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ETHIOPIA

SECTION 3: TERMS OF REFERENCE (TOR)

GENERAL INFORMATION

Services/Work Description:	Develop National Forest Action Program for Ethiopia
Project/Program Title:	Institutional Strengthening for the Forest Sector Development in Ethiopia
Duty Station:	Addis Ababa
Type of the Contract:	International Consulting Firm
Duration:	Four months
Expected Start Date:	Immediately after signing the contract agreement

I. BACKGROUND / RATIONALE

Forest resources are among the natural resources that have substantial socio-economic, cultural and ecological importance. They are important for energy supply, provision of goods and services including soil and water conservation, watershed protection, nutrient recycling, nitrogen fixation, amenity and recreation, creation of microclimate, wildlife habitat, gene conservation and carbon sequestration from the atmosphere.

As Ethiopia continues to experience rapid economic growth, the role of the forest sector becomes increasingly important in achieving the Government's ambitious climate resilient green growth goals. Given the right interventions and policy adjustments, the forest sector has the potential to expand its contribution to sustainable economic development, creating green jobs and fostering climate change adaptation.

Ethiopia is not a major emitter of greenhouse gases, but does store substantial carbon stocks (over 2.7 billion tons of CO₂e) in more than 12 million hectares of forests and wood lands. Due to the increase in population and the resulting expansion of agricultural activities, irrespective of the government effort of increasing the forest resource base, the forests resources of the country are being lost at an alarming rate. In the context of Ethiopia's development prospects, there is an opportunity to capture and deploy climate finance in pursuit of the country's aims to improve livelihoods, build resilience and reduce poverty.

The Government of Ethiopia (GoE) has developed a Climate Resilient Green Economy (CRGE) vision and strategy. The CRGE vision is to build a climate resilient green economy and to make the country carbon neutral by 2025. The Strategy identifies Reducing Emissions from Deforestation and Forest Degradation (REDD+) as one of the key sectors for the attainment of the CRGE vision.

The Ethiopian Forestry Action Program (EFAP) was prepared in 1994 and some regions have also prepared their regional action programs in subsequent years. The EFAP major focus areas of EFAP are: Forest Economics; Forest Management; Forest Industries; Wood fuel/energy and Ecosystem conservation. Moreover, the EFAP analyzed Legal and Institutional Framework for forest management and suggested strategy for more effective forest management in the country. However, the programme never got implemented due to various reasons. Since the formulation of EFAP there have been a lot of forestry related developments in the country and globally including the alteration of the country's forest resource bases mainly due to deforestation and forest degradation.

Having a national forest programme as the forestry sector MASTER PLAN is of paramount importance to serve as a roadmap on how forests are better managed to fulfill their economic, social and environmental roles. Therefore, there is an urgent need of updating the EFAP. Accordingly, a new National Forestry Action Program (NFAP) will be developed by taking into consideration among others: the findings of the forest inventory conducted by FAO in 2015; the CRGE strategy; the REDD+ strategy; the Forest Sector review, GTP II; the establishment of the Ministry of Environment and Forest; etc. The preparation of the NFAP (2016-2025) will involve regional and federal government institutions, civic societies, development partners, and academia and research institutions. The NFAP is expected to provide platform to subsequently design regional programs. In line with the NFAP, nine regions and two city administrations will develop their respective forest conservation and development programs.

Purpose

The aim of an NFAP is to promote the conservation, management and sustainable use of forest resources to meet both local and national needs. It operates as a national and international partnership geared essentially towards sustainable development worldwide for the benefit of future generations. The basic functions of this NFAP are therefore: *i)* to raise an awareness of the problems of over-exploitation or inappropriate use of forest resources, thereby boosting efforts to reverse such negative tendencies; *ii)* to introduce intersectoral planning, with all stakeholders, for the formulation of appropriate policies and the implementation of programmes coherent with these policies; *iii)* to build partnerships at the local, national and international levels; and *iv)* to mobilize national and international resources for coordinated programme implementation.

Therefore, this consultancy work is designed to formulate National Forest Action Program for Ethiopia to serve as frame work for the enhancement of the sustainable forest management in the country in general and contribute for the enforcement of the mitigation and adaptation components of the forest sector in the CRGE strategy in particular.

Context and Perspectives

In many developing countries, the forest has been used to absorb population pressure for cropland expansion and fuel wood demand. The most effective actions to counter deforestation generally stem, in fact, from policies directed towards other areas: population, energy, investment and agriculture. If these constraints are to be eased, the importance of national forestry plans or programmes must be recognized at the highest political level and the programmes must be included in a broader development planning exercise. Therefore, in the context of Ethiopia, reviewing the current and future cropland and wood fuel /Energy demand of the country and identifying problems and constraints both in actions and enabling environments is critical.

On the other hand, harmonizing Forestry and other land uses in the Landscapes approach is a present challenge in Ethiopia. In this context, the challenge to policy-makers and planners is to find inter-sectoral approaches that are congruent with existing planning structures and procedures and to ensure that they serve as an effective conceptual framework for the programming and implementation of a coherent set of measures at the landscape level. This demands analyzing the role of forestry in landscapes and evaluating new approaches that consider forestry as components of the landscape.

Sustainable Forest Management is the stewardship and use of forests and forest lands in a way that maintains vitality and potential to fulfill, now and in the future, relevant ecological, economic and social functions, at local, national, and global levels. In this perspective, the management forest ecosystems in Ethiopia must be within the limits of their functioning in order to maintain conservation of ecosystem structure and functioning. However, there is usually a need to understand and manage the ecosystem in an economic context through a) reducing those market distortions that adversely affect biological diversity; (b) aligning incentives to promote plantations and tree planting; and c) add value to the products and services from forest ecosystems. In achieving these targets, engaging the private sector might be indispensable. Moreover, forest development and the extension

system supporting it should be decentralized to the lowest appropriate level in the context of Ethiopia at the appropriate spatial and temporal scales. Tree growing should not be limited to forests and forest lands; they are an important element in many other systems including agricultural landscapes, grasslands, homesteads, steppes and deserts. Therefore the future extension system in Ethiopia should explore these opportunities relevant perspectives.

Nevertheless, one of the most significant failures constraining the sustainable management of forests and trees is the lack of clarity over resource rights and responsibilities. Despite the importance of forests and trees to rural communities, their governance has tended to be dominated by the various interests. Access to forest resources and regulations governing their exploitation, transport and marketing are biased towards temporal interests. Forest-related law enforcement activities have tended to undermine crimes of deforestation and illegal logging. Significant effort is required to build such capacity with corresponding institutions and enabling environment at country level.

In the context of Ethiopia, non-timber forest products received only scant attention so far. There are tremendous traditionally used and new potentials for non-timber forest products. Despite the recognized importance of non-timber forest products for income generation and food security, their management and use requires enhanced focus in the future action programs.

II. OBJECTIVES OF THE SERVICE / WORK

The objective of the consultancy service is to develop National Forest Action Program by intensively reviewing and analyzing the relevant forest related policies, strategic documents, activities and under taking series of consultative meetings at regional and federal levels.

III. SCOPE OF THE SERVICE / WORK

The consultant firm is expected to review various policy documents, strategies, scientific studies and reports related to forestry and other land uses. Clear understanding of the biophysical (land degradation, deforestation drivers, forest development etc) and socioeconomic (livelihoods, culture etc) context of Ethiopia is required in order to design an action program relevant for the coming decade or so. More specifically, the consulting firm will review and analyze existing situation; define detailed action programs and prepare synthesis report.

Component 1. (Situation Analysis)

This volume will show existing situation of the forest sector including resources trends and efforts. The future opportunities will be assessed both nationally and in the global context.

1. Analyze forestry in the Context of the National Economy including employment opportunity from the sector
2. Analyze the opportunities and challenges of the forest sector nationally and globally
3. Take stock of existing forestry development initiatives, their extent, and historical trends
4. Review national policy, legislative and regulatory frameworks relevant to forestry planning, implementation, and monitoring
5. Identify key stakeholders for forest sector development in Ethiopia
6. Review and analyze the forest resource base including the product demand and supply
7. Analyze the forest resource structure, productivity, management and utilization
8. Assess the existing Forest and wood based industries and future opportunities and challenges
9. Analyze the existing institutional arrangement and administration of the forest including the research, education and training system

Component 2. (Detailed action programs)

This volume will focus on future action programs. Programs will be master plans for addressing the continuing pressure on the Ethiopia's forests and in achieving sustainable forest management that support a growing

economy and rural livelihood. The design of the action programs may focus on enabling environment, capacities on resource monitoring and assessment; forestry extension programs, the role of the private sector and the forest based industry and value addition. Proposed action programmes are mainly road maps chronologically set to enhance;

1. Sustainable forest management capability, remote sensing and national forest resources survey.
2. Forest fire, pest management
3. Forestry extension programme through plantation and agroforestry
4. Research, education and training.
5. Investment opportunities for the private sector to engage in forestry
6. Enabling environments to enhance forestry planning, implementation, and monitoring
7. Forest industry, value chains, forest product marketing system nationally

Component 3. (Synthesis)

This volume will put together in a single volume the existing situation of the forest sector and the resource base but in comparative manner with the proposed action programs. The volume will also attempt to bring out data on the economic viability of national forest programmes. A brief explanation on the experiences of other countries can be presented. The specific activities in this section will include;

1. Summarizing the situation of the sector and resource base in Ethiopia
2. Summarizing key lessons and best practices within the country and from elsewhere
3. Summarizing key action programs to transform the sector for the next ten years
4. Carrying out cost/benefit analysis to prioritize national forestry actions programs.
5. Identifying financial mechanisms/opportunities for the proposed national forestry action programs is also critically needed.

IV. EXPECTED OUTPUTS / DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception report	10 days after signing of the contract	UNDP and MEF
2.	Draft Reports on the situation of the forest sector and the forest resource	30 days after sub mission of the inception report	UNDP and MEF
3.	Final Reports on the situation of the forest sector and the forest resource	10 days after sub mission of the draft report	UNDP and MEF
4.	Draft National Forest Action Programs for the next 10 years	30 days after sub mission of the final report on the situation of the forest sector and the forest resource	UNDP and MEF
5.	Final National Forest Action Program for the next 10 years	15 days after sub mission of the draft National Forest Action Program	UNDP and MEF
6.	Draft Synthesis Report	15 Days after the submission of the National Action Programs	UNDP and MEF
7	Final Synthesis Report	10 Days after the submission of the draft Synthesis Report	UNDP and MEF

V. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

- a. Clearly enlist proposed methodology and/or approach expected to be deployed by Prospective Service Provider including the use of primary data or secondary data sources
- b. Conduct review, analysis, consultations and field visit in the selected regions

VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The international consulting Firm will submit all deliverables for comments to UNDP and MEF and it will work under the direct supervision of the National Program Coordinator of the Institutional Strengthening for the Forest Sector Development in Ethiopia Program and the program Manager of the program in UNDP. Moreover, the required logistic arrangement such as office space will be provided by MEF.

VII. PAYMENT MILESTONES AND AUTHORITY

Prospective Service Provider will indicate the cost of services for each deliverable in US dollars when applying for this consultancy. The Proposer will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. In accordance with UNDP rules, the lump sum contract amount to be offered should consider the professional fee inclusive of travel, living allowances, communications, taxes, out of pocket expenses, and other ancillary costs.

A winning Proposer shall then be paid the lump sum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 st Installment	Upon submission and approval of Inception Report	UNDP and MEF	10%
2 nd Installment	Upon submission and approval of final report on the situation of the forest sector and resource	UNDP and MEF	20%
3 rd Installment	Upon submission and approval; and clearance of final reports on the action programs	UNDP and MEF	20%
4 th installment	Upon submission and approval; and clearance of final synthesis report on National Forest Action Program	UNDP and MEF	20%
5 th Installment	Upon submission and approval; and clearance of the three volumes	UNDP and MEF	30%

VIII. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

8.1 Minimum Organization Requirements

The Consulting Firm should have 8 years and above experiences in the formulation of policy, strategy and action plan in forest conservation and development. The Ethiopian/other African experiences on forest conservation and development is advantageous. The Firm need to deploy at least 3-4 relevant national experts to deliver the above identified thematic areas.

The multi-disciplinary team should comprise members with the following educational qualifications; experience and competencies:

8.2 Task Manager / Team Leader

Academic Qualification:

An advanced degree (PhD or Masters) in Natural Resource Economics, Forestry, or other similar and relevant disciplines is required.

Experience:

- A professional experience of 10 years

Competencies:

- Ability to provide general leadership and direction to the study/research analysis and report writing;

- Excellent research and advocacy skills relating to the formulation of policy, strategy, legislation and action plan on forest conservation and development
- Strong organizational skills;
- Strong communication skills;
- Proficiency should be in English

8.3 Lead Consultant / Senior Expert

Academic Qualification:

- At least post-graduate degree in forestry, Natural Resource Management, Land Resource Management or a related discipline.

Experience:

A minimum of 10 years of proven experience of which 4 years experiences in sub-Sahara Africa relating to forest conservation and development.

Competencies:

- Ability to undertake technical policy-focused research related to forest conservation and development
- Ability to work under pressure and to deliver in a timely manner without compromising quality standards;
- Strong communication skills;
- Strong presentation and facilitation skills;
- Excellent command on both written and spoken English is essential.

8.4 Project Staff / Associate Consultants / Team Members

Academic Qualification:

- A minimum of a University Master's Degree in forest management, forest economics, agroforestry, forest policy and governance or a relevant area.

Experience:

- A minimum of 7 years of professional experience and proven expertise and experiences in forest conservation and development; forest policy, legislation, strategy and action program development

Competencies:

- Training and hands-on experience in forest conservation and development
- Ability to work under pressure, with a group of experts and to deliver in a timely manner without compromising quality standards;
- Strong communication skills;
- Strong presentation and facilitation skills;
- Proficiency should be in English

IX. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm is expected to submit both the Technical and Financial Proposals. Accordingly; the firm will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is 70%
 - b. Financial Criteria weight is 30%

X. LOGISTICAL SUPPORT

Office space, computers with printers, etc will be provide for the Consultancy Firm. Access to the MEF Compound in Addis Ababa, Ethiopia will be facilitated

XI. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a Service Provider here below is given a proposed Table of Contents. Accordingly; your Technical Proposal document must have at least the preferred content as outlined in the RFP Proposal Submission Form.

XII CONFIDENTIALITY AND PROPRIETARY INTERESTS

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

XIII. ANNEXES TO THE TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.