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USAID SAVING SPECIES PROJECT

**First Quarter Performance & Financial Report
FY2018, Q1: October – December 2017**



December 2017

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FIRST QUARTER PERFORMANCE & FINANCIAL REPORT

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DISCLAIMER

The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

TABLE OF CONTENTS

TABLE OF CONTENTS.....	I
ACRONYMS AND ABBREVIATIONS.....	II
1.0 PROJECT OVERVIEW/SUMMARY.....	4
1.1 PROJECT OVERVIEW	4
1.2 PROJECT DESCRIPTION	4
2.0 EXECUTIVE SUMMARY	5
2.1 SUMMARY OF ACHIEVEMENTS AND RESULTS.....	5
2.2 CONSTRAINTS AND CRITICAL ISSUES.....	6
3.0 ACTIVITY IMPLEMENTATION	7
3.1 INDICATOR & ACTIVITY PERFORMANCE	7
3.2 KEY ACTIVITIES ACCOMPLISHED DURING THIS QUARTER	12
3.2.1 Key Activities and Accomplishments.....	12
3.3.2 IN Q2 FY2018.....	13
OPERATIONAL AND MANAGEMENT TASKS	13
3.4 LESSONS LEARNED	16
3.5 MEL PLAN UPDATE	16
4.0 CROSSCUTTING ISSUES.....	17
4.1 GENDER EQUALITY AND FEMALE EMPOWERMENT	17
4.2 ENVIRONMENTAL COMPLIANCE.....	17
4.3 GLOBAL CLIMATE CHANGE	17
4.4 LOCAL CAPACITY DEVELOPMENT	17
4.5 PUBLIC-PRIVATE PARTNERSHIP & GLOBAL DEVELOPMENT ALLIANCES.....	17
4.6 SCIENCE, TECHNOLOGY, AND INNOVATION IMPACTS.....	17
5.0 STAKEHOLDER ENGAGEMENT	17
5.1 LINKS WITH THE GOVERNMENT OF VIETNAM	17
5.2 LINKS WITH DONOR AGENCIES.....	17
5.3 LINKS WITH USAID IMPLEMENTING PARTNERS	18
5.4 LINKS WITH OTHER PARTNERS.....	18
6.0 MANAGEMENT & ADMINISTRATIVE ISSUES.....	18
6.1 PERSONNEL.....	18
6.2 ADJUSTMENTS TO PLANNED ACTIVITIES.....	18
6.3 MODIFICATIONS AND AGREEMENTS	18
7.0 HOW COMMENTS FROM THE LAST QUARTERLY REPORT WERE ADDRESSED	18
8.0 FINANCIAL REPORT	19
ANNEX A: SUCCESS STORY TEMPLATE	20

ACRONYMS AND ABBREVIATIONS

A&A	Acquisition and Assistance
AIPA	ASEAN Inter-Parliamentary Assembly
AF	Activity Fund
AT+	AidTracker+
BCA	Biodiversity Conservation Agency
CITES MA	Convention of International Trade in Endangered Species Management Authority (Government of Vietnam Office of the Ministry of Agriculture and Rural Development)
COP	Chief of Party
COR	Contracting Officer Representative
CSO	Civil Society Organization
CSR	Corporate Social Responsibility
CWT	Combating Wildlife Trafficking
DCOP	Deputy Chief of Party
DQA	Data Quality Assessment
FY	Fiscal Year
GEF	Global Environment Facility
GIG	USAID Governance for Inclusive Growth Program
GLRLE	Governance, Legal Reform and Law Enforcement
GVN	Government of Vietnam
HO	Home Office (of Tetra Tech)
ICD	International Cooperation Department (of MARD)
LEA	Law Enforcement Agency
LIC	Letter(s) to Incur Costs
MARD	Ministry of Agriculture and Rural Development
MEL	Monitoring, Evaluation, and Learning
MI	USAID's Measuring Impact Activity
MOJ	Ministry of Justice
MONRE	Ministry of Natural Resources and Environment
ODA	Overseas Development Assistance
PD	Project document
PIM	Project Implementation Manual
PMU	Project Management Unit

PPA	Peoples Police Academy
PPU	Peoples Police University
Q	Quarter
RFA	Request for Approval
SBCC	Social and Behavior Change Communication
STTA	Short-Term Technical Assistance
SOP	Standard operating procedure
SOW	Statement of Work
SPP	Supreme Peoples Procuracy
T5G	National Center for Health Communication and Education
TOR	Terms of Reference
TM	Traditional Medicine
TRAPS	Wildlife Trafficking Response Assessment and Priority Setting
TT	Tetra Tech
UN-REDD	United Nations Program on Reducing Emissions from Deforestation and Forest Degradation
USAID	United States Agency for International Development
USAID/RDMA	USAID's Regional Development Mission Asia (based in Bangkok, Thailand)
USG	United States Government
USS	USAID Saving Species
UWA	USAID Wildlife Asia
VATA	Vietnam Automobile Transportation Association
VCCI	Vietnam Chamber of Commerce and Industry
VECOM	Vietnam E-Commerce Association
VEMSS	Vietnam Evaluation, Monitoring and Survey Services
WB	World Bank
WEN	Wildlife Enforcement Network
WCS	Wildlife Conservation Society

I.0 PROJECT OVERVIEW/SUMMARY

I.1 PROJECT OVERVIEW

Project Name	USAID Saving Species Project
Activity Start & End Date	September 30, 2016–September 29, 2021
Name of Prime Implementing Partner	Tetra Tech
Contract Number	AID-440-C-16-00002
Name of Subcontractors/Subawardees	Wildlife Conservation Society (WCS) TRAFFIC
Major Counterpart Organizations	Government of Vietnam (GVN) – Convention of International Trade in Endangered Species Management Authority (CITES MA), Ministry of Agriculture and Rural Development (MARD)
Geographic Coverage (cities and or countries)	All Vietnam, principally Hanoi, Danang, and Ho Chi Minh City
Reporting Period	Oct 01 st 2017 – Dec 31 st 2017 (Quarter I, Fiscal Year 2018 [Q1 FY2018])

I.2 PROJECT DESCRIPTION

Vietnam is a U.S. Government priority under the United States Agency for International Development's (USAID) Biodiversity Policy. It is the principal destination and transit country for illegal African rhino horn and elephant ivory and a transit and source country for the illicit poaching and trade in tigers, pangolins, and other species. Demand for wildlife in Vietnam is driven by cultural norms and traditional beliefs that encourage consumption of wildlife. Deterrence of trafficking and consumption has been weak; rates of arrest are limited, the rate of convictions is less than one percent of those arrested, and penalties for convictions have been small.

USAID's strategy in Vietnam seeks to reduce the pressure of wildlife crime on endangered and threatened species. USAID Saving Species works to reduce consumer demand for and consumption of illegal wildlife and wildlife products, strengthening wildlife law enforcement and prosecution, and improving and harmonizing the legal framework for wildlife crime. The project will:

- Reduce consumer demand for and consumption of illegal wildlife and wildlife products by targeting the behaviors, beliefs, norms, and cultural expectations of key populations that drive Vietnamese consumption of focal wildlife and products;
- Strengthen wildlife law enforcement and prosecution by bolstering law and customs enforcement, institutionalizing police and customs countering wildlife trafficking training, and fighting corruption; and
- Improve and harmonize the legal framework for wildlife crime by addressing core rule of law and governance weaknesses; supporting trade compliance; and improving the situation of overlapping jurisdictions, contradictory or unclear mandates, legal loopholes, and weak authorities.

2.0 EXECUTIVE SUMMARY

2.1 SUMMARY OF ACHIEVEMENTS AND RESULTS

This is the first quarterly report of FY2018 of the USAID Saving Species Project, USAID/Vietnam's combating wildlife trafficking project awarded to Tetra Tech on September 30, 2016. The following report contains a summary of the main activities completed, outcomes and results achieved during the FY2018 Q1 of implementation of the USAID Saving Species Project.

The primary outputs of the First Quarter of the USAID Saving Species (USS) include:

- USS recruited a replacement SBCC Specialist who was onboard on November 1st 2017 and a Communications/Public Outreach Specialist who was onboard on December 18th 2017.
- The Project Document and 2018 work plan were finalized and submitted to MARD for approval. MARD decided to organize the project appraisal meeting on January 5th 2018.
- The USS team assisted CITES MA to organize the project-planning meeting with relevant GVN agencies on October 13th 2017.
- COP and DCOP held regular meetings with the USAID-funded Governance for Inclusive Growth (GIG) project to discuss how to handover of some CWT activities from GIG to USS in last year of operation of GIG.
- The USS team finalized SOW's for the CITES MA Project Coordinator, Finance Specialist, Secretary/Admin and sent to CITES MA as requested.
- TT HO with the USS team held skype meetings on October 12th and November 2nd 2017 and follow-up email exchanges with USS COR & USAID Contracting/Agreement Officer and A&A Specialist regarding a realignment of allowable Activity Fund budget categories. On November 28th, TT HO sent USAID a proposal for the Activity Fund budget realignment. TT HO provided USAID with further clarifications in response to USAID's follow-up questions. USAID's initial response was provided on the 22nd December and TT HO's formal response was provided January 9, 2018. The AF realignment process will be finalized through a contractual modification expected in January.
- The infographic report on motivational clusters for wildlife consumption in Vietnam was completed and submitted to USAID.
- TRAFFIC continued the delivery of annual 2nd round of market surveys for rhino, ivory and pangolin products in 10 cities (funded by other projects) in support for base-line and MEL for USS project. The market survey fieldwork was completed on December 22, 2017 and quick report will be expected by end of January 2018.
- USS team prepared, discussed and finalized 02 TORs for base-line consumer survey and in-depth priority consumer profiles to be ready for implementation when the project is approved.
- SSBC Specialist travelled to Thailand on November 19-21 to receive training from Gayle Burgess, TRAFFIC SBCC Expert.
- USS team provided support to USAID Wildlife Asia to conduct need assessments for PPA and PPU (including providing background information on the PPA and PPU, revision of concept note, preparation of letters to send PPA and PPU on scoping mission, attendance to scoping mission meeting with PPA, follow up with PPU on need assessment).
- USS team updated legal review with more evidences to prove its statements, adding analysis on Criminal Procedure Code 2015, inter-agency cooperation in implementation of laws and regulations. Translation into Vietnamese is ongoing.
- USS team developed implementation plan for legal review consultation meetings.

- All staff of USS passed the online training course on 'Gender 101' of USAID in December 2017.
- The following documents were approved by USAID:
 - A Rapid Assessment of the Capacity of the CITES Management Authority of Viet Nam;
 - The AidTracker+ (AT+) Indicator Reporting table for USS;
 - USAID Saving Species Fact Sheet after amending Vietnamese version.

2.2 CONSTRAINTS AND CRITICAL ISSUES

The main constraints in this Quarter of USAID Saving Species include:

- **Project Document approval:**

In early September 2017, the USS team completed version # 11 of Project Document (PD) and sent it to CITES MA. CITES MA submitted the PD to International Cooperation Department (ICD) of MARD for review and approval. According to Decree 16, ICD sent an official document to relevant agencies of MARD to consult about the PD. CITES MA revised the PD after receiving comments from the relevant agencies and sent to USS on October 20th 2017.

USS team checked the PD and found that there were some contents related to management of the project and ODA funds that could lead to issues in the future. Therefore, the mission, USS COR and USS team met with CITES MA to discuss and develop optimal solutions for dealing with those issues. USS team suggested that the management of ODA funds and Project Management Unit's structure as initially proposed should be used in this PD version because they are more appropriate for both sides. USAID agreed with the proposal and sent the final version to CITES MA on Dec 7th 2017. It took another three weeks for CITES MA to finalize the PD with some changes related to the PMU's structure (version on December 28th 2017) and USAID agreed with those changes. CITES MA submitted this final PD to ICD for approval. On December 28th 2017, CITES MA informed that the project appraisal meeting would be on January 5th 2018. It is expected that this Project Document and the Project itself will be approved in the next Quarter.

- **FY2018 work plan:**

In order to develop the FY 2018 work plan, CITES MA sent an official document No 166/CTVN-TTDT dated August 17th 2017 to relevant GVN agencies to ask for their requests to the USS project. By August 2017, CITES MA had received 67 proposed activities from 8 relevant agencies. However, CITES MA did not send those requests to the USS team for categorizing and prioritizing those requests into the three tasks of the project until September 26th. On October 13th 2017, the USS team assisted CITES MA to organize a project planning meeting with relevant GVN agencies including the Ministry of Justice (Department of Criminal and Administrative Laws, Department of International Laws), Supreme People's Procuracy, Supreme People's Court, MARD (CITES MA, Directorate of Fisheries), C49 Environmental Police, Ministry of Finance (General Department of Customs, General Department of State Reserves), UN-REDD and GIG.

After the meeting, CITES MA received another 7 proposed activities from Customs and Environmental Police. CITES MA also proposed an additional 15 activities into the work plan table. Based on the proposed activities, the USS team developed a consolidated work plan table and submitted it to the USS COR for review and CITES MA for agreement on October 20th 2017. However, after receiving this version CITES MA proposed some more/additional activities into the consolidated work plan table. USS COR and USS team met with CITES MA several times to discuss and finalize the work plan table in October and November 2017. Finally, on December 17th 2017, the final work plan table was accepted by USAID, USS and CITES MA. This work plan table will be submitted with PD for approval early in the next quarter.

3.0 ACTIVITY IMPLEMENTATION

3.1 INDICATOR & ACTIVITY PERFORMANCE

There is no specific indicator or performance benchmarks to report at this time, due to the first year's focus on start-up administrative actions (final office development, corporate registration, bank account opening, subcontracts signing) and the GVN project approval process. A Data Quality Assessment (DQA) has been conducted since the last month of the quarter. This event will be finished in January 2018.

Table 3.1 below is the summary performance indicator table from USS MEL Plan. The disaggregation of three standard indicators has been updated according to USAID requests.

TABLE 3.1: SUMMARY PERFORMANCE INDICATOR TABLE

Performance Indicator		Disaggregation	Baseline	Targets					
				2017	2018	2019	2020	2021	EOP
TASK 1: Consumer Demand for Illegal Wildlife and Wildlife Products Reduced									
Key Result 1.1 Barriers to behavior change removed and or enabling factors put in place									
I.1.1.	Percentage of target audience for which main barriers are removed and/or for which the desired behavior is enabled	<ul style="list-style-type: none">• Gender [female, male];• Age cohort [≤30, over 30];• Target audience [1, 2, 3];• Income level;• Occupation;• Marital status;• Geographic location [Hanoi, Danang, HCMC, others];	0	0	10%	25%	50%	75%	75%
		• Numerator;	0	0	100	275	600	900	900
		• Denominator.	0	0	1,000	1,100	1,200	1,200	1,200
I.1.2	Number of companies that have adopted actions against illegal wildlife consumption and gifting in their CSR (Corporate social responsibility) policies	<ul style="list-style-type: none">• Geographic location [Hanoi, Danang, HCMC, others];• Type of company policy [to be determined by Traffic by Q3 2017];• Size of company [number employees];• Type of company [State-owned, FDI, private, family-based, cooperative, association, CSO];• Sector [tourism, e-commerce, luxury good sector];• Type of commitment/action [to be determined by Traffic by Q3 2017].	0	0	10	30	30	30	100
Key Result 1.2 Audience moves towards desired attitudes or values									
I.2.1.	Percentage of target audience that reports changes in desired attitudes	<ul style="list-style-type: none">• Gender [female, male];• Age cohort [≤30, over 30];• Target audience [1, 2, 3];• Income level;• Occupation;• Marital status;• Geographic location [Hanoi, Danang, HCMC, others];• Type of attitude changed: [to be determined after consumer survey];	0	0	10%	25%	50%	75%	75%
		• Numerator;	0	0	100	275	600	900	900
		• Denominator.	0	0	1,000	1,100	1,200	1,200	1,200
I.2.2.	Percentage of target audience that reports receiving messages	<ul style="list-style-type: none">• Gender [female, male];• Age cohort [≤30, over 30];• Target audience [1, 2, 3];• Income level;• Occupation;• Marital status;• Geographic location [Hanoi, Danang, HCMC, others];	0	0	10%	25%	50%	75%	75%

Performance Indicator	Disaggregation	Baseline	Targets					
			2017	2018	2019	2020	2021	EOP
1.2.3. Percentage of target audience that reports increases in interpersonal communication on the topic area of wildlife demand	Media used for messaging: [to be determined after consumer survey];							
	• Numerator;	0	0	100	275	600	900	900
	• Denominator.	0	0	1,000	1,100	1,200	1,200	1,200
	• Gender [female, male];							
	• Age cohort [≤30, over 30];							
	• Target audience [1, 2, 3];							
1.3.1. Percentage of target audience reporting an intention to adopt and/or continue desired behavior	• Income level;	0	0	10%	25%	50%	75%	75%
	• Occupation;							
	• Marital status;							
	• Geographic location [Hanoi, Danang, HCMC, others];							
	• Desired Behavior: [to be determined after consumer survey];							
	• Numerator;	0	0	100	275	600	900	900
1.3.2. Percentage of target audience reporting their intention to decrease purchase of target illegal wildlife products	• Denominator.	0	0	1,000	1,100	1,200	1,200	1,200
	• Gender [female, male];							
	• Age cohort [≤30, over 30];							
	• Target audience [1, 2, 3];							
	• Income level;	0	0	5%	10%	12%	25%	25%
	• Occupation;							
1.4.1. Percentage point change of self-reported purchases of targeted wildlife	• Marital status;							
	• Geographic location [Hanoi, Danang, HCMC, others];							
	• Species [rhinos; pangolins; elephants];							
	• Numerator;	0	0	50	110	144	300	300
	• Denominator.	0	0	1,000	1,100	1,200	1,200	1,200
	• Gender [female, male];							
Key Result 1.3 Audience reports adopting new desired behavior or continues desired behavior								
Key Result 1.4 Reduced purchases of target illegal wildlife products								

Performance Indicator		Disaggregation	Baseline	Targets					
				2017	2018	2019	2020	2021	EOP
		<ul style="list-style-type: none">Geographic location [Hanoi, Danang, HCMC, others];Species [rhinos; pangolins; elephants]Types of purchase [physical, online].							
1.4.2.	Percentage point change in perception of respondents of market availability of target wildlife products	<ul style="list-style-type: none">Gender [female, male];Age cohort [≤30, over 30];Target audience [1, 2, 3];Income level;Occupation;Marital status;Geographic location [Hanoi, Danang, HCMC, others];Species [rhinos; pangolins; elephants].	0	0%	0%	15%	25%	40%	50%
1.4.3.	Percentage point change in availability of targeted wildlife products in physical market	<ul style="list-style-type: none">Location [Hanoi, Danang, HCMC, Other];Type of shop (Antique shop, TM shop, Other);Species [Rhino, Elephant, Pangolin];Type of item;Size of shop;Price of item	0	0	0%	10%	15%	20%	25%
1.4.4.	Percentage point change in availability of products of targeted wildlife products sold online (social media and ecommerce websites)	<ul style="list-style-type: none">Website type [social media, ecommerce, other];Species [Rhino, Elephant, Pangolin];Type of item;Size of shop;Price of item	0	0	0%	15%	25%	25%	25%
TASK 2: Wildlife Law Enforcement and Prosecution Strengthened									
Key Result 2.1 Increased capacity of law enforcement agencies to enforce applicable laws									
2.1.1.	Number of people trained in sustainable natural resources management and/or biodiversity conservation as a result of USG assistance (EG. 10.2-4)	<ul style="list-style-type: none">Men;			80	250	250	250	830
		<ul style="list-style-type: none">Women;			20	50	50	50	170
		<ul style="list-style-type: none">Affiliation [to be determined];Geographic location [Hanoi, Danang, HCMC, others];Level of govt. [provincial, national];Rank/ position [leader, staff, others];Training topics [Wildlife trafficking, Illegal logging, Unregulated fishing].	0	0	100	300	300	300	1,000
2.1.2.	Number of people that apply improved conservation law enforcement practices, as a result of USG assistance (EG.10.2-6)	<ul style="list-style-type: none">Men;			45	120	200	220	585
		<ul style="list-style-type: none">Women;			5	30	40	50	125
		<ul style="list-style-type: none">Field applied [Wildlife trafficking, Illegal logging, Unregulated fishing];Geographic location [Hanoi, Danang, HCMC, others];Level of Govt. [national, sub-national];Rank/ position [leader, staff, others];Affiliation.	0	0	50	150	240	270	710

Performance Indicator		Disaggregation	Baseline	Targets					
				2017	2018	2019	2020	2021	EOP
Key Result 2.2 Interagency cooperation to combat international and national wildlife crime increased									
2.2.1.	Number cases supported with interagency participation	<ul style="list-style-type: none">Geographic location [Hanoi, Danang, HCMC, others];Types of crimes [killing, hunting, trading, transporting, ...];Species [rhino, elephant, pangolin];Agencies involved and roles;Case status [arrest, detection, investigation, institution, prosecution, adjudication];Activity supported [meeting, workshop, consultation...]	0	0	5 (2+3)	5 (2+3)	10 (5+5)	15 (7+8)	35
Key Result 2.3 Increased risk for wildlife criminals related to biodiversity focal interests									
2.3.1.	Percentage of convictions for wildlife crimes per arrested cases related to target species	<ul style="list-style-type: none">Types of crimes [killing, hunting, trading, transporting, ...];Geographic location [Hanoi, Danang, HCMC, others];Target wildlife [rhino, elephant, pangolin];	0	0	30%	50%	58%	71%	54%
		<ul style="list-style-type: none">Numerator;Denominator.	0	0	3	6	7	10	26
			0	0	10	12	12	14	48
2.3.2.	Percentage of convictions for wildlife crimes per prosecuted cases related to target species	<ul style="list-style-type: none">Types of crimes [killing, hunting, trading, transporting, ...];Geographic location [Hanoi, Danang, HCMC, others];Target wildlife [rhino, elephant, pangolin]Numerator and denominator	0	0	50%	55%	64%	71%	62%
		<ul style="list-style-type: none">Numerator;Denominator.	0	0	3	6	7	10	26
			0	0	6	11	11	14	42
Task 3: Legal Framework for Wildlife Crime Improved and Harmonized									
Key Result 3.1 Shared agenda for legal and regulatory revision by relevant bodies									
3.1.1.	Number of key agencies participating in the development of the shared agenda/over the course of a year	<ul style="list-style-type: none">Agency;Level of government;Number of participants from each agency	0	0	7	7	7	7	7
3.1.2.	Number of priorities highlighted in shared agenda after consensus	<ul style="list-style-type: none">Topic areas;Agency in charge	0	0	9	7	5	5	10
Key Result 3.2 Legal and regulatory revisions passed by relevant authorities									
3.2.1.	Number of laws, policies, or regulations that address biodiversity conservation and/or other environmental themes officially proposed, adopted or implemented as a result of USG assistance (EG.10.2-5)	<ul style="list-style-type: none">Level of government;Agency;Theme [Wildlife trafficking, Illegal logging, Unregulated fishing];Level of legal documents (laws or decrees, circulars);Name of revised/updated regulations; stage (proposed, adopted)	0	0	0	1	1	1	3

3.2 KEY ACTIVITIES ACCOMPLISHED DURING THIS QUARTER

3.2.1 KEY ACTIVITIES AND ACCOMPLISHMENTS

Administrative:

- The new SBCC Specialist (Ms. Ha Nguyen) commenced employment with USS on November 1st 2017.
- The Communications/Public Outreach Specialist (Ms. Hanh Nguyen) commenced employment with USS on December 18th 2017.
- The SBCC Specialist traveled to Thailand to meet with Gayle Burgess, TRAFFIC SBCC Expert for induction on the technical foundation for TRAFFIC SBCC/Demand Reduction work in the region and under USAID Saving Species.
- The USS team received and reviewed the estimation of budget requirements and plan of the actual schedule on implementation of proposed activities in the 2018 work plan from TRAFFIC and WCS.

Operational/Logistical:

- USAID Saving Species signage at the VIT Building's signage and outside of the USS office were set up.
- Business name cards were printed to all USS members.
- Finalized insurance required for office and related property contents.

Technical:

- USAID approved the AT+ indicator reporting table for USS.
- USS team worked with TRAFFIC and WCS to revise USS's indicator targets and submit to USAID as requested.
- USS team updated the disaggregated FY 19 target for the indicator EG.10.2-5 and submitted to COR for review.
- USAID and Vietnam Evaluation, Monitoring and Survey Services (VEMSS) started conducting a Data Quality Assessment (DQA) at the USS.
- USS team attended the Wildlife Support Network and its Sub-group meetings.
- USS team participated in the workshop "Wildlife trade in Indochina: Application of Research Results to Combat Wildlife Trade".
- USS team supported USAID Wildlife Asia to conduct need assessments for PPA and PPU (including providing background information on the PPA and PPU, revision of concept note, preparation of letters to send PPA and PPU on scoping mission, attendance to scoping mission meeting with PPA, follow up with PPU on need assessment)
- USS team, Mr. Sulma, and Mr. Petcharat met with PPA on scoping mission for need assessment on December 14th 2017
- COR, COP and GLRLE Specialist met with Mr. Sulma and Mr. Petcharat to review the meeting with PPA on scoping mission for need assessment on December 15th 2017
- The infographic report on motivational clusters for wildlife consumption in Vietnam was completed and submitted to USAID.

- CITES MA capacity assessment report was submitted and approved by USAID and sent to CITES MA.
- USS team updated legal review with more evidence to prove its statements, adding analysis on Criminal Procedure Code 2015, inter-agency cooperation in implementation of laws and regulations
- SSBC Specialist travelled to Thailand on November 19-21 to receive training from Gayle Burgess, TRAFFIC SBCC Expert. The initial orientation training provided an overview of the technical foundation for TRAFFIC SBCC/Demand Reduction work in the region and under USAID Saving Species; other on-going TRAFFIC activities (e.g. the Community of Practice, Wildlife Consumer Behavior Change Toolkit (www.changewildlifeconsumers.org)); an opportunity to meet and connect with TRAFFIC colleagues for future collaboration; and an opportunity to also meet with lead SBCC specialist of USAID Wildlife TRAPS project for future coordination between the two projects.
- SBCC Specialist finalized 2 TORs for consumer surveys and submitted to COR for review and approval.
- TRAFFIC continued implementing ongoing market surveys on ivory/rhino horn and pangolin (results from these works under other funding will be used as baselines for Demand reduction activities planned in Task 1 of USS) in 10 cities: completed field trip in Dec 22nd 2017. Initial report will be available by end January 2018.

TABLE 3.2: DELIVERABLES SUBMITTED AND APPROVED

Deliverable	Submission Date	Approval Date
Saving Species Quarterly Report FY 2018 Q4 and Annual Report, FY2018 (Sep 2016 – Sep 2018)	Dec 8 th 2017	Dec 8 th 2017
FY2018 Annual Work Plan	Oct 1 st 2017	Pending Approval
Rapid Assessment of the Capacity of the CITES MA	Oct 20 th 2017	Oct 26 th 2017
The AT+ Indicator Reporting table for USS	Oct 26 th 2017	Oct 26 th 2017
Saving Species Fact Sheet after amending Vietnamese version	Oct 24 th 2017	Oct 25 th 2017
Weekly Bullets	Before 5:00pm Friday (Hanoi, Vietnam time)	Weekly emails (Mondays, opening of business)

3.3 ACTIVITIES PLANNED FOR NEXT REPORTING PERIOD

3.3.2 IN Q2 FY2018

The following is a list of the major activities planned for FY2018 Q2 (January - March 2018):

OPERATIONAL AND MANAGEMENT TASKS

- GVN project approval completed (final Project Document approved and signed by MARD) allowing full project implementation.
- Project launch after the Project Document approval.

- Develop Project Management Unit (PMU) with CITES MA.
- Finalize Project Implementation Manual (PIM) with CITES MA.
- Call for expressions of interest for the Activity Fund.
- Following project approval, discuss the capacity assessment report of the CITES MA with CITES MA and explore ways and means to strengthen the unit for more efficient cooperation with USS.

TASK 1: Consumer Demand for Illegal Wildlife and Wildlife Products Reduced

- Open bidding and agency selection for TOR of baseline consumer survey.
- Open bidding and agency selection for TOR of in-depth priority consumer profiles.
- Develop sets of potential SBCC messages targeting emotional and functional motivational clusters of targeted species to be tested with priority consumer groups.
- Develop collaboration concept notes between USS and potential cooperated activities to present to project stakeholders such as Vietnam Chamber of Commerce and Industry (VCCI), Vietnam E-Commerce Association (VECOM), Vietnam Automobile Transportation Association (VATA), National Center for Health Communication and Education (T5G). Concept notes are suggested activities that could reduce wildlife crime. Each concept note will be tailored to each agency depending on their areas of responsibility and interests.
- Stakeholder engagement (once the project is approved)
 - Initiate meetings with business umbrella stakeholders such as: VCCI, VECOM, VATA
 - Initiate meetings with TM community stakeholders such as: T5G.
 - Explore opportunities and create stakeholder map for future engagement to achieve project activities after Y2.
- Start interaction with the existing Community of Practice (www.changewildlifeconsumers.org) to exchange information and learn from best practices.

TASK 2: Wildlife Law Enforcement and Prosecution Strengthened

- Continue to coordinate with regional CWT efforts and other USG programs on task 2 activities as appropriate.
- Continue coordination with UWA to conduct capacity need assessment for Police Academy, and HCMC Police University.
- Support Ministry of Justice (MOJ) and/or Supreme People's Procuracy (SPP) to update/develop training materials and deliver trainings on the 2015 Penal Code and/or Criminal Procedure Code.
- Develop TORs and hire consultants to develop CWT supplemental curricular for police training institutions.
- Develop TORs and hire consultants to investigate current structure and effectiveness of Viet Nam WEN and to develop strategy for improving its effectiveness.
- Develop TORs and hire consultants to develop coordination mechanism between Law Enforcement Agencies (LEAs) and rescue centers.

TASK 3: Legal Framework for Wildlife Crime Improved and Harmonized

- Continue to coordinate with regional CWT efforts and other USG programs on task 3 activities as appropriate.
- Develop TORs and hire consultants to update the legal review with a review and assessment of Viet Nam's legislation system including Criminal Procedure Code and the consistency with CITES obligations.
- Develop TORs and hire consultants to review and compare the Penal Code provisions on wildlife crimes with the administrative sanctions.
- Organize meetings to build consensus across GVN on priority actions and steps to take for a more consolidated legal framework.

Meet with relevant GVN agencies to discuss and get consensus on plans for support to develop Decree to replace Decree 157, Decree guiding Forestry Law, Circular to replace Circular 90, procedures of forensic tests concerning rhino, pangolins and ivory, guidance on interpretation of the term "indispensable for life", national action plan on Ivory and Rhino.

TABLE 3.3: DELIVERABLES FOR NEXT REPORTING PERIOD (FY2018, Q2 FROM JANUARY – MARCH 2018)

Activity	Due Date ¹	Deliverable
OPERATIONAL & MANAGEMENT TASKS		
USAID Saving Species Quarterly Performance Report (Q2 FY2018 Jan – Mar 2018)	Apr 15 th 2018	Second Quarterly Report
USAID Saving Species Quarterly Financial Report (Q2 FY2018 Jan – Mar 2018)	Apr 15 th 2018	Second Quarterly Financial Report
Weekly Bullets	COB 5:00pm Friday (Vietnam time)	Weekly emails (Mondays, opening of business)
TASK 1: Consumer Demand for Illegal Wildlife and Wildlife Products Reduced		
Open bidding and agency selection for TOR of baseline consumer survey	Mar 31 st 2018	Contract with selected agency
Open bidding and agency selection for TOR of in-depth priority consumer profiles	May 31 st 2018	Contract with selected agency
Develop sets of potential SBCC messages targeting emotional and functional motivational clusters to be tested with priority consumer groups	Mar 31 st 2018	Sets of messages and illustrations
Develop collaboration concept notes on potential cooperated activities to present to project stakeholders such as VCCI, VECOM, VATA, T5G	Mar 15 th 2018	Concept note approved
TASK 2: Wildlife Law Enforcement and Prosecution Strengthened		
Continue to coordinate with regional CWT efforts and other USG programs on task 2 activities as appropriate	Ongoing process	
Continue coordination with USAID WA to conduct capacity need assessment for Police Academy, and HCMC Police Univ.	Mar 31 st 2018	Needs assessment report

¹ Deliverable due dates are projected and are contingent upon (and may change as a result of) GVN project approval.

Activity	Due Date ¹	Deliverable
Support Ministry of Justice (MOJ) and/or Supreme People's Procuracy (SPP) to update/develop training materials and deliver trainings on the 2015 Penal Code and Criminal Procedure Code	May 31 st 2018	Training materials Training reports
Develop TORs and hire consultants to develop CWT supplemental curricular for police training institutions	Mar 31 st 2018	TORs
Develop TORs and hire consultants to investigate current structure and effectiveness of Viet Nam WEN and to develop strategy for improving its effectiveness	Mar 31 st 2018	TORs
Develop TORs and hire consultants to develop coordination mechanism between LEAs and rescue centers	Mar 31 st 2018	TORs
TASK 3: Legal Framework for Wildlife Crime Improved and Harmonized		
Continue to coordinate with regional CWT efforts and other USG programs on task 3 activities as appropriate	Ongoing process	
Develop TORs and hire consultants to update the legal review with a review and assessment of Viet Nam's legislation system including Criminal Procedure Code and the consistency with CITES obligations	Mar 31 st 2018	TORs
Develop TORs and hire consultants to review and compare the Penal Code provisions on wildlife crimes with the administrative sanctions	Mar 31 st 2018	TORs
Organize meetings to build consensus across GVN on priority actions and steps to take for a more consolidated legal framework	May 31 st 2018	Meeting reports
Meet with relevant GVN agencies to discuss and get consensus on plans for support to develop Decree to replace Decree 157, Decree guiding Forestry Law, Circular to replace Circular 90, procedures of forensic tests concerning rhino, pangolins and ivory, guidance on interpretation of the term "indispensable for life", national action plan on Ivory and Rhino	May 31 st 2018	Meeting reports and plans

3.4 LESSONS LEARNED

Nothing to report at this time.

3.5 MEL PLAN UPDATE

- USAID approved the AT+ Indicator Reporting table for USS.
- USS team worked with TRAFFIC and WCS to revise USS's indicator targets and submitted to USAID as requested.
- USAID and Vietnam Evaluation, Monitoring and Survey Services (VEMSS) started conducting a Data Quality Assessment (DQA) at the USS.
- USS MEL Specialist continued updating the MEL plan.

4.0 CROSSCUTTING ISSUES

4.1 GENDER EQUALITY AND FEMALE EMPOWERMENT

All staff of the USS passed the online training course on 'Gender 101' of USAID in December 2017.

4.2 ENVIRONMENTAL COMPLIANCE

Nothing to report at this time.

4.3 GLOBAL CLIMATE CHANGE

Nothing to report at this time.

4.4 LOCAL CAPACITY DEVELOPMENT

Nothing to report at this time.

4.5 PUBLIC-PRIVATE PARTNERSHIP & GLOBAL DEVELOPMENT ALLIANCES

Nothing to report at this time.

4.6 SCIENCE, TECHNOLOGY, AND INNOVATION IMPACTS

Nothing to report at this time.

5.0 STAKEHOLDER ENGAGEMENT

5.1 LINKS WITH THE GOVERNMENT OF VIETNAM

- USS team continued regular contact with CITES MA during FY2018 Q1 on progress of the USAID Saving Species project document and full project approval.
- USS COR, USS team continued regular contact with CITES MA to review requests from GVN relevant agencies and finalize FY2018 work plan.
- USS team assisted CITES MA to organize project planning meeting with relevant GVN agencies on October 13th 2017.

5.2 LINKS WITH DONOR AGENCIES

- USS team maintained contact with the World Bank (WB) consultant and the Biodiversity Conservation Agency (BCA), Ministry of Natural Resources and the Environment (MONRE) on the development of the Global Environment Facility (GEF) project of conserving rare and endangered wildlife in Viet Nam. Several potential overlaps between the two projects exist, and the group proposed further meetings to eliminate them.

5.3 LINKS WITH USAID IMPLEMENTING PARTNERS

- USS team continued liaison with USAID Wildlife Asia to conduct a capacity assessment for the People's Police Academy.
- USS team continued supporting the Oceans and Fisheries Partnership (USAID Oceans) to organize a stakeholders' consultation workshop in Viet Nam.
- The USS team held regular meetings with the USAID-funded Governance for Inclusive Growth (GIG) to discuss how to handover of some CWT activities from GIG to USS in last year of operation of GIG.
- USS team continued regular contact with USAID/Vietnam Green Annamites (ECODIT) on development of their required Project Document.

5.4 LINKS WITH OTHER PARTNERS

- USS team regularly attended Wildlife Support Network meetings.
- GLRLE Specialist attended wildlife support network Sub-group meeting on Nguyen Mau Chien case.
- SBCC and Communications Specialist attended the Humane Society International workshop on "Raising awareness on wildlife protection for primary school children" on Dec 26th 2017.
- DCOP, SBCC Specialist and GLRLE Specialist attended the CRES workshop "Wildlife trade in Indochina: Application of Research Results to Combat Wildlife Trade" which was funded by USAID.

6.0 MANAGEMENT & ADMINISTRATIVE ISSUES

6.1 PERSONNEL

Ms. Madelon Willemssen (Head Office of TRAFFIC Viet Nam) left TRAFFIC Viet Nam on December 29th 2017. TRAFFIC recruited Ms. Sarah Ferguson to be the director of TRAFFIC Viet Nam who will be onboard on January 29th 2018.

During the second quarter of FY18, pending GVN approval, the USS team anticipates hiring the following staff:

- Activity Fund Assistant; and
- Accounting Assistant.

6.2 ADJUSTMENTS TO PLANNED ACTIVITIES

The requirement of having full project approval before any substantive activities could be done curtailed the activities of USS in this first year. However, substantial desk research was done by the subcontractors on various parts of the 3 tasks.

6.3 MODIFICATIONS AND AGREEMENTS

Expected to finalize a contract modification related to the Activity Fund realignment during FY18 Q2.

7.0 HOW COMMENTS FROM THE LAST QUARTERLY REPORT WERE ADDRESSED

Nothing to report at this time.

ANNEX A: SUCCESS STORY TEMPLATE

USAID Saving Species will submit success stories, using the approved USAID template in future quarterly reports.



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