



## TERMS OF REFERENCE

Assignment Title	Support to the Development of Community Forests, Community Forest Enterprises and Community Protected Areas in Mon State and Tanintharyi Region
Project	UN-REDD Mangroves Technical Assistance (UN-REDD Mangroves TA) under Governance for Resilience and Sustainability Project (GRSP)
Type of Contract	Professional Contract for Services
Contract Period	11 months starting in October 2021
Supervisor	Deputy Resident Representative, UNDP
Location	Locations in Mon State and Tanintharyi Region
Country	Myanmar

### A. BACKGROUND

#### Background

Mangroves are among the most productive ecosystems in the world. Their high rates of net primary productivity deliver significant ecosystem goods and benefits to society, including support to coastal fisheries, shoreline stabilization, timber and non-timber forest products, protection from coastal storms, storm surges and tsunamis, and sequestration of carbon dioxide. Myanmar is one of the mangroves-richest countries in the world. With about 500,000 hectares of mangroves along its 2832km coastline along the Bay of Bengal and the Andaman, Myanmar has the largest area of mangroves in Asia after Indonesia and Malaysia. Because of its great latitudinal range and ecological diversity, Myanmar is also home to 34 of the world's 75 "true"<sup>1</sup> mangrove species, a very high proportion and second only to Indonesia in Asia.

However, mangrove forests in Myanmar are very fragmented and undergoing pressures both from anthropogenic and from natural disturbances, resulting in high rates of deforestation and forest degradation. Although definite figures are not available, it is evident from the wide range of existing estimates that Myanmar is experiencing one of the world's highest rates of mangrove loss. In particular, forests outside the legally defined "Forest Land" are highly vulnerable to forest clearing, primarily for agriculture. The large area and the high deforestation rates of mangroves outside the legally defined "Forest Land" therefore present major challenges to REDD+ implementation.

Mangroves' capacity to absorb huge amounts of GHGs from the atmosphere makes them a critical resource for climate mitigation and REDD+ implementation in Myanmar. Many Policies and Measures (PAM) outlined in Myanmar National REDD+ strategy address direct drivers of forest cover and land use change including mangroves areas. Therefore, the "Integrating mangroves into REDD+ Implementation in Myanmar" initiative aims to build on Myanmar's recent efforts to reduce net greenhouse gas emissions by focusing on the role of mangroves in achieving the goals of the National REDD+ strategy.

The Government of Norway is providing funding to the UN-REDD Programme to address the integration of mangroves' sustainable management, restoration and conservation into REDD+ implementation in Myanmar. UN-REDD Mangroves TA is being implemented jointly by UN-FAO, UNEP and UNDP in the delta region and southeastern Myanmar.

The UN-REDD Mangroves TA was designed to strengthen the capacities of grassroots civil society organizations (CSOs) and local communities in natural resource management. Through UN-REDD TA and under UNDP's Governance for Resilience and Sustainability Project (GRSP), UNDP in close collaboration with FAO and UNEP will support Myanmar in reducing its emissions as well as enhancing livelihoods of forest communities in six districts (covering 56% of national mangrove cover) in Ayeyarwady, Mon, Rakhine and Tanintharyi. A major component of the TA directly implemented by UNDP will support;

- Capacity building of local communities and Civil Society Organizations (CSOs) in the establishment of Community Protected Areas (CPA) in southeastern Myanmar; and
- Capacity building of local communities and CSOs in the establishment of Community Forests (CF) and Community Forest Enterprises (CFE) in southeastern Myanmar.

### **Methodology and Implementation Approach**

Taking into account UNDP's programming principles, the activities will adopt a human rights-based approach, mainstream gender considerations, and be sensitive to conflict dynamics. The focus will be on capacity building for all relevant stakeholders to ensure that no stakeholder group, especially the most disadvantaged, is left behind.

If activities need to be implemented in areas under the control of Ethnic Armed Organizations, or where such organizations have a presence at community level, the project will apply and respect UNDP Myanmar's strategy for engagement with Ethnic Armed Organizations, and also comply with its Integrated Risk Management and Due Diligence Mechanism.

Actions identified to be implemented in the Community Forests (CF) and Community Protected Areas (CPA), and actions in support of the development of Community Forest-based Enterprises (CFE) should, following the principles of these structures, be determined by the communities themselves, and should therefore not require any additional process to secure the Free, Prior and Informed Consent of the communities. However, should any actions be identified by third parties that could affect local communities in any foreseeable manner, these will be subject to a well- established process to ensure that communities have an opportunity to provide or withhold their Free, Prior and Informed Consent. This will include a mechanism to allow stakeholders to record any grievances they may have and to ensure that such grievances are analysed objectively, and any required corrective actions are implemented.

### **B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES**

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Working under the guidance of the Deputy Resident Representative, and day to day supervision of the Activity Manager, UN-REDD Mangroves TA and under the overall guidance of the Project Manager/Chief Technical Advisor, GRSP, the service provider will undertake the following activities:

1. Strengthening local communities and CSOs' capacity for establishing and managing Community Protected Areas in south-eastern Myanmar specifically,

- a) In consultation with, and with the agreement of the local communities, identify a total of five potential Community Protected Areas (CPA) that are being managed by indigenous and/or local communities in Mawlamyaing, Dawei and Myeik districts. The site selection should follow a robust assessment of conflict dynamics in each community.
  - b) Conduct awareness raising among local communities and CSOs on the importance of mangroves, CPA models and natural resource management. Assess the level of awareness before and after the training.
  - c) Following a participatory approach, build the capacities of local communities and CSOs in mapping and documenting their Community Protected Areas including forest inventory and documentation of their traditional natural resource management practices.
  - d) Carry out needs assessment and identify constraints to the development of each CPA.
  - e) Design and implement a programme to overcome those constraints that can be addressed in the short term.
  - f) Strengthen the capacities of local communities and CSOs in sustainable natural resource management built upon existing traditional practices.
  - g) Support local communities and CSOs in meeting anticipated procedures for CPA establishment including preparation of management plans and formation of committees as laid out in the draft Rules for Biodiversity and Conservation of Protected Area Law.
2. Support local communities and CSOs' in the establishment of Community Forests in south-eastern Myanmar specifically,
- a) In consultation with, and with the agreement of the local communities, identify a total of six potential Community Forests in Mawlamyaing, Dawei and Myeik districts. The site selection should follow a robust assessment of conflict dynamics in each community.
  - b) Conduct awareness raising on the importance of mangroves, CF, the relevant Community Forest Instructions (CFI), CFE and relevant laws and regulations. Assess the level of awareness before and after the training.
  - c) Support the formation of Community Forestry User Groups and Community Forestry Steering Committees (with at least 30% of female representatives), including providing support in developing their ToRs in a participatory manner.
  - d) Develop a management plan for each CF following participatory approaches.
  - e) Build the capacities of local communities and CSOs for the implementation of their respective Community Forest Management Plan (CFMP).
  - f) Build the capacities of local communities and CSOs to meet the anticipated registration processes for CF establishment as laid out in the relevant Community Forestry Instructions.
3. Support local communities and CSOs in the establishment of Community Forestry Enterprises in south-eastern Myanmar, specifically,
- (a) Identify at least one CF in Mawlamyaing district and one in Dawei or Myeik district with high potential and strong community support for CFE establishment. The site selection will follow a robust assessment of conflict dynamics of each community.
  - (b) Conduct awareness raising on the importance of mangroves, CF, CFE and relevant laws and regulations. Assess the level of awareness before and after the training.
  - (c) Develop training materials and conduct the following trainings;
    - CFE models such as agroforestry
    - Basic business management and entrepreneurial skills
    - Basic accounting
  - (d) Strengthen existing Community Forest Users Groups and CF Steering Committees for the potential CFEs.
  - (e) Apply Market Analysis and Development methodologies (MA&D), conduct analyses, including market surveys to assess the supply and demand of forest and non-forest products.

- (f) Prioritize and select the products that should be produced in the CFEs by market demand in consultation with the concerned Community Forest User Groups.
- (g) Develop Community Forest Enterprise Plan (business plan) for each CFE.
- (h) Train the CFUGs on the production and marketing of the selected product.
- (i) Assist in linking the CFUGs with businesses and markets for its products.
- (j) Provide an investment package of USD 3,000 to each CFUG to initialize business.

### **Expected Outputs/Deliverables**

The outputs and deliverables required are:

- a) A workplan for the assignment including risk mitigation and management,
- b) A list of locations with high potential for CF/CFE/CPA along with profile of each location and an assessment of how and why those locations are selected,
- c) 1<sup>st</sup> progress report after 5 months of signing the contract with 50% of work completed,
- d) 2<sup>nd</sup> progress report after 8 months of signing the contract with 80% of work completed,
- e) Final narrative report incorporating lessons learned along with financial report.

### **C. INSTITUTIONAL ARRANGEMENTS**

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- The work will be conducted as a partnership and under the supervision of UNDP in close collaboration with FAO that is implementing similar activities in the delta to align implementation approaches.
- The UN-REDD Mangroves TA Project Management Unit (PMU) will provide technical advice and approve the methodological approach throughout the study.
- All data collected, results and outputs of the study will be transferred to UNDP by the Contractor.
- The service provider is expected to arrange and cover the costs of transportation and accommodation, and other administration and logistics associated with the assignment.
- The service provider is required to provide progress summary on the work including any risk foreseen based on agreed timeline, unless specified otherwise.
- The service provider will work closely with the Activity Manager, UN-REDD Mangroves TA and CTA, GRSP in Myanmar.

### **D. DUTY STATION AND DURATION OF ASSIGNMENT**

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The work will be undertaken over a period of up to 10 months, starting in October 2021. In accordance with expected outputs and deliverables, the service provider submits reports to Activity Manager, UN-REDD Mangroves TA for reviewing outputs, comments, and certifying approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the service provider should notify the Activity Manager, UN-REDD Mangroves TA in advance to take necessary steps.

### **E. LOCATION OF WORK**

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Mawlamyaing District in Mon State and Dawei and Myeik District in Tanintharyi region

### **F. QUALIFICATIONS REQUIRED**

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The contracted organization shall meet the following criteria:

- At least 5 years of demonstrated experience in developing CFs, CFEs;
- Demonstrated experience working with local communities, including ethnic minorities, particularly supporting community-based natural resource management;
- Demonstrated experience in mangrove conservation, restoration and management
- Experience in working with ethnic armed organizations is desirable;
- Expertise on REDD+ and/or climate change is desirable.

Excellence in English and Myanmar languages is required; knowledge of Karen and Mon ethnic minority languages is an asset.

### **Team Composition**

The contracted organization's team should include a minimum of the following key professionals: Team Leader; Community Forestry Specialist; International Advisor; and Field Officer.

#### **Team Leader**

The Team Leader will be responsible for the day-to-day technical delivery of the deliverables:

- At least 5 years working experience in the establishment of community forest, community forestry enterprise and community-based natural resource management in Myanmar
- Strong relationships with CSOs, CBOs and local communities in Mon state and Tanintharyi region
- At least a Master's degree in Environmental Sciences or equivalent qualification;
- Excellent Myanmar and English language skills.

#### **Community Forestry Specialist**

- Master's degree in Forestry or equivalent qualification;
- Familiarity with Market Analysis and Development methodologies;
- Experience working with local communities and CSOs, CBOs in southeast Myanmar;
- At least 3 years of experience in CF/CFE establishment in Myanmar
- Excellent Myanmar and English language skills

#### **International Advisor**

- Regional experience on mangrove conservation and sustainable management in Southeast Asia
- CF/CFE establishment experience in Myanmar;
- Excellent English writing skills

#### **Field Officer**

- Experience working with CSOs, CBOs and local communities on CF/CFE in southeast Myanmar
- Good facilitation and community mobilization skills

#### **G. PAYMENT ARRANGMENT**

Payment for contracted organization will be made upon certification of work accomplished and delivered by the contracted organization. The payment instalments will be as follows:

<b>No.</b>	<b>Description of deliverables</b>	<b>Timeline</b>	<b>Payment</b>
1	Finalization of workplan along with risk mitigation and management	October 2021	10%
2	A list of locations with high potential for CF/CFE/CPA along with profile of each location and an assessment of how and why those locations are selected,	November 2021	20%
3	Submission of 1st progress report after 5 months of signing the contract with 50% of work completed along with the following materials;  i. Awareness raising and training materials ii. Lists of Community Forest User Groups and ToRs	February 2022	25%
4	Submission of 2nd progress report after 8 months of signing the contract with 80% of work completed along with the following materials;  iii. Community Forest Management Plans iv. Community Forest Enterprise Plans v. Community Protected Area Management Plans	May 2022	25%
5	Submission and acceptance of final narrative report incorporating lessons learned along with financial report	July 2022	20%

#### **H. RECOMMENDED PRESENTATION OF OFFER**

The organizations are invited to submit technical and financial proposals. The technical proposals should contain the following information:

- 1) Short description of the proposed methodology and approach to accomplish the outputs of the project;
- 2) Scope of work including specific activities and outputs to be undertaken completing the sets of deliverables;
- 3) Expertise that will constitute the proposed team that will undertake the assignment, together with the team management structure, with clear specification of the roles of individual personnel;
- 4) Capacity statement of the individuals, team/organization, supported by documentation of research papers;
- 5) Curriculum vitae of key team members; and
- 6) Work plan including time allocations for major activities.

The financial proposal shall contain the information on budget management and detail budget allocation for those tasks that are needed for the assignment. Possible budget heading may include costs for the personnel, materials, travel, per diem, communications, logistics, administration, stationeries, equipment rental, administrative overheads, etc.

Organizations are requested to provide registration certificates/ documents and firms'/organizations' detailed bank information with the proposals.

#### **I. CRITERIA FOR SELECTION OF THE BEST OFFER**

Organization will be evaluated based on the following methodology:

##### Cumulative Analysis

The award of the contract shall be made to the organizations whose offer has been evaluated and determined as;

- 1) Responsive/compliant/acceptable, and
- 2) Having received the highest score
  - Technical Criteria weight: 70 %
  - Financial Criteria weight: 30%

The technical proposals will be evaluated as per the following criteria.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	40%	400
2.	Proposed Methodology, Approach and Implementation Plan	30%	300
3.	Management Structure and Key Personnel	30%	300
<b>Total</b>			<b>1000</b>

Technical Proposal Evaluation Form 1		Points obtainable
<b>Expertise of the Firm/Organization</b>		
1.1	At least 2 contracts on CF/CFE establishment in the region  <i>50 points for 2 previous contracts; 10 marks for each extra (maximum up to 100)</i>	100
1.2	Previous experience of working on community-based natural resource management and co-management approaches in Myanmar  <i>Minimum 1 contract in Myanmar- 50 points for 1 such contract; 10 points for each additional contract; maximum up to 100)</i>	100
1.3	Previous experience in design and implementation of coastal zone/mangrove conservation and sustainable management projects in Myanmar  <i>Minimum 1 project designed and implemented in Myanmar- 40 points for 1 such project; 10 points for each additional project; maximum up to 90</i>	90

1.4	<p>Close working relations with civil society organizations (CSO), community-based organizations (CBO) and local communities</p> <p><i>Minimum 2 projects executed in partnership with and/or support to CSOs/CBOs/communities - 30 points for 2 such projects; 10 points for each additional project; maximum up to 80</i></p>	80
1.5	<p>Organizational Commitment to Sustainability</p> <p>-Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points</p> <p>-Organization is a member of the UN Global Compact -5 points</p> <p>-Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues</p>	30
<b>Total Part 1</b>		<b>400</b>

Technical Proposal Evaluation Form 2			Points Obtainable
<b>Proposed Methodology, Approach and Implementation Plan</b>			
2.1	Context:		100
	- To what degree does the Proposer understand the task and objectives?	50	
	- Does the proposal demonstrate an understanding of the project environment and has this been properly used in the preparation of the proposal?	50	
2.2	Methodology:		100
	- To what degree does the Proposer's approach to delivery of the project meet requirements?	50	
	- To what degree is the Proposer's approach including risk management to delivery of the project strategic and effective?	50	
2.3	Planning and Delivery		100
	- Is the scope of task well defined and does it correspond to the TOR?	50	
	- Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50	
<b>Total Part 2</b>			<b>300</b>

Technical Proposal Evaluation Form 3		Points Obtainable
<b>Management Structure and Key Personnel</b>		



3.1	Does the management structure support effective and efficient delivery?		50
3.2	Qualifications of <b>Team Leader</b> (1 person only, National)	Sub-Score	100
	At least 5 years working experience in the establishment of community forest, community forestry enterprise and community-based natural resource management in Myanmar;	50	
	Strong relationships with CSOs, CBOs and local communities in Mon state and Tanintharyi region	20	
	At least a Master's degree in Environmental Sciences or equivalent qualification;	20	
	Excellent Myanmar and English language skills.	10	
3.2	Qualifications of Team Members	Sub-Score	150
	<b>COMMUNITY FORESTRY SPECIALIST</b> (National)		
	Master's degree in Forestry or equivalent qualification;	20	
	At least 3 years of experience in CF/CFE establishment in Myanmar	20	
	Familiarity with Market Analysis and Development methodologies;	10	
	Experience working with local communities and CSOs, CBOs in southeast Myanmar;	10	
	Excellent Myanmar and English language skills	5	
	<b>INTERNATIONAL ADVISOR</b>		
	Regional experience on mangrove conservation and sustainable management in Southeast Asia	20	
	CF/CFE establishment experience in Myanmar;	20	
	Excellent English writing skills	5	
	<b>FIELD OFFICER</b>		
	Experience working with CSOs, CBOs and local communities on CF/CFE in southeast Myanmar	20	
	Good facilitation and community mobilization skills	20	
Total Part 3			300

Only those organizations obtaining a minimum of 70% in the technical evaluation will be considered for the financial evaluation.

#### **Financial Evaluation of Proposals:**

The financial proposals of all the applicants who pass the technical evaluation will be scored. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g.  $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$ .

The contract shall be awarded to the applicant who receives the highest cumulative score.