TERM OF REFERENCE (ToR)

GENERAL INFORMAION

Services/Work Description: National Consultant Socioeconomic Expert for Tigray Region - Integrated forest management plan preparation for Enclosures in ANR sites of 63 project intervention districts of Ethiopia

Project/Program Title: REDD INVESTMENT PROGRAM- Afforestation Reforestation Assisted Natural Regeneration (RIP-AR) and FSDP

Type of contract: **Senior level consultant (C)**

Duty Station: Addis Ababa and field trip to Tigray,

Expected Places of Travel: 10 weredas in Tigray

Duration: 18 working days

Expected Start Date: Immediately after Concluding Contract Agreement

ɪ. 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 of54 RIP-AR woredas as well as 9 weredas of FSDP. This specific assignment focuses on the Tigrai which constitute 10 Weredas.

II. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to develop an integrated enclosure management plan for 10 RIP AR and FSDP Weredas covering at least 5000ha (500hectars in each woredas) 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 assignment shall be undertaken in 10 werdas of Tigray Regional States. The consultant will conduct socioeconomic data collection activities surrounding the selected sites for forest management 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 Weredas. 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 are attached as an annex. The ANR sites within each wereda will be provided by the respective weredas.

The assignment will be comanaged 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 constitutes 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(1day for socioeconomics) for experts from all 10 weredas organized in five clusters.
- 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 5000ha of the target ANR sites of all the 10 weredas constituting all strategic and operational contents.

Role and responsibility of each group members (individual consultant)

Responsible person	Roles and responsibilities	Total number of days required
Socio-economic expert	Spearhead the collection and analysis of socio-economic data in the plantation and rehabilitation of degraded lands	18

IV. Specific tasks

Socioeconomic issues related to the ANR including the sources of non-extractive livelihood, quality of such resources, and mechanisms to integrate with the sustainable management principles should be collected and analysed. Existing value chains and new entries possible shall be identified and analysed in a way feasible for application. Analysis of species preference versus marketability of at least six timber species and developing plausible approaches to convince farmers to engage in the planting of high value timber species. It shall also include analysis of the issues of ownership and policy condition for advancing socioeconomic benefits of community while sustaining the resource base in the selected ANR sites. The methodology is expected to outline and present the data collection, capacity development, document preparation and management plan preparation in a clear scientific approach.

V EXPECTED OUTPUTS AND DELIVERABLES

The consultancy experts are 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. Draft reports of the socioeconomic profile and prospects for livelihood and sustainable value chain development with sufficient facts and figures. The report need to present case by case analysis for each wereda and present a single report for each cluster.
3. A final report incorporating feedback from client organization and experts.

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	2 working days after signing of the contract	UNDP and EFCCC
	First instalment payment to consultant	*20% of total payment*	**UNDP/ EFCCC**
2	Preparing training material and conduct training on socioeconomic/resource data collection, livelihood analysis	2 days	UNDP/ EFCCC
3	Conduct resource assessment and socioeconomic survey for all assigned weredas. And submit all inventory data, biophysical, socioeconomic survey data and to UNDP and EFCCC.	8 days	UNDP/ EFCCC
	Second instalment payment to Consultant	**20% of total payment**	**UNDP**
4	Submit draft socioeconomic report for each woreda	5 days	UNDP/EFCCC
	Third instalment payment to consultant	**30% of total payment**	**UNDP**
5	Revise and submit final socioeconomic reports	1 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 vehicles and Daily Subsitence Allownace of the NCS and other expenses: such as training will be covered by the consultants 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:

S. No	Title of key experts	Qualification and experience of key experts
3	Socio-economist	Masters or above in economics, development studies or related with 8 years of experiences in related tasks Experience on: • forest management for sustainable use • Diversification of forest income-generating activities due to a better access to forest products • Forest livelihood and enterprise development • Value chain development

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.

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;

- Fulfils 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 (70%)	Max. Point (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
1st Installment	Upon submission of inception report with clear methodology and work plan	UNDP/EFCCC	20 %
2nd Installment	Upon completion of training in socioeconomics, socioeconomic survey and submitting their data to UNDP/EFCCC	UNDP/EFCCC	20%
3rd Installment	Upon submission draft socioeconomic reports	UNDP and EFCCC	30%
4th installment	Upon submission of final socioeconomic reports	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: **ETH2440**

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 5 Tigray

	Project woredas
1	Adawa
2	Ahferom
3	Medebayzana
4	Degoatenben
5	Gantaafeshum
6	Saesietsaedaemba
7	Enderta
8	Raya Alamata
9	Ofla
10	Hintalo Wajirat