

## Terms of Reference

### Consultancy: National Forestry Planning Expert to support the development of Provincial Forest Plans for East New Britain and Madang Provinces

<b>Location:</b>	Port Moresby with frequent travels to East New Britain and Madang provinces.
<b>Type of Contract:</b>	Individual Contract (IC)
<b>Project:</b>	REDD+ Readiness project – Forest Carbon Partnership Facility
<b>Languages Required:</b>	English
<b>Starting Date:</b>	10 <sup>th</sup> June 2019
<b>Duration of Initial Contract:</b>	60 days over a period of June – November 2019

### Project Description

Papua New Guinea (PNG) has been one of the fastest growing economies globally this century with average growth rates above 6%<sup>1</sup>. This rapid growth has been driven primarily by the expansion of foreign investment within the natural gas sector and high prices for PNG's central exports many of which are transported to rapidly growing Asian economies. This growth has built on a long history of natural resources being at the centre of the PNG economy with exports and employment dominated by mining, natural gas, natural forest logging and agriculture. While this rapid growth has delivered significant changes in PNG's main urban areas and those communities benefiting directly from foreign investment, the country still faces significant challenges in meeting the objectives of Vision 2050 and in providing development opportunities for all while also maintaining its natural environment.

Over 85% of the nation's 7.3m population are based in rural areas and rely primarily on subsistence agriculture for survival and have limited access to health centres, education or broader development opportunities. Falling commodity prices since 2012 have also left the country facing significant economic challenges despite ongoing growth.

PNG has a significant area of intact tropical forest covering 77.8% of the country's 46.9m ha of land. Together with the forest of West Papua (Island of New Guinea) they represent one of the largest areas of intact tropical forest in the world. These forests are critical to the livelihoods and economy of the country and a commercial logging industry has for a long period been a central part of the economy.

The Government of Papua New Guinea (GoPNG) has set ambitious goals for strengthening and changing the nature of this industry including:

- a ban on all round log exports by 2020 and
- the expansion of planted forests to cover 800,000ha by 2050

These are to be achieved while also increasing the contribution of commercial logging to the domestic economy. Efforts to achieve these targets will need to address significant challenges linked to the availability of land and the level of private sector interest in investing in either area.

At the same time the government of PNG, with support from the World Bank's Forest Carbon Partnership Facility, implemented by Climate Change and Developed Authority and PNG Forest Authority (PNGFA) with support of UNDP, has developed a National REDD+ Strategy (NRS) to guide the country's approach to addressing greenhouse gas (GHG) emissions from deforestation and forest degradation – over 75% of which historically come from commercial logging<sup>2</sup>.

Approaches to subnational planning will be extensively consulted upon with stakeholders and may include jurisdictional approaches and sustainable supply chain initiatives (with a focus on oil palm). These will be planned and coordinated at the national level with relevant national and provincial stakeholders, including development partners such as Japan International Cooperation Agency (JICA), FAO as well as civil society organisations to ensure coherency and complementarity with other REDD+ elements including the National Forest Monitoring System (NFMS) and Safeguards Information Systems (SIS).

The production of a Provincial Forest Plan by the Provincial Government is a requirement under section 49 of the forestry ACT 1991 (as amended). This section states that "Each provincial government shall as soon as practicable after coming into operation of this Act, in consultation with the Provincial Forest Management Committee, and in conformity with the National Forestry Development Guidelines, draws up a provincial Forest Plan. Furthermore, the Act allows or empowers the provinces/provincial government to do initial planning for projects/programs associated with forest/forestry sector for each of the provinces hence these Projects or program are directed towards areas of industrial, economic, environmental and social development of the province.

Provincial Forest Plans (PFP) were developed for the period of 2008-2019 and require revision and updating to accommodate new policy and legislative changes such as NRS, Vision 2050, DSP, MTDP, National Forest Development Guidelines - 2009 and other strategic documents.

In order to plan tailored provincial approaches, build the capacity of sub-national stakeholders to engage in REDD+ development and planning and learn lessons from stakeholder engagement processes, FCPF REDD+ Readiness Project in close collaboration with the PNG Forest Authority and Project "Capacity Development Project for Operationalization of PNG Forest Resource Information Management System

(NFRIMS) for Addressing Climate Change<sup>3</sup>” funded by Japan International Cooperation Agency (JICA) has reviewed the PNG’s Provincial Forest Plan (PFP) Guidelines and is in process of the development of PFP for West New Britain Province. This exercise is intended to trial PFP Guidelines at the provincial level, hence upon successful application will be upscaled in other two target provinces of East New Britain and Madang.

## Objectives

Under overall guidance of Director-Forest Policy and Planning of PNGFA and direct supervision of FCPF REDD+ Chief Technical Advisor, in close collaboration with the team of experts from JICA/PNGFA project, relevant government agencies as well as provincial administration, National Forestry Planning Expert will be responsible for developing Provincial Forest Plans for East New Britain and Madang provinces. The development of these plans will follow findings and recommendations of the trial approach on PFP in West New Britain province.

The assignment will identify and provide a guidance for implementation of forestry related activities at the provincial level. The approach taken will build on the work and results of multiple other assessments and will ensure consistency with the climate-relevant tracking approach developed.

## Scope of Work

The first task of the National Forestry Planning Expert will be to clearly define the proposed scope of work and identify the levels of forestry data assessment that is feasible within the existing time frame of the Provincial Forest Plan. This will be done through consultations with PNGFA Policy and Planning staff, Provincial Forest Officers as well as representatives of development partners. At the provincial level, a team of experts for PFP development will be established and approved by the Provincial Government/Administrations.

This assignment will be undertaken step-by-step approach:

### **Step 1. Review the current Provincial Forest Plans for East New Britain and Madang provinces (20 days)**

- The National Forestry Planning Expert will organize meetings with PNGFA, FCPF and JICA teams to identify scope of work and timelines as well as structure for assessment report, following the initial analysis of PFP Guidelines done by JICA and FCPF. The JICA/PNGFA Project will provide necessary support and assistance to Team Leader to successfully implement this assignment.

- The National Forestry Planning Expert in close consultation with the PNGFA technical staff (both at national and provincial levels) and JICA team will review the current PFPs to make a comparative analysis, identify gaps, provides recommendations and follow revised PNGs PFP Guidelines to better reflect the needs of the current policy environment and key stakeholders.

## **Step 2. Develop the Provincial Forest Plans for East New Britain and Madang Provinces (30 days)**

The development of Provincial Forest Plans for East New Britain and Madang provinces will be informed and structured to reflect the decisions made by Policy and Planning Directorate of PNGFA on the revised content of the PFP Guidelines.

Based on the revised content of the PFP Guidelines and recommendations additional emphasize should be given to:

- PNG's development and forest context including STaRS, MTDP, and Operation of Painim Graun Planim Diwai
- Provincial socio – economic development and planning processes (Provincial Forest Management Committee, Provincial Forest Management Planning, infrastructure development, forest management activities, environmental conservation, livelihoods, Timber Concession Areas, Annual Timber Production and Annual Allowable Cut (AAC), Log Export, Community and small-scale timber harvesting and processing, Forest Plantation and Reforestation etc.);
- Alignment with National REDD+ Strategy (Policies and Measures), including principles and objectives for REDD+ implementation, emissions reductions objectives and how they a) address the direct and indirect drivers of deforestation and forest degradation in PNG, and b) build on and complement existing PAMs, and including training and capacity building needs;
- Stakeholder engagement and participation – both during the design/consultation phase of the PFP and during implementation;
- Financial aspect for PFP implementation, comprising financing plan to set out budget needs, potential sources and approaches to resource mobilization;
- Monitoring and evaluation.

Following the production of a full draft of ENB and Madang provinces PFPs, The National Forestry Planning Expert will support the PNGFA and Provincial Governments to delivery of a series of national and

provincial consultation meetings and workshops throughout the drafting process to gather feedback and input for the PFPs.

The National Forestry Planning Expert will develop preparatory information materials, such as background briefs or others, for these consultation meetings, where necessary. The National Forestry Planning Expert will also support the PNGFA and two (ENB and Madang) Provincial governments and stakeholders in the delivery of a national consultations workshop on the PFPs that will bring together all relevant stakeholders for solicitation of inputs.

**Step 3. Finalize the PFPs and submit for endorsement by PNGFA Policy and Planning Directorate (10 days)**

All comments and data/information from both national and provincial consultations will be collated for the development of ENB and Madang PFPs. The finalized and agreed PFPs will be submitted for endorsement by PNGFA Policy and Planning Directorate.

**Expected Outcomes/ Deliverables**

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Certifying/ Authorizing officer</b>
<ul style="list-style-type: none"> <li>Payment upon submission and acceptance of the scope of work, timelines as well as proposed structure of the assessment report on the review of the content of Provincial Forest Plans</li> </ul>	<p><b>5 days</b> (in Port Moresby)</p>	June 13, 2019	FCPF CTA
<ul style="list-style-type: none"> <li>Payment upon submission and acceptance of draft Report on the review of the current table of content of the Provincial Forest Plans for East New Britain and Madang provinces which based on the revised standard PFP Guidelines.</li> </ul>	<p><b>10 days</b> (In Port Moresby)</p>	June 31, 2019	FCPF CTA
<ul style="list-style-type: none"> <li>Payment upon submission and acceptance of the final draft ENB Provincial Forest Plan, including stakeholders' feedback matrix to be submitted to Provincial Administration.</li> </ul>	<p><b>20 days</b> (15 days in ENB, 5 days in Port Moresby)</p>	July 24, 2019	FCPF CTA



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<ul style="list-style-type: none"> <li>• Payment upon submission and acceptance of the final draft Madang Provincial Forest Plan, including stakeholders’ feedback matrix to be submitted to Provincial Administration.</li> </ul>	<p><b>20 days</b> (15 days in Madang, 5 days in Port Moresby)</p>	<p>September 12 2019</p>	<p>FCPF CTA</p>
<ul style="list-style-type: none"> <li>• Payment upon submission and acceptance of the Final Report on the assignment including lessons learned and recommendations.</li> </ul>	<p><b>5 days</b> (in Port Moresby)</p>	<p>October 26, 2019</p>	<p>FCPF CTA</p>

### Institutional Arrangements

The study will be conducted as a partnership and under the co-supervision of the PNGFA Policy and Planning Directorate in close collaboration with provincial administration and relevant government and development partners.

The FCPF REDD+ Project will provide financial support in organising consultation workshop on the review of the content of Provincial Forest Plan as well as development of ENB and Madang Provincial Forest Plans.

The National Forestry Planning Expert will perform his/her duties under technical guidance of PNGFA and Area Manager and overall supervision of PNG’s FCPF REDD+ Chief Technical Advisor, in close collaboration with national experts on the development of PFP.

### Resources Provided

UNDP and PNG Forest Authority through Policy and Planning Directorate will provide space in its Port Moresby. In the case of travel beyond initial deployment and final repatriation, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon between the respective business unit and Individual Consultant prior to travel and will be reimbursed.

### Duration of the Assignment

The work will be undertaken 60 days over a period of June to November 2019. In accordance with expected outputs and deliverables, The National Forestry Planning Expert submits reports to FCPF REDD+ Project Chief Technical Advisor for reviewing outputs, comments, and certifying approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, The National Forestry Planning Expert should notify the FCPF REDD+ Chief Technical Advisor in advance to take necessary steps.

## Duty Station

The duty station for this assignment is Port Moresby, with total of thirty-day mission to ENB and Madang for provincial consultations.

## Education and experience

### Education

- Minimum university degree in forestry, natural resources economics, development economics, finance, or closely related field. Post-graduate degree (MSc) is an advantage.

### Work experience

- A minimum of 10 years progressive experience in forestry, natural resource economics and management or a related field;
- Minimum 5 years of experience with public expenditure reviews related to forestry finance, natural resource management in developing country contexts;
- Minimum 5 years of experience with REDD+ in PNG or the Pacific region an advantage.

### Competencies

- Fluency in written and spoken English.
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;
- Ability to quickly adapt to change, and to remain calm under pressure;

## Evaluation

### Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
<b>Qualification</b>		<b>10%</b>
<ul style="list-style-type: none"> <li>▪ Minimum university degree in forestry, natural resources economics, development economics, finance, or closely related field. Post-graduate degree (MSc) is an advantage.</li> </ul>	10	
<b>Experience</b>		<b>55%</b>
<ul style="list-style-type: none"> <li>• A minimum of 10 years progressive experience in forestry, natural resource economics and management or a related field;</li> </ul>	20	
<ul style="list-style-type: none"> <li>• Minimum 5 years of experience with public expenditure reviews related to forestry finance, natural resource management in developing country contexts;</li> </ul>	20	
<ul style="list-style-type: none"> <li>• Minimum 5 years of experience with REDD+ in PNG or the Pacific region an advantage.</li> </ul>	15	
<b>Competencies</b>		<b>5%</b>
<ul style="list-style-type: none"> <li>• Fluency in written and spoken English.</li> </ul>	1	
<ul style="list-style-type: none"> <li>• Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.</li> </ul>	1	
<ul style="list-style-type: none"> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> </ul>	1	



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<ul style="list-style-type: none"> <li>• High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;</li> <li>• Ability to quickly adapt to change, and to remain calm under pressure;</li> </ul>	1	
	1	
<b>Technical Criteria</b>		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		30%
<b>Total</b>		<b>100%</b>

### Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- b) **Signed P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment. Please paste the letter into the "Resume and Motivation" section of the electronic application.
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

### Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

## **Travel**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## **Submission Instructions**

Proposals may be submitted on or before the deadline as indicated below. Proposals must be submitted using this generic email [procurement.png@undp.org](mailto:procurement.png@undp.org) address only.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

Completed proposals should be submitted using no later than **6 June 2019**

For any clarification regarding this assignment please write to Tirnesh Prasad on [procurement.pg@undp.org](mailto:procurement.pg@undp.org)

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.