

TERM OF REFERENCE (ToR)

GENERAL INFORMATION

Services/Work Description:	National Consultant – Senior National Consultant for Integrated forest management plan preparation for Enclosures in ANR sites of Ethiopia Team leader and forest management expert (Western Amhara)
Project/Program Title:	REDD INVESTMENT PROGRAM- Afforestation Reforestation Assisted Natural Regeneration(RIP-AR) and ISFSDP
Type of contract:	Senior level consultant (C)
Duty Station:	Addis Ababa and field trip to Western Amhara regions
Expected Places of Travel:	13 Weredas in Western Amhara
Duration:	60 working days
Expected Start Date:	Immediately after Concluding Contract Agreement

I. BACKGROUND / PROJECT DESCRIPTION

The Government of Ethiopia (GoE) has developed a Climate Resilient Green Economy (CRGE) strategy. The CRGE envisions to build a climate resilient green economy and to make the country carbon neutral by 2030. The Strategy identifies eight key sectors that play key roles in sustainable development: Forestry, soils, livestock, energy, buildings and cities, industry, transport and health.

Forestry, Agriculture and Livestock are key elements of the CRGE, because of the high level of emissions from these sectors (85% of the national GHGs emissions) under the business as usual scenario and their positive contribution to resilience building. To achieve the GoE's CRGE related goals, the Environment, Forest and Climate Change Commission (EFCCC) is implementing the National REDD+ Investment Program, where A/R and ANR are key components of the investment. A/R and ANR activities are going on to broaden the plantation forest base of the country and thereby decrease the pressure on the existing natural forests.

As part of the Ethiopia-Norway Partnership Agreement, EFCCC has developed the REDD+ Investment Plan (RIP) with the financial support of the Royal Norwegian Government. RIP aims at implementing strategic actions and measures identified in the REDD+ strategy and contributing to the goals of the CRGE/NDC and the National Forest Sector Development Program (NFSDP). The overall objective of this Program is to strengthen capacity and invest in the forest sector to spearhead the implementation of the forestry component contained in the GTP II and CRGE Strategy/NDC . This program is expected to show scientifically guided afforestation and rehabilitation in pilot regions. In-country best practices and experiences from the Institutional Strengthening for the Forest Sector Development Program will be exploited and leveraged to make sustainable forest management as one of the transformational tools that supports sustainable livelihoods in vulnerable areas.

Establishing community forests through Afforestation/Reforestation of degraded forests & rehabilitation of degraded watersheds is one of the key components of RIP. These activities are going on in 63 selected weredas in Amhara, Oromia, SNNP and Tigray regional states. Given Ethiopia's desire to increase forest cover at a scale, the forest management capacity needs to be expanded to sustainably manage the enclosure and plantations areas developed through ANR and A/R scheme not only as carbon sink but also for multiple benefits. Forest management planning is essential to determine and express the objectives of the established forests and to set out the steps to be taken to achieve the various forest related targets set in the CRGE/NDC and in the forest sector development strategy. A forest management plan is also an important tool for ensuring the participation of, and communicating forest objectives and strategies to, people living in or near the forest and other stakeholders in the implementation of SFM.

To this end, EFCCC has been planning to outsource an integrated enclosure management plan preparation assignment on ANR sites of 54 RIP-AR weredas in Amhara (24 Woredas), Oromia (17 Woredas), SNNPR (5 Woredas) & Tigray (8 Woredas) as well as 9 weredas of FSDP. This specific assignment focuses on the Western Amhara which constitute 13 Woredas.

II. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to develop an integrated enclosure management plan for 13 ANR weredas of Western Amhara (RIP AR and ISFSDP Woredas) covering at least 6500ha (500hectars in each weredas) by collecting adequate data about the physical resources (geodata, land, vegetation, soil, water, climate, site factors etc.), biological data (species type, annual increment, life forms), socioeconomic information(livelihood, products, services, value chain) and policy and legal factors (ownership, management, use)that are required for sustainable management of the ANR sites. Once a management plan document prepared, it will be managed by staffs of the respective weredas who shall be trained by the consultant.

III. SCOPE OF THE WORK

The consultants will conduct all the data collection activities for at least 6500ha of the ANR target area (500ha of each Wereda) and prepare management plans for these weredas. Older enclosures must be given priority than younger ones in the selection of sites. The sites should be as widely distributed as possible to make them representative for all the enclosures of the respective Woredas. Training shall be given for technical data collection and forest management plan implementation. The training shall be offered for two project technical staff (forester and socioeconomist) and two other foresters/land use planners from EFCCC replica at Wereda level. Training can be provided in five clusters rather than one at each Wereda. The list of weredas attached as an annex. The ANR sites within each wereda will be provided by the respective weredas.

The assignment will be managed by three experts (forest management, GIS/land use and socioeconomist). The forest management expert will also serve as team leader and oversee the planning and work of the expert team.

The management plan shall constitute a strategic plan covering successive 6–10 year periods), for example setting out the areas in which harvesting will take place during the period and an operational plan through which the tactical management plan is programmed, implemented and monitored annually. The operational plan shall indicate the practical measures to be taken in the subsequent years, such as the types and scheduling of silvicultural operations and harvesting by compartment or stand, the construction of fire breaks, pest control, further enrichment, extent of community participation, type and amount of products and services that can be extracted by local community's and other activities.

The specific tasks expected to be conducted for the areas specified above by the team are:

- ✚ Train project staffs and relevant staffs from wereda offices of environment and forests, land use planning and/or natural resource depending on the organizational structure of the respective weredas about management data collection and implementation of management plans. Training shall be given for 5 days(2days Forest management) for experts from all 13 weredas organized in one cluster.
- ✚ Identify and quantify range of products that can be used as livelihood options for communities in the context of sustainable forest use
- ✚ Produce site map and provide shape files
- ✚ Assess and characterize the soil condition and define the site class of all the selected ANR sites as a basis for yield prediction and planning.
- ✚ Conduct forest/woodland resource (species, seedlings, volume, stand characteristics) inventory and estimate non-wood forest products
- ✚ Identify, characterize and measure abundance and size class distribution of both enrichment plantings and natural vegetation forms of ANR and planted trees and
- ✚ Develop a detailed integrated forest management plan for 6500ha of the target ANR sites of all the 13 weredas constituting all strategic and operational contents.

Responsible person	Roles and responsibilities	Total number of days required
Team Leader and Forest management specialist	Overall coordination of tasks between the three expert groups and linkages with UNDP, the reference group and the Commission. Spear head the preparation of forest management plans for the plantations and rehabilitation of degraded lands using data from the GIS expert and collecting additional relevant data related to species silviculture and regeneration.	60

IV. Specific tasks

This task will start by preparing a manual for a forest management plan preparation and execution. The manual will include all technical parameters for strategic and operational plan. This will be followed by a technical training for wereda project experts and staffs in EFCCC replica offices that will help in the data collection and implement the management plan. All the necessary data for management plan shall be collected and plan will be developed following and containing complete information. The method need to elaborate it meticulously.

The consultant among other things, should:

- Conduct forest resource inventory for naturally regenerated and enrichment plantings
- Document species composition of natural and enrichment plantings and survival rate of seedlings.
- Assess physical structures i.e. the terracing; land suitability classification, pits for water collection and any other additional parameters that will help to quantify changes as the result of the project intervention shall be assessed.
- Conduct forest resource estimate in ANR sites from the resource inventory, enrichment planting and naturally regenerated species and survival rate etc. based on the data collected.
- Analyse species diversity and abundance in the sites and relative success of species in the ANR intervention sites
- Quantify the sustainable yield from the sites in products and services with timescale including market opportunities. Also discuss how current and future forest products/ services markets relate to the timing of wood harvesting.
- Examination of previous and future costs of different management options and their potential returns
- Define specific management interventions and timetables including how they relate to ownership goals and objectives. These include: activities, conservation practices, stand thinning schedules, harvests, site preparation timetables and re-growth or re-planting (regeneration) methods, timings and etc.
- Analyse the field data to produce technical reports including validation reports and prepare forest management plans. All the required attachments including maps should be annexed in the final report wherever applicable.
- Organize and compile the data from GIS and Socioeconomic expert and produce the management plan.

V EXPECTED OUTPUTS AND DELIVERABLES

The consultancy expert is expected to deliver the following deliverables.

1. Inception reports with working clear methodology on how to approach the land use plan using GIS, forest management and socioeconomics with separate report that could be merged later.
2. A protocol for forest resource assessment, training and implementation guideline for the management plan
3. Draft strategic and operational management plan for each Wereda including socioeconomic and livelihood aspects. Relevant data will be collected from the GIS and socioeconomic reports.
4. A draft report on socioeconomic aspects of the ANR sites. The report need to present case by case analysis for each wereda and present a single report for each cluster.
5. A final report incorporating feedback from client organization and experts on the operational and strategic management plan.

Summary of deliverables and deadlines

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception report: the consultants shall prepare an inception report that contains a detailed work plan and methods of data collection (Format or data collection shall be prepared and agreed) Organizing field crew, prepare resource inventory plan	5 working days after signing of the contract	UNDP and EFCCC
	First instalment payment to consultant	20% of total payment	UNDP/ EFCCC
2	Preparing forest management planning manual and conduct training on GIS and forest data collection and forest management planning and implementation including socioeconomic issues.	10 days	UNDP/ EFCCC
3	Conduct resource inventory; collect geodata, physical features, socio-economic and policy data; analysis, compile shape files and other data for 6500ha of the targeted area, 500hectars for each woreda and submit all inventory data, biophysical, socioeconomic survey data and shape files to UNDP and EFCCC.	25 days	UNDP/ EFCCC
	Second instalment payment to Consultant	20% of total payment	UNDP
4	Submit draft strategic and operational management plans including socioeconomic and land use and geodata reports for 6500ha area constituting 500hectars from each woreda for Forest management expert. Submit complete draft reports by GIS and socioeconomic on their respective tasks & deliverables.	15 days	UNDP/EFCCC
	Third instalment payment to consultant	30% of total payment	UNDP
5	Revise and submit final management plans for 6500ha of ANR from all 13 eastern Amhara Weredas, incorporating a minimum of 500ha area from each Wereda by the team leader/forest management expert. Final GIS and socioeconomic reports for the GIS and socioeconomic respectively.	5 days	UNDP/EFCCC
	Final instalment payment to consultant	30% of total payment	UNDP

Note:

Each consultant will produce his/her deliverables and reports. The team leader will produce integrated report.

VI. ADMINISTRATIVE SUPPORT AND REPORTING RELATIONSHIP

- a. The consultants should avail themselves whenever UNDP/EFCCC and partners require meetings or clarification questions. UNDP shall notify the Consultants through email and telephone whenever such meetings are required.
- b. Detailed and comprehensive site information will be provided by the Environment, Forest and Climate Change Commission and this should be in place and communicated for the consultants prior to commencing their consultancy services.
- c. EFCCC and UNDP ensure that consultants will have access to the working sites and provide supports as relevant.
- d. Both EFCCC and UNDP shall approve all deliverables.
- e. UNDP will arrange vehicle and Daily Substance Allowance for the consultant and other expenses (DSA, Venue, any training related costs....etc) will be covered by the team leader and need to be reflected in the financial proposal of the Team leader**

VII. MINIMUM CONSULTANCY TASK FORCE REQUIREMENTS

a. Qualifications and requirement of the consultants

The expert should have the following educational qualifications, experience and competencies:

Title of key experts	Qualification and experience of key experts
Team Leader and Forest management expert	MSc or above in forest management, ecology or natural resource management with at least 10 years of experiences in the stated field: Experience on: <ul style="list-style-type: none">• Leading team of experts on similar assignment• Organizing reports on similar assessment work• Prepare and present output of study results
	Experience on: <ul style="list-style-type: none">• Conducting biophysical resource assessment• Conducting forest resource inventory and management plan development• Identifying and analyze ecological situation in forest enclosure• Able to classify forest vegetation, identify species and yield planning• Forest management planning• Soil analysis and suitability classification

In addition, the expert must have the following competencies:

- Appropriate technical expertise, including in: forest inventory, sampling, afforestation/ reforestation, data analysis
- A strong understanding of the challenges of Ethiopian forest and trees outside forest.
- Extensive knowledge and proven experience of forest management and planning in the Ethiopia context
- A proven and strong track-record in related assignments

- Ability to analyze a range of sensitive issues in relation to forest management and to facilitate multi-stakeholder consultation processes surrounding these issues. The consultant to lead the team should also demonstrate sufficient experience in leading multi-disciplinary teams.

Functional Competencies:

- Practical experience in forest resource inventory (plantation and natural forest), forest economics, demarcation and management plan preparation, at the national and regional level;
- Experience in formulating development strategies and policies related to natural resources particularly forestry;
- Experience in remote sensing and GIS, mapping and map reading, handling of GPS and forest assessment tools;
- Experience in development of forestry feasibility studies.

Language and other skills:

- Excellent communication skill including the ability to set out a coherent argument in presentations and group interactions;
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff); and
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

e. Compliance of the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

b. Consultant consortium required

Five consortium of consultants constituting a senior forest management expert who will also act as team leader, a GIS and socioeconomic experts will be recruited and the distribution is as follows: one consortium for Tigray, one for SNNRS; one for Oromia; one for Western Amhara and another for Eastern Amhara. The consortium of consultants shall homogenise their methodology during the inception report.

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 is:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
Understanding the Scope of Work (Sow); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	30	
Educational background as per the requirement in the ToR	15	
Experience in similar consultancy projects	25	
Financial (Lower Offer/Offer*100)	30%	
Total Score	Technical Score * 70% + Financial Score * 30%	

IX PAYMENT MILESTONES AND AUTHORITY

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Upon submission of inception report with clear methodology and work plan	UNDP/EFCCC	20 %
2 nd Installment	Upon completion of forest management planning training manual and completion of training in their specific area as well as collection and submission of all data for their specific roles; for instance complete shape file and map for the GIS expert; recorded data for socioeconomists and inventory data for forest management expert from for 6500ha of the targeted area, 500hectars for each woreda and submit to UNDP/EFCCC	UNDP/EFCCC	20%
3 rd Installment	Upon submission draft draft strategic and operational management plans including socioeconomic and land use and geodata reports for 6500ha area constituting 500hectars from each woreda by the forest management expert. Submit complete draft reports by GIS and socioeconomist on their assigned tasks & deliverables.	UNDP and EFCCC	30%
4 th installment	Upon submission of final management plans for 6500ha of ANR from all 13 Weredas, incorporating a minimum of 500ha area from each Wereda by the team leader/forest management expert. Final GIS and socioeconomic reports for the GIS and socioeconomist respectively.	UNDP and EFCCC	30 %

X. 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 EFCCC.

XI. 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) – use separate pdf file

Annex b. Duly Signed Personal CV's/P11 (use the template hereto) – use separate pdf file

Annex c. Financial Proposal – BREAKDOWN OF COSTS Template (use the template hereto) use separate pdf file

XII. HOW TO APPLY

Interested consultant with required qualification and experience must submit their applications **through:**
<https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH2186**

Annex: project implementation Weredas in four regions

Environment, Forest and Climate Change Commission

Program: REDD+ Investment program (Afforestation and Reforestation)

List of RIP-AR Districts and area of ANR target and actual implementation

Lot 2: Western Amhara

No.	Project weredas
1	EnebiseSarMidir

2	ShebelBerenta
3	GonchasisoEnese
4	Gondar Zuriya
5	Lasta
6	GubaLafto
7	Simada
8	Dera
9	Libokemkem
10	Wogidi
11	Kelala
12	Dehena
13	Gazgibila