



TERMS OF REFERENCE

Title:	Forest Monitoring and Inventory Expert
Contract Type:	International Consultant – IC issued by UNDP Solomon Islands
Duration:	60 days over a period of seven months from January 2013 to mid- June 2013 (extendable up to one year based on availability of funds)
Duty Station:	Honiara (Solomon Islands) /home-based (40 days in Solomon Islands and 20 days home based).

Background

The UN-REDD Programme is the United Nations collaborative initiative on reducing emissions from deforestation and forest degradation in developing countries (REDD+). The Programme was launched in 2008 and builds on the convening role and technical expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP).

The Solomon Islands joined the UN-REDD Programme in February 2010, and the Initial National Programme Document (INPD) was signed in May 2011. The Initial National Programme (INP) is designed to support broad-based, multi-stakeholder consultation and engagement, analysis of drivers of deforestation and forest degradation and capacity development for national forest monitoring and measurement, reporting and verification (MRV). The INP intends to work closely with a regional REDD+ support programme, implemented by the Secretariat of Pacific Community (SPC) and the German Agency for International Cooperation (GIZ) and other key partners including the Japanese International Cooperation Agency (JICA).

The Forest Monitoring and Inventory Expert will support the implementation of the INP by working closely with the National Programme Director (NDP), FAO and UNDP regional technical officers, the programme's international policy advisor and the REDD+ focal points from the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) and the Ministry of Forestry and Research (MFR) to support Readiness capacity development on technical forest monitoring and inventory related to REDD+.

Assignment Objectives

The Forest Monitoring and Inventory Expert will work as part of the Programme Management Unit (PMU) and closely with local partners and stakeholders to provide a range of services including broad capacity building on forest monitoring and MRV for REDD+, practical training on forest inventory methodologies and data analysis, and contribution of technical chapters to the national REDD+ Readiness Roadmap.

Scope of Work

Programme implementation support and quality assurance

- Lead technical forest monitoring and inventory activities of the INP as determined appropriate;
- Provide technical input to the National REDD+ Readiness Roadmap.

Capacity assessment and training

- Lead the assessment of technical forest monitoring and inventory capacity and knowledge gaps that exist in government and non-government entities;
- Follow international technical guidance and best practice (UNFCCC, IPCC) to design and deliver training courses and workshops, at the national and subnational levels, on forest monitoring, forest inventory and MRV for REDD+, to address the identified capacity and knowledge gaps;
- Provide practical in-field training to government and non-government stakeholders on forest inventory, focusing on nationally-important forest types such as mangroves;
- Draft technical chapters on forest monitoring and MRV, and forest reference emissions levels/forest reference levels (RELs/RLs), for the National REDD+ Readiness Roadmap;
- Draft practical guidelines on MRV and forest information monitoring to aid national institutions in overseeing and coordinating activities and information in these areas;
- Contribute to and develop other technical documents, as necessary.

Programme planning, management, monitoring and evaluation

- Provide input to quarterly and annual National Programme work plans and budgets;
- Provide input on progress with implementation on technical components of the National Programme to semi-annual and annual National Programme reports to the UN-REDD Secretariat;
- Prepare an end-of-assignment report which focuses on key lessons learned and best practices drawn from capacity building processes as well as major substantive areas for future work.

Programme coordination and contributions to the regional efforts

- Advise the NDP, MECDM, MFR and UNDP in strategically linking forest monitoring and MRV capacity building activities with relevant initiatives by other national and regional entities, such as SPC and GIZ;
- Work closely with SPC and GIZ to streamline regional forest monitoring and MRV capacity building activities.

Impact of Results:

Overall performance/impact of the Forest Monitoring and Inventory Expert will be assessed based on the following criteria:

- High quality technical outputs delivered through direct engagement;
- Provision of high quality advice on capacity building needs and plans;
- Provision of effective training and delivery of capacity building, with excellent facilitation and communication skills, and appropriate delivery style;
- High quality technical input, based on international guidance and best practice, to the National REDD+ Readiness Roadmap, and other technical documents, as necessary;
- High quality inputs into the INP progress reports and work plans;
- Appropriate and high quality inputs to programme development and implementation, and advocacy at appropriate events.

Deliverables

- Monthly progress reports describing services provided and results achieved;

- Contribution to draft National REDD+ Roadmap (and other technical documents, as necessary);
- An MRV capacity assessment report providing an overview of the enabling environment for MRV in the forestry sector.
- Practical guidelines on MRV and forest information monitoring for REDD+;
- Two to three technical training events and accompanying reports, including practical in-field training on forest inventory methodologies;
- End-of-assignment report focusing on key lessons learned and best practices drawn from capacity building processes.

Duty Station

Home-based with travel to Honiara, Solomon Islands (Forty (40) days in the Solomon Islands and twenty (20) days home based).

Duration of Assignment

The duration is for seven months with expected start date January 2013. The consultant will work for a period of 60 working days from January 2013 to June 2013 with potential for extension, depending on availability of funds.

Fee Proposal

The applicant is requested to provide a proposal or quotation of the fees/cost for services, which will be rendered. The fee proposal should consist of:

- Daily rate
Air tickets for provincial travels, terminal expenses are to be paid by the project.
A Daily Subsistence Allowance that will be paid for every day spent in the Solomon Islands, in accordance with the UNDP rate ruling for the city or province at the time of travel. This is separate from the payment of consultancy fees.

Expertise and Qualifications

- Advanced degree in Forest Science, Natural Resource Management, or related field;
- At least 7 years of professional experience on forest monitoring and/or forest inventory, including field experience;
- Knowledge of REDD+, in particular in areas concerning monitoring and MRV;
- Experience of delivering technical forest monitoring and/or inventory training, including data collection and data management/archiving;
- Experience working with both government and non-government forestry stakeholders at the national and local levels;
- Experience in working with international development partners;
- Professional experience in the Solomon Islands and/or the Pacific region is an asset;
- Forestry field experience in Pacific island ecosystems a distinct advantage;
- Advanced proficiency in both spoken and written English;
- Excellent communication and organisational skills.

Provision of Monitoring and Progress Control

The Forest Monitoring and Inventory Expert is expected to work under the direct supervision of the National Programme Manager and with guidance from UNDP Country Programme staff and UN-REDD Forestry Officer (FAO) and Regional Technical Advisor (UNDP).

Payment Terms

The followings are UNDP's payment schedule for the consultancy (applicants should indicate special payment terms for the contract in their financial proposal, if any). Payments will be based on a satisfactory submission of milestones and approval by the Regional Advisors from FAO, UNDP, UNEP and the UN-REDD Programme Management Unit.

- 5% on signing of the contract and submission of a detailed work plan
- 15% on submitting a REDD+ Monitoring and MRV Training Workshop and monitoring and MRV capacity assessment outline
- 15% on submitting a draft MRV capacity assessment report
- 15% on submitting a draft monitoring and MRV chapters for the REDD+ Readiness Roadmap and outline of MRV practical guidelines
- 15% Submission of three technical training reports on practical in-field training for forestry inventory methodologies and final monitoring and MRV capacity assessment report
- 25% on the submission of final chapters for the REDD+ Readiness Roadmap and MRV practical guidelines
- 10% on submission of end-of-assignment report focusing on key lessons learned and best practices drawn from capacity building processes.

Evaluation and Selection Criteria

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR)/Scope of Work (SOW) as per the evaluation criteria below. In order to be included in the short list, the bidder must get a total score of no rating below 70% for each of the criterion. Any CV's getting below 70% in each of the criterion will not be eligible for the financial proposal.

Criteria	Points
1. Relevant experience in technical forest monitoring and inventory, MRV for REDD+ in the Pacific region	30
2. Experience in designing and delivering training courses and workshops on forest monitoring, forest inventory and MRV for REDD+	20
3. Capacity Building Experience and Knowledge – <ul style="list-style-type: none"> - Ability to provide practical in-field training to government and non-government stakeholders on forest inventory, focusing on nationally-important forest types such as mangroves - Ability to communicate and build capacity at provincial and community levels. Sound knowledge of capacity issues in developing countries 	20
4. Qualification related to field of forestry monitoring or forest/natural resource management	20
5. Report Writing – Demonstrated ability to prepare technical documents and reports	10

End of Assignment Review

15 days after the completion of the assignment.

Inputs from the Consultant

The consultant should bring in his/her own computer for the consultancy.

Submission of Proposal

Interested individuals or firms should submit a proposal in response to the TOR, which should include the following:

- Cover letter stating how the individual or firm meets the selection criteria in the TOR
- CV and technical proposal that includes: Name; Address, Telephone/fax number, Email address, if applicable; Related projects in the last 3 years (Name of project/clients, Project size/amount in USD, Project Duration or contract duration (start to end), Scope of work –brief description of tasks and achievements)
- Financial proposal including professional fees
- Firms should submit CV for experts who will be undertaking the task on their behalf.

E-mail subject or envelope subject: tristram.viulu@undp.org

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Qualified Female Candidates are Encouraged to Apply