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## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

### GENERAL INFORMATION

**Services/Work Description:** Individual Consultancy Services for Documentation and Analysis of Forestry Practices in Ethiopia

**Project/Program Title:** REDD+

**Post Title:** National Consultant (NC)

**Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)**

**Consultant Level:** Level C (Senior Specialist)

**Duty Station:** Addis Ababa, Ethiopia

**Expected Places of Travel:** Ethiopia

**Duration:** 90 days distributed over 4 months

**Expected Start Date:** Immediately after Signing the Contract

### I. BACKGROUND / PROJECT DESCRIPTION

#### 1.1 Background

Ethiopia's forests underpin key sectors of the economy<sup>1</sup> with immense potential to contribute to social and economic development of the country through a range of environmental, ecological, economic and social services. In addition to the diverse wood and non-wood products gained from the forestry sector, Ethiopia's forested landscapes provide a wide range of environmental services, such as watershed protection and associated benefits related to energy and soil protection, ecotourism potential and biodiversity conservation, contribute significantly to the health and wealth of Ethiopia. The development challenge for the forest sector in Ethiopia is to reduce the high rate of deforestation and forest degradation, whilst building upon opportunities for forest restoration, increasing landscape productivity, developing and promoting forest enterprises and generating income. The increased pressure from agricultural land expansion (expected to increase from 12.6 million hectares in 2010 to 27 million hectares in 2030) would result in the deforestation of nearly 9 million hectares of forestland. Projections indicate that unless action is taken to change the traditional development path, over the same period, annual fuel wood consumption could rise by 65 per cent, leading to forest degradation due to the extraction of more than 22Mt of woody

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<sup>1</sup> Ethiopia is the second-most populous country in Africa, with over 100 million residents. For the last 10 years, Ethiopia has experienced one of the world's fastest economic growth rates with real Gross Domestic Product (rGDP) growth averaged 10.9 per cent, between 2004 and 2014<sup>1</sup>. Economic growth has been accompanied by significant reductions in poverty, with extreme poverty falling from 55 per cent in 2000 to 22 per cent in 2014<sup>1</sup>. Despite Ethiopia's recent economic progress, continued development is under serious threat due to rapid population growth and the concentration of most Ethiopians in rural areas which is putting pressure on the country's natural resource base. Deforestation for agricultural expansion and forest degradation for fuel wood demand are the two most critical direct drivers of change in the forested landscapes of Ethiopia.

biomass. Given Ethiopia's desire to increase forest cover from the current 15.5% to 30% by 2030 technical capacities need to be expanded beyond what currently exists to support and derive innovation and stronger engagement with private sector and civil society partners who can create sustainable and cost-effective forest sector development models.

### **1.2 Analysis of Practice**

Over the past several years, there have been several changes in the institutional arrangements for directing the forest sector. The changes have created institutional instability and have seen the decline of forest management. Forestry training, education, research afforestation and reforestation have been undermined and forest development initiatives have lacked practical orientation. Despite the above situation, many foresters have struggled to keep the sector alive under difficult circumstances. They have confronted formidable challenges to revive forest management through various avenues, and to reinforce the importance of forestry to national growth and development.

In its GTP II, CRGE and Nationally Determined Contribution (NDC), Ethiopia has set targets to increase forest cover by 20% by 2020, reach GDP contribution from the forestry sector of 8% by 2020, and achieve 130 MMtCO<sub>2</sub>e reduction by 2030 representing approximately 50% of the overall CRGE and NDC carbon sequestration and emissions reductions goals. Such ambitious goal cannot be achieved with the business as usual approach. It is, therefore, high time to transform the forest sector by considering what has been done so far – how forestry has been practiced.

The point of departure for transforming the forest sector need to start from a sound analysis of the practices of forest management in Ethiopia, which captures the past and the present with a view to draw sound basis for the transformation agenda.

### **1.3 The Study**

Successful implementation of Ethiopia's forest sector strategies requires an understanding of practice of forestry in Ethiopia. To this end, a consultant is required to undertake an extensive documentation of the practice of forestry in Ethiopia. The will draw parallels to current implementation and highlight key lessons which will enable policy makers to improve and transform Ethiopia's forest sector. The consultant should also interview and champions of the forest sector who have made outstanding contribution. The study will inform students, researchers, policy and decision-makers and the general public about forestry practices and best practices that need to be adopted by forestry institutions including public, private and civil society organizations.

## **II. SCOPE OF THE WORK**

The overall objective of the study is to document past and present forestry practices in Ethiopia including forest development, research, education, extension services, application of technology and other best practices. This will be accompanied by photographs to be taken by a professional photographer able to produce vivid pictures. The outcome of the study will be useful the purpose and direction of transformation needed in the forest sector.

## **III. EXPECTED OUTPUTS AND DELIVERABLES**

- a. Propose an outline for the report, which should be discussed at the validation of the inception report. The outline should consider the practice of forest management in Ethiopia: past (as early as possible), present and future.

- b. Undertake document review including (old policies, strategies, legislation, program documents, etc.); discuss with academics and researchers, hold group meetings, interview key informants. The Consultant can propose other sources of information that may be relevant for the study.
- c. Document Ethiopia's progress in forestry, especially documenting progress made in putting in place policies, strategies, laws, regulations and institutions (including training and research).
- d. Record the role of women in forestry practices.
- e. Identify champions who have contributed to the forest sector in Ethiopia, to document their achievements, film video clips.

The consultancy assignment is expected to produce three deliverables:

- Inception Report
- Mid Term Report
- Final Report

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception Report	20 Days after signing contract	UNDP
2	Mid Term Report and mini discussion Workshop	40 calendar days after presenting the inception report	UNDP
3	Final Report	30 days after receiving feedback from the validation workshop	UNDP

#### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The work will be guided under the auspices of the EFCCC. For practical purposes, the lead consultant designated by the Consultant will report to the Director of the FSTU. The Consultant will be expected to closely work with the Climate Change Specialist at the Ethiopia UNDP Country Program Office.

#### V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- UNDP will cover travel related costs and workshop organization

#### VI. DURATION OF THE WORK<sup>2</sup>

- a. State expected duration of work / total no. of days/weeks/months of the assignment including effective person-days, if applicable.
- b. Emphasize the expected date of full completion, if time is of the essence, indicate the consequences of any delay
- c. Indicate target date for the start of work and expected completion date, including conditions to determining both dates in the table under **Roman No. III above**

<sup>2</sup> The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

- d. Provide the estimated Lead Time (LT) for UNDP or Project Implementing Partners to review outputs, give comments, certify approval/acceptance of outputs, etc.
- e. Explain special reason for urgency, if any, and serious consequence/impact of any form of delay in the completion of the work (e.g., deferment of the succeeding phase to the following year, cancellation of the budget allocation for the project, other potential losses to any party involved, etc.)

## VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

### Technical Competency and Experience

- Master's Degree or above in forestry, forestry history, natural resources management, forest policy and administration, sociology with a minimum 15 years of relevant work experience.
- Experience in writing historical documents related to forestry, natural resources management.
- An in-depth understanding of the forestry sector.
- Track record in conducting similar study.
- Outstanding analytical and report writing skills in English.

### Functional Competencies

- Outstanding communication skills in English
- Positive and constructive approaches to work with energy and synergy
- Demonstrate openness to change and ability to receive and integrate feedback
- Strong time management and meet established time lines

### Language and Other Skills

- Excellent knowledge of English, including the ability to write reports clearly and concisely and to set out a coherent argument in presentation and group interactions
- Capacity to facilitate and communicate with different stakeholders
- Computer skills: full command of Word

## VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, 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%**

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
▪ <b>Criteria a.</b> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		50 pts*
▪ <b>Criteria b.</b> Previous experience		50 pts**
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

## **IX. PAYMENT MILESTONES AND AUTHORITY**

The Consultant will indicate the cost of services for each deliverable (an all-inclusive lump-sum contract amount) when applying for this consultancy. The consultant will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<b>Installment of Payment/ Period</b>	<b>Deliverables or Documents to be Delivered</b>	<b>Approval should be obtained</b>	<b>Percentage of Payment</b>
1 <sup>st</sup> Instalment	Upon submission and approval of inception Report	UNDP CO/ EFCCC	30%
2 <sup>nd</sup> Instalment	Following submission and approval of the 1st draft assessment report	UNDP CO/EFCCC	30%
3 <sup>rd</sup> Instalment	Following submission and approval of the final assessment report	UNDP CO/ EFCCC	40%

## **X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL**

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed Table of Contents. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

### **TECHNICAL PROPOSAL COVER PAGES**

Cover Page

Cover Letter

### **SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM**

- 1.1 Letter of Motivation
- 1.2 Proposed Methodology
- 1.3 Past Experience in Similar Consultancy and/or Projects
- 1.4 Implementation Timelines
- 1.5 List of Personal Referees
- 1.6 Bank Reference

### **SECTION II. ANNEXES**

Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)

Annex b. Duly Signed Personal CV's

## **XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service 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.