



**TERMS OF REFERENCE  
National Consultant**

Assignment Title	Development of manuals for preparing Community Forest Enterprise Management Plan, and Community Protected Areas Management Plan
Project	UN-REDD Mangroves Technical Assistance (TA), Governance for Resilience and Sustainability Project (GRSP)
Type of Contract	Individual Contract (National)
Contract Period	25 April 2022 to 25 July 2022
Supervisor	Activity Manager/Mangroves Specialist, UN-REDD Mangroves TA
Location	Home-based and travels to Tanintharyi and Mon
Country	Myanmar

**A. Background**

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Community forestry (CF) to protect forest resources and support the subsistence needs of rural communities was introduced in Myanmar in the early 1990s. The first iterations of Community Forestry Instructions (CFI-1995) provided little consideration to the livelihood development of each community even though some communities had earned limited income through small-scale trading of non-timber forest products (NTFPs). The lack of emphasis on livelihood development has proved a major challenge to the success of CF in various aspects resulting in continued forest loss and degradation inside and outside the CF areas.

Community based natural resource management has the potential to help achieve multiple socio-economic and environmental objectives including mangroves restoration at national, landscape and community levels. They can also address poverty, livelihood development, equality issues and biodiversity conservation. With recognition of the importance of livelihood and forestry-based enterprise development in CF, revisions of Community Forestry Instructions (CFI-2016 & CFI-2019) in recent years have seen the community forestry program develop with focus moving from protection, with limited livelihood opportunities for communities, to livelihood and enterprise development. As of March 2019, there were 614,579 acres (248,711 ha) of CFs certified by the Forest Department, covering 4,707 Community Forest User Groups (119,355 households).

Myanmar first introduced the concept of Community Forestry Enterprise (CFE) in the revised CFI-2016 and further strengthened it in CFI-2019. CFE development in Myanmar, however, is at its nascent stage. A 2020 study “Community Forest and Community Forest Enterprise Development Survey in Southern Rakhine” supported by UNDP identified a myriad of challenges to the development of CFEs in Myanmar. They include constraints of legal frameworks in forestry-based business development,

accessibility to market and market information, accessibility to finance and credits, and capacity of stakeholders including communities. Despite its more conducive policy environment (Forest Law 2018, CFI-2019), operational guidelines for the development of CFE and manual for preparing CFE management plan are still an important gap that needs to be addressed. Local communities interested in CFEs and civil society organizations (CSOs) supporting CFE development in Myanmar do not have a set of guidelines they can refer and adopt. Therefore, in its policy brief “Community Forestry Enterprise Development in Myanmar through Socially Responsible Business Approaches”, RECOFT recommended, among other things, effective procedures and practical operational guidelines be developed to encourage commercial viability of CFEs and CFE development in general.

As shown in recent history of forest and natural resource management in Myanmar, local communities and indigenous people were excluded, and their important role and their livelihoods ignored. However, large patches of forest, particularly in hilly and ethnic minority regions, have been traditionally protected and managed by local indigenous peoples for centuries. Many studies have shown that community conserved areas have been effective in curbing deforestation while, at the same time, providing social-economic benefits to communities. It is imperative to promote such community-led traditional initiatives to enhance community empowerment. Combined with scientific approaches, they will yield positive conservation, socio-economic and cultural outcomes. However, there is a need to develop accessible operational guidelines and make them available to communities and CSOs for systematic documentation of natural resources, customary practices and integration of scientific management into traditional management systems. Therefore, the assignment is aimed to support the development of a step-by-step manual for community and indigenous people as well as CSOs for preparing management plan for community protected areas (CPA).

## **B. Project Description**

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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 as a joint initiative by UN-FAO, UNEP and UNDP in the delta and southeast Myanmar. One of the outputs of the TA is strengthening integrated land use planning and inclusive forest planning that are linked to national climate change mitigation goals. Another major output is strengthening the capacity of communities and CSOs in natural resource management. For the latter output, with the support of UNDP, a local NGO (Myanmar Environment Rehabilitation-conservation Network) has initiated work on the ground since December 2021. Manuals for development of CFE and CPA management plans will significantly contribute to both outputs of the TA.

## **C. Objectives of the assignment**

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The Consultant will develop the following two sets of manuals for local communities and civil society organizations (CSOs), and practitioners.

1. A step-by-step manual for preparing Community Forest Enterprise management plan with relevant templates and explanation
2. A step-by-step manual for preparing Community Protected Area management plan with relevant templates and explanation

## **D. Scope of work**

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With the technical guidance of the Project Manager/Chief Technical Advisor of GRSP and in close collaboration with the Activity Manager of the Mangroves REDD Technical Assistance, and Myanmar Environment Rehabilitation-conservation Network (MERN), the Consultant will:

1. Develop a step-by-step manual for preparing Community Forest Enterprise management plan with relevant templates and explanation
  - Conduct literature review of international and local best practices/models of community forestry-based enterprise development
  - In collaboration with MERN and its partners, conduct stakeholder consultations with local communities in Tanintharyi and Mon
  - Produce draft manual for Community Forest Enterprises management plan development
  - Seek feedback from organizations and experts to improve the draft manual
  - Validate the manual with communities and relevant stakeholders
  - Finalize the manual
2. Develop a step-by-step manual for preparing Community Protected Area management plan with relevant templates and explanation
  - Conduct literature review of international and local best practices/models of community protected and conserved areas, indigenous community conserved areas (ICCA)
  - In collaboration with MERN and its partners, conduct stakeholder consultations with local communities in Tanintharyi and Mon
  - Produce draft manual for Community Protected Area management plan development
  - Seek feedback from organizations and experts to improve the draft manual
  - Validate the manual with communities and relevant stakeholders
  - Finalize the manual

#### **E. Duration**

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The duration of the contract will be for three months. The contract is expected to start on 25 April 2022 and be completed by 25 July 2022.

#### **F. Location**

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Home-based and domestic travels to locations in Mon and Tanintharyi.

#### **G. QUALIFICATIONS AND EXPERIENCE REQUIRED**

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The successful applicant should have the following expertise and qualifications:

- Master's degree in a relevant field, such as environmental economics, natural resource management, social forestry, and social sciences.
- At least ten years of experience in social forestry and community-based natural resource management (protected areas management, buffer zone management, community forest and community forest enterprise, development of guidelines and manuals in social forestry)
- Work experience with local communities and indigenous people in ethnic states/regions
- At least two years of experience working for a UN agency
- Experience with REDD+ is an asset.

- Excellent oral and written communication skills as evidenced by presentations and publications on topics relevant to this consultancy assignment
- Ability to quickly adapt to change and to remain calm under pressure.

#### H. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

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- The consultant will report to and receive inputs from the Activity Manager of UN-REDD Mangroves Technical Assistance.
- For community consultations, the consultant will work closely with MERN and its partners that are working in Tanintharyi and Mon for capacity building of local communities and CSOs in community forest, community forest enterprise and community protected areas.
- The consultant is also required to comply with the UN security directives set forth under <http://dss.un.org>.
- Any duty travel will be undertaken in agreement with the Activity Manager/Mangroves Specialist, UN-REDD Mangroves TA.
- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment.
- The consultant is responsible for providing their own laptop computers and mobile phones for use during this assignment; the consultant must have access to reliable internet connection.
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the supervisor.

#### I. Deliverables and schedule of payments

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Payment will be made upon acceptance/approval of the key deliverables as shown in the below schedule:

Deliverables	Payment/Delivery Due date
<b>Deliverable 1:</b> - Detailed work plan with financial proposal	10% of payment Within 1 week from contract starting date
<b>Deliverable 2:</b> - First draft of step-by-step manual for preparing Community Forest Enterprise management plan with templates and brief explanation about how to fill in relevant information - First draft of step-by-step manual for preparing Community Protected Area management plan with templates and brief explanation about how to fill in relevant information	50% of payment Within 9 Weeks from Contract starting date

<b>Deliverable 3:</b> - Final versions of the manuals in English and Myanmar languages	40% of payment  Within 3 months from contract starting date
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**J. Evaluation criteria**

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The candidates will be evaluated based on the following criteria:

<b>Evaluation Criteria (as laid out in section G of this TOR)</b>	<b>Percentage weight</b>
Education/Academic qualifications	30%
Work experience	50%
Experience working with UN agencies	20%

**K. Evaluation of Applicants:**

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The candidates will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal.

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- 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.

Only the highest ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation.

Technical Criteria - 70% of total evaluation

Financial Criteria - 30% of total evaluation