

Terms of Reference for Individual Contractor (IC)

National or International consultants: National

Description of the assignment (Title of consultancy): Provision of Eight (8) Individual Consultants for the Site Supervision of the Forest Management Activities.

Project Title: Lebanese Host Communities Support Projects

Period of assignment/services: Six (6) months

Is this a LTA (yes/no): No

1. Background

The Syrian crisis has placed a tremendous pressure on the economic situation in vulnerable communities across the country, limiting the capacity of vulnerable Syrians and Lebanese to sustain their own well-being. Moreover, the crisis is having a large impact on the already strained natural resources and energy supplies, including negative impacts of over felling of trees during the winter season and overgrazing by Syrian sheepherders all year around.

Lebanon's surface is covered by 13% of forest including Pine, Cedar, Oak, Fir, Juniper and others. Most of these forests are found on the western slopes of the Mount Lebanon chain in the north, whereas the South has the least forests. In addition, Lebanese forests contain a wide range of aromatic, wild and medicinal plants and are habitat to a wide range of animal and bird species. The forest area has decreased by 35%. This reduction was among others caused by erosion, wars, temperature surges, urbanization and the increase in fuel prices which has forced people to look for alternative sources of heating. The main threats to forests are over felling, overgrazing and forest fires. Forest fires are an annual occurrence due to the dryness of the terrain, climate change, agricultural malpractices and poor management. Lebanon loses approximately 1,500 to 2,000 hectares annually to wildfire, deforestation, urbanization and other factors. These forests provide economic opportunities for many Lebanese and support ecological functioning in an ever-changing regional climate. Forests are one of the country's most important natural assets. They contribute to: land degradation neutrality; livelihoods for forest-dependent communities especially when they provide valuable products including seeds, fruits, aromatic and medicinal plants; and recreational opportunities. In Lebanon, Non-Wood Forest Products (NWFPs) directly generate between US\$ 80 to 97 million of sales per year, creating (primary and secondary) income for 10 000 to 15 000 rural households, so between 42 000 and 63 000 people¹.

¹ 2016, FAO, Non-Wood Forest Product, Value Chains in Lebanon

To improve livelihoods and reduce tensions between Lebanese host community members and Syrian refugees, UNDP seeks to support forest and land management initiatives through its Livelihoods and Local Economic Development Strategy. The strategy seeks to address the challenges faced by Lebanon, in light of the Syrian crisis, in relation to the deteriorating economic conditions in the country and the increasing unemployment rates, poverty levels and consequently social instability, particularly in the most vulnerable host communities. This includes labor intensive forest and land management activities, with the dual benefit of supporting vulnerable Syrian and Lebanese beneficiaries with an income for their daily work, while contributing to the implementation of the national strategies of the Ministry of Agriculture (MoA) for increasing green spaces and reducing the risks of forest fires.

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

In this project, implementing partners propose to work on three major forestry activities, namely forest management and trail clearing, in a labor -intensive approach hiring vulnerable Lebanese and Syrian women and men. The project aims at achieving 144,000 workman days with as close as possible to a 50/50 split by nationality and engaging at least 30% of women in those activities. A large proportion of the workers engaged will be youth between 18 and 35 years old, who will benefit from short term employment to improve their livelihoods and to build experience in forestry activities for future opportunities.

The work will be accomplished in several clusters of villages. In each cluster, implementing consortiums will engage the local community, develop with the municipality a Memorandum of Understanding detailing the short and long-term roles and responsibilities of all parties and providing a clear description of the project, including an implementation plan and number of workman days allocated for each village.

Each site will be clearly defined through a detailed work plan, the number of workers, number of workman days, duration of work (months and number of days per month), type of activities and the list of the selected workers with clear socio-economic vulnerability assessment (Worker socio-economic profiles), each worker will have an id number for clearly reference. A biometric system will be set in place for attendance registration of the daily workers to confirm the number of workers per site per day and the number of hours of work, and accordingly the weekly payment will be generated.

The forest management site supervisor will work in close coordination with UNDP Area Manager, field staff focal point, Senior livelihood and local economic development coordinator and LHSP CTA to supervise the project activities related to forest management and ensure that guidelines and conditions of work are well respected.

The tasks requested from the forest management site supervisors are:

1. Following on the implementation of the workplan and activities
2. Ensure that the activities are in line with the ministry of agriculture and ministry of environment rules and regulation
3. Contribute to the regular staff meetings with the implementing partners
4. Participate in the outreach session, meetings and trainings
5. Ensure the workers recruited for each site respond to vulnerability criteria and gender

6. Supervise the workers recruitment by the implementing partners for each site.
7. Support in Filling a baseline and end line survey with the beneficiaries
8. Support the project team in the application of recommendation or mitigation measures
9. Verification of the workers presence and daily count on site though a comparison with the biometric system daily inputs. Any variation or justifications should be compiled and reported appropriately.
10. Monitor the field work and report any complaints, miss-conduct, inappropriate activities related to forest management safety, security, protection etc.
11. Following up the implementation of the selected economic development activities carried out in each area.

3. Expected Outputs and Deliverables

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
Monthly report including: <ul style="list-style-type: none"> - Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...) - any variation and justifications on workers' presence on-site - A brief report of beneficiaries surveyed for the base line data collection (number of beneficiaries, gender, age, area...) 	1 month from Contract Signature	Field Staff review and confirmation by L-LED Senior Coordinator
Monthly report including: <ul style="list-style-type: none"> - Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...) - any variation and justifications on workers' presence on-site - A brief report of beneficiaries surveyed for the base line data collection (number of beneficiaries, gender, age, area...) 	2 months from Contract Signature	Field Staff review and confirmation by L-LED Senior Coordinator
Monthly report including: <ul style="list-style-type: none"> - Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...) - any variation and justifications on workers' presence on-site - A brief report of beneficiaries surveyed for the base line data 	3 months from Contract Signature	Field Staff review and confirmation by L-LED Senior Coordinator

collection (number of beneficiaries, gender, age, area...)		
<p>Monthly report including:</p> <ul style="list-style-type: none"> - Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...) - any variation and justifications on workers' presence on-site - A weekly progress report including the evolution of the implementation of the economic development activities carried out. 	4 months from Contract Signature	Field Staff review and confirmation by L-LED Senior Coordinator
<p>Monthly report including:</p> <ul style="list-style-type: none"> - Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...) - A daily count of the number of works per site, highlighting the absence of workers if any. - A weekly progress report including the evolution of the implementation of the economic development activities carried out. 	5 months from Contract Signature	Field Staff review and confirmation by L-LED Senior Coordinator
<p>Monthly report including:</p> <ul style="list-style-type: none"> - Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...) - A daily count of the number of works per site, highlighting the absence of workers if any. - A weekly progress report including the evolution of the implementation of the economic development activities carried out. 	6 months from Contract Signature	Field Staff review and confirmation by L-LED Senior Coordinator

4. Institutional arrangements

- The forest management site supervisors will work in close coordination with UNDP field staff under the direct supervision of livelihood Senior coordinator and LHSP CTA.
- Every Week, the forest management site supervisors shall provide a report providing detailed information about project implementation, work progress and any problem occurred at sites under their supervision.
- Monthly progress report should be provided as mentioned in section 3

5. Duration of work

The 8 ICs will be recruited during the project implementation period that is 6 months.

6. Duty station

The proposed areas are:

1. Akkar
2. Minieh-Donniah
3. Bsharre-Batroun-Koura- Zgharta
4. Baalbeck-Hermel
5. Kesrwen-Jbeil- Metn
6. Upper Shouf -West Bekaa
7. Lower Shouf – Aley- Baabda
8. Rachaya -West Bekaa- Zahle
9. Hasbaya – Margeyoun - Nabatieh
10. Jezzine- saida
11. Tyre -Bint Jbeil

The ICs should select one or more area(s) of work preference from the above list, bearing in mind that the final list of areas above will only be 8 areas. The selection of the final list of areas depends on the implementing partners' proposed clusters and the approval of the Ministry of Agriculture.

7. Requirements for experience and qualifications

I. Academic Qualifications:

A minimum certificate of bachelor's degree in agriculture, environment or related field.

II. Years of experience:

A minimum of 3 years of supervision work experience in the field of forest management, agriculture or another related field.

III. Technical experience:

Experience in workers' supervision in cash for work projects

Experience in forest management and/or agriculture activities is a plus, such silviculture techniques and others.

IV. Competencies:

Excellent writing, reading, and oral communication skills in English.

IV. Other assets:

Good Knowledge in preparing timely reports on progress of the work.

Computer literate.

Valid driving license is a must.

Willing to travel daily to sites of work.

8. Scope of Price Proposal and Schedule of Payments

The payments will be lump-sum issued based on completion and approval of each deliverable:

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required (<i>Indicate designation of person who will review output and confirm acceptance</i>)
Deliverable 1: submission and approval of Monthly report including: <ul style="list-style-type: none">- Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)- any variation and justifications on workers' presence on-site- A brief report of beneficiaries surveyed for the base line data collection (number of beneficiaries, gender, age, area...)	1 month from Contract Signature	Field Staff review and confirmation by L-LED Senior Coordinator
Deliverable 2: Submission and approval of Monthly report including: <ul style="list-style-type: none">- Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)- any variation and justifications on workers' presence on-site- A brief report of beneficiaries surveyed for the base line data collection (number of beneficiaries, gender, age, area...)	2 months from Contract Signature	Field Staff review and confirmation by L-LED Senior Coordinator
Deliverable 3: submission and approval of Monthly report including: <ul style="list-style-type: none">- Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)- any variation and justifications on workers' presence on-site- A brief report of beneficiaries surveyed for the base line data collection (number of beneficiaries, gender, age, area...)	3 months from Contract Signature	Field Staff review and confirmation by L-LED Senior Coordinator

<p>Deliverable 4: submission and approval of Monthly report including:</p> <ul style="list-style-type: none"> - Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...) - any variation and justifications on workers' presence on-site - A weekly progress report including the evolution of the implementation of the economic development activities carried out. 	<p>4 months from Contract Signature</p>	<p>Field Staff review and confirmation by L-LED Senior Coordinator</p>
<p>Deliverable 5: submission and approval of Monthly report including:</p> <ul style="list-style-type: none"> - Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...) - A daily count of the number of works per site, highlighting the absence of workers if any. - A weekly progress report including the evolution of the implementation of the economic development activities carried out. 	<p>5 months from Contract Signature</p>	<p>Field Staff review and confirmation by L-LED Senior Coordinator</p>
<p>Deliverable 6: submission and approval of Monthly report including: Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)</p> <ul style="list-style-type: none"> - A daily count of the number of works per site, highlighting the absence of workers if any. - A weekly progress report including the evolution of the implementation of the economic development activities carried out. 	<p>6 months from Contract Signature</p>	<p>Field Staff review and confirmation by L-LED Senior Coordinator</p>

9. Criteria for selection of the best offers

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%, using the following evaluation criteria:

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> • <i>Criteria A:</i> <i>Bachelor degree in agriculture environment or related</i> 	30%	30

field = 25 points Master's degree or above = 30 points		
<ul style="list-style-type: none"> Criteria B: At least three years of experience in the field of forest management, agriculture or another related field = 25 points More than 3 years = 30 points 	30%	30
<ul style="list-style-type: none"> Criteria C: Proven experience in workers' supervision in cash for work projects = 15 points Experience in forest management and/or agriculture activities is a plus; such silviculture techniques and others = 15 points 	30%	30
<ul style="list-style-type: none"> Criteria D: Communication skills in English. = 10 points (5 points for Very good English Communication skills and 10 points for Excellent English Communication skills) 	10%	10
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

<i>Weight per Technical Competence</i>	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.