

Terms of Reference

National or International consultants: National (Lebanese)

Description of the assignment (Title of consultancy): Provision of consultancy services for the development of National Forest Management Guidelines

Project Title: Sustainable Land Management in the Qaraoun Catchment (SLMQ)

Period of assignment/services: 60 working days over a period of 6 months.

1. Background

The Sustainable Land Management in the Qaraoun Catchment Project aims at achieving wise land use on a sustainable long-term basis for the Qaraoun Catchment. The implementation of the proposed project will have an immediate environmental benefit through the increased efficiency in the management of arable land and rangelands and the expansion of the area under forests through land use plans, buffer zones, and several rehabilitation measures on forests, rangelands and agricultural fields. Ultimately, this will lead to the restoration of natural productivity of the lands and to the conservation of the habitats (plants and animal species) as well as to the protection of valuable ecosystems.

Project Objective

Alleviate land degradation through sustainable land and natural resource management, through maintaining ecosystem services, and improving livelihoods in the Qaraoun Catchment.

Project outcomes

1. Sustainable Land Management measures avoid and reduce land degradation, delivering ecosystem and development benefits in the Qaraoun Catchment;
2. Pressures on natural resources from competing land uses in the Qaraoun Catchment are reduced;
3. Institutional strengthening and capacity enhancement for promoting sustainable forest and land management in the Qaraoun Catchment area provided through an Integrated Natural Resources Management approach across the landscape.

The project is seeking to procure the services of a forest management expert to work under the guidance and supervision of the Project Manager (PM) to support the Project Team in the development of National Forest Management Guidelines.

2. Scope of work, responsibilities and description of the proposed analytical work

Objective

The objective of this consultancy is to develop a guidance document that *aims to maintain and enhance the economic, social and environmental values of all types of forests, for the benefit of present and future generations* in Lebanon. It aims at establishing a standard approach for replication on forests through the development and implementation of locally adapted Forest Management Plans (FMP) and shall be considered along with the site ownership goals. The guidelines shall propose a unified and standardized procedure based on international best practices, adapted to the national context taking into account local conditions and experiences and building on consultations with central authorities and relevant stakeholders. It shall constitute a working tool for both the Ministries of Agriculture and Environment, as well as other public-sector authorities such as municipalities and other concerned stakeholders for the development, implementation, and monitoring of FMP.

The guidelines will ultimately lead to the improvement in the management of forests and an increase in forest cover as well as contribute to an improvement of local livelihoods by a more sustainable and equitable use of forest products.

This consultancy is divided into the following tasks:

- **Task 1:** Desk review of existing forest management guidelines and tools
- **Task 2:** Development of National Forest Management Guidelines
- **Task 3:** Development of training material and execution of targeted trainings

Scope of Work

The tasks mentioned below shall be performed in close cooperation with the UNDP/SLMQ team ensuring linkages with both the Ministries of Agriculture and Environment and other concerned stakeholders and will be adopted by the Ministry of Agriculture, in charge of their implementation. It is understood that the Consultant shall perform all the services/work as necessary to fulfill the objectives of the Consultancy Contract. The requested National Forest management Guidelines should be developed taking into account the local context and the national regulations/policies in this sector, i.e. types of forest ecosystems, land management rights, available forest resources, the prevailing Lebanese socio-economic situation and reliance on forest resources for livelihoods, climate conditions, vulnerabilities most importantly land degradation, forest pest diseases and forest fires, as well as the conservation status of forest areas and other relevant local aspects.

The Tasks involved will cover the followings:

Task 1: Desk review of existing forest management guidelines and tools

The Consultant shall conduct a literature review of best international forest management guidelines and tools, including but not limited to the relevant technical modules and guidelines developed by the Food and Agriculture Organization of the United Nations (FAO). Furthermore, the desk review shall cover locally developed guidelines to build upon existing documentation and experience. The review shall cover at least the following:

- Structure and purpose of the generally adopted guidelines,
- General guidelines on best practices,

- Activity specific guidelines (grazing, forest roads, timber and non-timber product harvesting, reforestation, fire and disease protection, etc.),
- Implementation arrangements

Based on the above synthesis, and taking into account the Lebanese context, the desk review report shall include a suggested scope (Table of Content) for the National Forest Management Guidelines. Furthermore, the report shall include a set of technical and regulatory recommendations consistent with the existing legal framework or policies of the Ministry of Agriculture or other. On the other hand, an additional set of recommendations should be provided to ensure that best-practices identified can also be incorporated into the planned draft Forest Law, upon its application.

Task 2: Development of National Forest Management Guidelines

The development of the National Forest Management Guidelines shall be inspired from internationally recognized guidelines based on of the principles of Sustainable Forest Management, yet tailored to the Lebanese context. It should also be divided into three spatiotemporal levels as follow:

- Strategic Forest Management Guidelines: a long-term strategic document (25 years), setting the guidelines for forest activities for the duration of the forest management plan;
- 5-years Forest Management Guidelines: a medium-term tactical document (5 years), setting the guidelines for the management provisions for each forest compartment/area within the forest;
- Annual Operational Plan Guideline: a short-term operational document (1 year), setting the guidelines for the annual program and monitoring procedure of the management plan on each annual coupe.

Where possible, the guidelines shall include provisions for participatory planning to allow for the engagement of local communities without gender bias in the planning process and their adherence to the developed plans.

The guidelines shall also include a list of needed annexes and useful form sheets for the development of a forest management plan and its monitoring (e.g. Legal Documents and Regulations relevant to Forest Management Plan, Sampling form, Example of decision chains for identification of suitable activities for Forest Management Planning, etc.)

The guidelines shall be developed in English and Arabic to be validated by the Project Team, Ministries of Agriculture and Environment.

Task 3: Development of training material and execution of targeted trainings

The Consultant shall prepare a Training Plan. A minimum of four training sessions for targeted stakeholders (concerned Ministries, local authorities and other relevant stakeholders) shall be organized and implemented to guarantee a full understanding of the developed National guidelines. The thematic areas of the trainings should be adapted to each type of stakeholders, where relevant.

Furthermore, the necessary training material (reports and presentations) in both English and Arabic should be developed as necessary. Trainings however should be delivered in Arabic and supplemented by English where needed.

Based on the trainings executed, the Consultant shall develop a training report including an account of activities, recommendations for future trainings and target groups.

3. Expected Outputs and deliverables

ID	Deliverables	Estimated # man-days
1	Inception report including: <ul style="list-style-type: none">- Methodology and work plan,- Desk review report, and- Draft training plan.	10
2	<ul style="list-style-type: none">- First Draft National Forest management Plan Guidelines (English)- Draft Training material (English)	30
3	<ul style="list-style-type: none">- Final National Forest management Plan Guidelines (English and Arabic)- Final Training Material (English and Arabic)- Training report	20

After submission of reports, the Consultant will receive comments from Project Management Team and relevant stakeholders within 10 working days. It is expected from the Consultant to submit an updated report within 5 working days after receiving comments.

4. Institutional arrangements

The consultant will work under the direct guidance of the SLMQ Project Manager. Coordination with the Ministry of Agriculture, Ministry of Environment, and other concerned stakeholders shall be channeled and facilitated by the Project.

5. Duration of work

The overall duration of the contract covered by this ToR is 60 man-days spread over a period of 6 months from the date of contract signature.

6. Duty station

The assignment requires deskwork, research, meetings, as well as coordination between the different concerned stakeholders (ministry officials, local authorities, experienced NGOs, selected local communities, etc.). The consultant is requested to perform his duties in regular coordination meeting with the Project Team at the SLMQ offices at the Ministry of Environment in Beirut upon request.

7. Requirements for experience and qualifications

The consultant must present the following qualifications:

Education:	Post graduate degree (MSc and/or PhD) in forestry, biodiversity, ecology, or related field;
Experience:	<ul style="list-style-type: none">▪ At least 10 years of working experience in forest resources management, forest inventory, monitoring and assessment;▪ Experience of working with central and/or local agencies/NGOs/Private Sector/Civil Society on forestry-related assignments;▪ Proven knowledge of the existing related policies, legal and regulatory frameworks;▪ Experience in forest management planning at the local level;▪ International experience in forest management is an asset;▪ Experience with UN or international donor project(s) is an asset;▪ Proven analytical skills and capacity of producing quality reports and documents;
Language Requirements:	Proficiency in English and Arabic languages. French is an asset.

8. Scope of Price Proposal and Schedule of Payments

The payments will be issued upon submission and approval of deliverables as per the following:

Task	Payment	Deliverables	Payment due date
1	15% upon approval of the inception report	Inception report including: <ul style="list-style-type: none">- Methodology and work plan,- Desk review report, and- Training plan	2 weeks from contract
2	50% Upon approval of the First Draft National Forest management Guidelines	<ul style="list-style-type: none">- First Draft National Forest management Guidelines (English)- Draft training material (English)	3 months from contract signature

3	35% upon approval of the Final National Forest management Guidelines and training outputs	<ul style="list-style-type: none">- Final National Forest management Guidelines (English and Arabic review)- Final training material (English and Arabic)- Training report	6 months from contract signature
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