

## TERMS OF REFERENCE

<b>Position:</b>	National expert on the revision of regulations governing the implementation of reforestation and afforestation measures in areas of the state forest fund
<b>Title and number of the project:</b>	UNDP-GEF Project “Conservation and sustainable management of key globally important ecosystems for multiple benefits”, 00101043
<b>Type of contract:</b>	Individual contract
<b>Duty station:</b>	Home-based
<b>Contract duration:</b>	100 working days over a period of 8 months from the date of signing the contract (approximately June 2021 – January 2022)

### **DESCRIPTION OF THE PROJECT:**

#### **a) Information about the project**

Since 2018, a 5-year Project of the Government of the Republic of Kazakhstan and UNDP-GEF “Conservation and sustainable management of key globally important ecosystems for multiple benefits” (hereinafter – the Project) has been implemented in the republic. The project strategy is to holistically address the conservation and sustainable use of forest ecosystems in Kazakhstan, through management approaches including both protected areas and sustainable use of associated HC VF landscapes.

The project is structured in three components:

- *Component 1.* Improved representation of globally important forest biodiversity and improved management of protected conservation-important forests
- *Component 2.* Better integration of forest PAs in wider landscape, including enabling environment for sustainable management of conservation-important ecosystems
- *Component 3.* International cooperation and knowledge management

The problem of sustainable forest management is reflected in all of the above components of the Project.

#### **b) Background and goal**

Reforestation is the leading task of the republic's forestry. It focuses on the use of natural and artificial reforestation methods. Until 1990, annual reforestation work was carried out annually on an area of over 80 thousand hectares. Now, the volume of reforestation work is half the level achieved by the forestry industry in the 80s of the last century.

The currently used forestry standards, in particular for reforestation and afforestation, are mainly based on outdated concepts and approaches inherited from Soviet times. And today, with climate change and the development of a variety of approaches based on modern technology and research, the existing forest management norms and practices need to be reviewed and improved.

According to the project work plan for 2021, under Component 2, a national expert is planned to be engaged for 8 months to carry out work on revision of regulations on reforestation and afforestation.

### **Stakeholders:**

- Forestry and Wildlife Committee of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan (hereinafter – the Committee) and its subordinate organizations;
- Regional Departments of Natural Resources and Environmental Management (hereinafter – the Department) and municipal public forestry institutions (hereinafter – forest conservation institutions);

## **SCOPE OF WORK:**

1. The expert conducts a study and analysis of existing regulations governing the implementation of reforestation and afforestation measures in the state forestry fund of the Republic of Kazakhstan:

- ✓ Forest Code of the Republic of Kazakhstan;
- ✓ Order of the Minister of Agriculture No. 18-02/681 dated December 22, 2014 "On approval of the Rules of reforestation and afforestation and quality control;
- ✓ Order of the Acting Minister of Agriculture of the Republic of Kazakhstan No. 17-02/532 dated October 19, 2012 "On approval of the Rules for conducting an inventory of forest crops, forest nurseries, areas with measures to promote natural forest regeneration and left for natural overgrowth in the state forest fund";
- ✓ Order of the Acting Minister of Agriculture of the Republic of Kazakhstan No. 561 dated September 1, 2010 "On approval of the Rules for the transfer of land not covered with forest to land covered with forest in the state forest fund";
- ✓ Order of the Minister of Agriculture of the Republic of Kazakhstan No. 18-02/664 dated July 20, 2015 "On the approval of norms and standards for the protection, conservation, use of the forest fund, reforestation and afforestation in the areas of the state forest fund";
- ✓ Order of the Chairperson of the Forestry and Hunting Committee of the Ministry of Agriculture of the Republic of Kazakhstan No. 135 dated July 2, 2004 "Typical production standards, time norms for silvicultural, forest conservation and fire-fighting work".

2. Reviews international experience (at least 2 countries) on best practices in:

- peculiarities of the legal basis and norms for carrying out reforestation and afforestation measures;
- the use of new methods and technologies to carry out reforestation and afforestation measures.

3. Collects (in the form of written requests and responses) proposals and recommendations from all stakeholders (the Committee and its subordinate organizations, departments and MPIs, research institutes, etc.) on the rules and norms used to implement reforestation and afforestation measures, the existing problems and issues. Works on submitting proposals with each stakeholder (by phone or using ZOOM, Teams online platforms);

4. Based on the results of the analysis, review of international experience and collection of stakeholder proposals, prepares and submits draft Recommendations (an explanatory note, a comparative table of amendments and additions with a detailed justification for each of them) on the revision and amendments to the regulations governing the implementation of reforestation and afforestation measures in the SFF areas;

5. Conducts a presentation (online) of the developed Recommendations for the Committee and other stakeholders. Based on the results of the presentation, prepares the Minutes of the meeting;

6. Finalizes the Recommendations (if necessary) based on the proposals received and submits them for consideration to the Committee;

7. Prepares and submits to the Project the final version of the Recommendations on the revision and amendments to the regulations governing the implementation of reforestation and afforestation measures in the SFF areas and a document (letter) confirming the agreement/approval by the Committee to make appropriate amendments to the acts under consideration.

**EXPECTED RESULTS AND PAYMENT:**

#	Results	Estimated duration of tasks	Completion date	Amount of payments	Coordination and approval
1.	Result 1: Interim report including: - analysis of regulations governing the implementation of reforestation and afforestation measures in areas of the SFF RK; - review of international experience on best practices in reforestation and afforestation; - Draft Recommendations (an explanatory note, a comparative table of amendments and additions with a detailed justification for each of them) on the revision and amendments to the regulations governing the implementation of reforestation and afforestation measures in the areas of SFF RK;	70 working days	18 weeks from the signing of the contract (but no later than October 30, 2021)	60%	Project Manager
2.	Result 2: The final version of the Recommendations on the revision and amendments to the regulations governing the implementation of reforestation and afforestation measures in the areas of SFF RK and a document confirming the agreement/approval of the Committee.	30 working days	28 weeks from the signing of the contract (but no later than January 30, 2022)	40 %	Project Manager
	<b>Total:</b>	100 working days		100%	

**INSTITUTIONAL MECHANISM (ACCOUNTABILITY AND INTERACTION):**

✓ In the course of work, the expert reports to the project manager and the expert on sustainable forest management. All actions related to the implementation of this work must be agreed with these persons;

✓ Reports and materials of the completed work should be submitted in accordance with the deadlines specified in the section "Expected results" to the UNDP Project (to the name of the Project Manager) for comment and approval. The presented results are agreed in accordance with the expected results specified in these terms of reference within 5 working days (via e-mail);

✓ Reports and materials must be submitted in electronic format, in Russian. Font used: Times New Roman, size: 12;

✓ The expert shall ensure timely and rational planning, execution of activities and achievement of results in accordance with these terms of reference;

✓ The expert may not distribute, transfer materials, reports prepared under these terms of reference without the permission of UNDP;

✓ In case of poor quality of the work of the expert engaged, UNDP reserves the right to terminate the contract unilaterally. Therefore, the work must be done in a quality and timely manner, as required by the contract;

The UNDP project reserves the right to make changes to the Terms of Reference for no more than 20% of the volume, which does not affect the general nature of the work and the cost of services under the Contract.

**DURATION OF WORK:**

The total duration of work is 100 working days over eight (8) months from the date of signing the contract. The estimated date of signing the contract is June 2021. The expected date of full completion of the work is January 2022.

**DUTY STATION:**

Distance work is expected (according to the number of specified working days in the ToR). The expert is doing work at his/her current location.

**QUALIFICATION REQUIREMENTS FOR AN INDIVIDUAL CONTRACTOR:**

- Higher education in forestry, ecology or a similar field.
- At least 5 years of work experience in research institutes and/or organizations (private/public) of environmental and nature conservation orientation;
- Knowledge of governing documents (standards, rules, regulations, etc.) for reforestation and afforestation;
- Experience in conducting analytical reviews and preparing reports and presentations.
- Knowledge of the Russian language is required, knowledge of the Kazakh and English languages is desirable.

**PROVISION OF PRICE (FINANCIAL) OFFER AND TERMS OF PAYMENT:**

The type of contract provided for this type of work/services is a lump sum contract, which includes all costs of performing the work/services (in this case, the daily fee for professional services).

Payment will be made in installments upon satisfactory completion of the expected results specified in the "Scope of work" of these ToR and upon approval of the results by the project manager.

**AGREED**

Talgat Kerteshev  
Project Manager

*Talgat Kerteshev*

04-May-2021

signature

date

Nuri Ozbagdatli  
Portfolio Manager

*Nuri Ozbagdatli*

04-May-2021

signature

date