rates are with reference to the staff guideline of the ASEAN-ROK Forest Cooperation Secretariat.

<sup>2</sup> Domestic daily subsistence allowance rate is one-third of overseas rate and also with reference to the average rate applied for individual cooperation projects in 2011.

#### **4.8.2 Resignation**

23. The Project Personnel may resign from the post upon presenting the Regional Project Director with one (1) month written prior notice unless otherwise specified under the terms of his or her appointment.

#### **4.9 Last Day for Pay Purposes**

24. When a Project Personnel is separated from service, the date on which entitlement to remuneration and benefits will cease, will be determined in accordance with the following provisions:

- a) For the end of regular service of project personnel, the date will be the date specified in the Letter of Appointment;
- b) In case of termination or resignation, the date will be either the date of termination mentioned in the written notice under the sections 4.8.1 or 4.8.2. Outgoing Project Personnel are expected to perform his or her duties during the period of notice. Annual leave will be granted during the notice of termination or resignation only for brief periods; and
- c) In case of death, the date on which entitlement to remuneration and benefits will cease will be the date of death. In such case of death, the surviving dependents will be entitled to receive one month base remuneration per year of service.

### **V. Fund management**

#### **5.1 Fiscal Year**

25. The fiscal year of the project will be from 1 January to 31 December of each calendar year.

#### **5.2 Accounting control**

26. The Implementing Agency will ensure a proper bookkeeping and account control system in place and submit financial reports every six (6) months to the designated authority of the Implementing Country and the Executive Director.

#### **5.3 Procurement of Goods and Services**

27. For procurement of goods or services valued more than USD 1,000, at least three (3) bids (quotations) from the suppliers or providers should be invited prior to procurement and the Implementing Country, in accordance with the related national laws and regulations, will determine the lowest and appropriate bid for purchase of goods or services. Direct purchase can be made for those items with value less than USD 1,000 subject to the purchase regulations of the Implementing Country.

### **VI. Project management**

#### **6.1 Inception**

28. Immediately after signing of the MOU by the respective Implementing Countries and upon receipt of fund, the Implementing Countries will initiate the inception of the Project and begin the implementation of activities.

## **6.2 Planning and Implementation**

29. In order to carry out project implementation in a timely and efficient way, the Implementing Agencies will develop work plans on every six (6) months basis with detailed activities, timeline and budget based on the Project Document and these Guidelines.

30. In case of organizing short-term training course, seminar and workshop under the project, the same conditions and rates for travel, accommodation and daily subsistence allowance described under section 4.7.1 will be applied for the participants of the event.

## **6.3 Reporting**

31. The Regional Project Director will compile regular progress reports submitted by the Implementing Country to the Executive Director intended for consideration of the Council. Where appropriate, the Regional Project Director will also submit to the Governing Council other reports (annual report, study report, workshop report, technical paper, policy brief) of the activities within one (1) month after completion of the activity.

32. The Regional Project Director will compile a financial status report, comprising balance sheet, certified statements of cash flow and expenditures submitted by the Implementing Country to the Executive Director intended for consideration of the Council every six (6) months ( ).

33. The Regional Project Director, in close cooperation and consultation with the Implementing Countries, will submit a final project completion report intended for the Governing Council via the designated authority of the Implementing Country to the Executive Director, within one (1) month after completion of the last activity of project. The final report will cover the outcomes of the project in the outlines mentioned below:

Project title:

Project duration:

Executive summary

I. Introduction

II. Objectives

III. Project management structure

IV. Project outputs (both tangible and intangible)

V. Implementation status (tabulated)

VI. Major achievements/success stories

VII. Issues and constraints

VIII. Plan for the sustainability of project activities

IX. Conclusion/Recommendation

X. Annexes/Appendices

a. Financial statement

b. Audited financial report

c. Matrix of planned and actual activities

d. Other relevant documents

#### **6.4 Termination**

34. The submission and acceptance of final report and the financial audited report represent the completion of the Project. The respective Project Personnel will hand over the records, documents and all other transferrable to the designated authority of the Implementing Country before discharging his or her official duties. The designated authority of the Implementing Country, in consultation with the Executive Director, will officially announce the effective termination date of the Project.

#### **VII. Monitoring Arrangement**

35. The Project will be monitored in accordance with the procedure for assessment for implementation of the AFoCo Agreement and report to the Council under the terms and conditions set forth by the Council.

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**Detailed Banking Instructions of the Implementing Countries<sup>3</sup>**

Viet Nam

Name of Bank:

Address of the Bank:

Name of Account Holder:

Type of Account:

Account Number:

Swift Code:

Thailand

Name of Bank:

Address of the Bank:

Name of Account Holder:

Type of Account:

Account Number:

Swift Code:

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<sup>3</sup> This information will be provided subject to internal regulation of each Implementing Country.