**Environment, Forest, and Climate Change Commission (EFCCC)**

**Forest Sector Transformation Unit (FSTU)**

**Terms of Reference**

**GENERAL INFORMATION**

**Services/Description:**  Training on Forest Ecosystem Service Valuation

**Project/Program Title:** REDD+ Investment Program (RIP)

**Duty Station:** Addis Ababa

**Type of the Contract:** National Individual Consultant

**Duration:** 30 days

**Expected Start Date:** Immediately after concluding the contract agreement

1. **BACKGROUND/RATIONALE**

In Ethiopia, the benefits ecosystem services provide to people are not valued, and their contributions are not properly captured in the national system of accounts. Consequently, the value of forest ecosystem services is not considered in decision-making and budgeting processes and forest ecosystem services are essentially treated as ‘free’ resources. This is undermining the sustainable management of forests, forest lands and ecosystem services. One of the ways of addressing the problem is to establish market-based mechanisms through which forest ecosystem services are valued, priced, and subsequently traded. These market-based mechanisms include environmental taxes, certification schemes (e.g. eco-labels), offsetting schemes (e.g. for air pollution or biodiversity loss), and Payments for Ecosystem Services (PES). However, this demands a robust understanding, skill, and knowledge of identifying, classifying, prioritizing, and measuring the value of ecosystem services. As this is a new concept for the country,

Capability building through training is believed to be essential to prepare the ground for properly accounting forest ecosystem services, and progressively fill the existing knowledge gaps.

The Forest Ecosystem Service Valuation and Carbon Measurement Directorate in collaboration with Forest Sector Transformation Unit (FSTU) plans to organize and deliver training on ecosystem service valuation to carefully selected experts to enhance their knowledge and skills on the following selected thematic areas:

1. **Ecosystem services: concepts and frameworks**

* Basics and definition of ecosystem services
* Types of ecosystem services
* Benefits of ecosystem services (local, national and global perspectives)
* Forest resources and forest-based ecosystem services in Ethiopia
* Conceptual foundation for the economic valuation of Forest ecosystem services
* Purposes of ecosystem service valuation
* Challenges and opportunities related to ecosystem services in Ethiopia and globally

1. **Cost–benefit analysis**

* Time value of money
* Compounding and discounting
* Financial and economic analyses
* Steps in cost–benefit analysis

1. **Methods for valuing Forest ecosystem services including:**

* Provisioning services
* Regulating services
* Supporting and
* Cultural services

The training in addition to establishing basic knowledge on ecosystem services, their benefits and their valuation, will introduce the application of selected user-friendly methodologies, software to be used to analyse economic and ecological aspects of ecosystem services, their identification, classification and prioritization and their management and etc. To undertake this training with its intended objective, FSTU/EFCCC would like to hire a consultant capable of developing capacity building/training material and provide the training to selected experts who will be engaged in ecosystem service valuation at federal and regional level. Priority will be given to participants from FSTU/EFCCC model restoration sites (Koga, Fincha, Hadya Abay Gorge and Dengego).

The process of this assignment needs to be done in close consultation with the FSTU and the Forest Ecosystem Service Valuation and Carbon Measurement Directorate/EFCCC. The training should address the basic and specific concepts and be able to build skills needed to implement forest ecosystem valuation effectively and efficiently.

1. **OBJECTIVES OF THE SERVICE**

The overall objective of the assignment is to enhance the understanding, knowledge, and skills of selected experts on the basic concepts and valuation of forest ecosystem services.

The specific objectives are:

* To enhance participants’ knowledge on the basic concepts and values of ecosystem services.
* To equip participants with ecosystem valuation methodologies (planning, data type, sampling, data collection, analysis, classification, reporting…)
* To enable participants, understand and apply selected statistical software like STATA for statistical data analysis and use it for Ecosystem Service Valuation.

1. **SCOPE OF SERVICE**

The scope of the assignment includes:

1. Preparing a training manual and power points based on existing documents that the EFCC will share. The training manual will focus on the following thematic areas: a) Ecosystem services: concepts and frameworks; b) Cost-benefit analysis; and c) Methods for valuing Ecosystem services.
2. Conduct training for 5-days in the three thematic areas mentioned above.
3. Assess the performance of the training through participants’ feedback and evaluate the performance of the trainees.
4. Write a final report including evaluation of the training’s methodology and effectiveness from the perspective of the trainees.
5. **EXPECTED OUTPUTS/DELIVERABLES**

The Consultant is expected to undertake the training through a combination of methods used in adult trainings. He/she is expected to clearly outline the proposed methodology and/or approach to be employed in preparing and conducting the training.

The consultancy assignment is expected to produce four deliverables:

1. Inception report that includes the outline of the training methodology and content outline of the training manual,
2. A comprehensive training manual and PowerPoint presentation,
3. Providing the tailored training to 25 selected experts,
4. Details of the training courses provided and evaluation of trainee’s performances and,
5. Final report addressing the parameters outlined in the objectives.

| **Items** | **Expected Outputs:** | **Required Completion Date** |
| --- | --- | --- |
| 1 | An inception report that details the methodology for the provision of capacity building/tailored training, contents of the training and outline of the training manual to be adopted and the timeline for conducting the training to participants. The inception report should also propose a method for post assessments of the trainings. | 3 days after signing of the contract |
| 2 | Draft training manual, PP and training plan which shall be validated by EFCC/FSTU staff will be submitted | 10 days |
| 3 | Final training manuals, PP, tools and training plan | 5 days |
| 4 | Offering the capacity building/training (5 days theory and 5 days practical in the field) | 10 days |
| Including comments given by the trainees and FSTU/EFCCC to improve contents of the Manuals and PP, and provide a detail final report on the assignment | 2 days |

1. **REQUIREMENTS**

The individual consultant is expected to possess the following qualifications that are necessary to prepare capacity building materials such as manuals and modules and offer the trainings in the selected thematic areas.

Technical competencies

* At least MSc degree in forestry, ecology, natural resources management, forest economics with experience in offering training in the field of forestry, ecology, economics.
* At least 10 years of experience in project and program design, project development and management and specifically in capacity development, organizational development, and other related fields.
* Experience in designing strategy for training and capacity building programs.
* Strong understanding of forest ecosystem services and valuation.
* Experience in preparation of training manuals and delivery of trainings.
* Proven record in adult training, design, and implementation of capacity development activities.

Language and functional competencies

* Excellent written and verbal communication skills in English and good communication skills
* Excellent written and verbal communication skills
* 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 timelines
* Good facilitation and communication skills,
* Ability to plan, prioritize and deliver a variety of tasks on time,
* Ability to facilitate workshop,
* Ability to provide constructive coaching and feedback for others,
* Ability to plan for and produce quality results in meeting established goals.

Language Requirements

* Excellent written and verbal communication skills in English.

1. **CRITERIA FOR TECHNICAL PROPOSAL EVALUATION**

Upon the advertisement of the Procurement Notice, qualified National Consultant are expected to submit both Technical and Financial Proposals. Accordingly, the consultant will be evaluated based on cumulative analysis as per the following conditions. Compliant to the Instruction to Bidders and having received the highest score of a pre-determined set of technical and financial weighted variables specific to the solicitation, in this regard the respective weight of the proposals is:

* Technical Criteria – 70%
* Financial Criteria – 30%

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| --- | --- | --- |
| Criteria | Weight | Point |
| Technical Competence (based on CV, Proposal and interview (if required)) | 70% | 70 |
| Criteria a. Educational relevance: close fit to post |  | 10 |
| Criteria b. Understanding the scope of work and organization of the proposal |  | 40 |
| Criteria c. Experience of similar assignment |  | 40 |
| Criteria d. Previous work experience in UNDP |  | 10 |
| Financial Offer | 30% | 30 |
| Total Score | Technical Score \* 70% + Financial Score \* 30% | |

1. **LOCATION, AND REPORTING**

The specific location of the training will be decided by FSTU/EFCCC. The consultant will directly report to FSTU director and regularly communicate with FSTU Project Delivery Support Manager.

1. **PAYMENT MILESTONES AND AUTHORITY**

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| --- | --- | --- | --- |
| Installment of Payment/ Period | Deliverables or Documents to be Delivered | Approval should be obtained | Percentage of Payment |
| 1st installment | Upon submission and approval of inception Report | UNDP CO | 30% |
| 2nd installment | Following submission and approval of the 1st draft assessment report | “ | 40% |
| 3rd installment | Following submission and approval of the final assessment report | “ | 30% |

1. **CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The consultant shall not either during the term or after termination of the assignment, disclose any propriety of confidential information related to the consultant or the Government, without prior written consent. Propriety interests on all materials and documents prepared by the consultants under the assignment shall become the property of UNDP. This assignment will be administered by the United Nations Development Program (UNDP), and all relevant UNDP rules, policies and procedures will apply.

This TOR is approved by: [indicate name of Approving Manager]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Designation: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Signing: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_