



TERMS OF REFERENCE

Assignment Title	Support to Mapping and Assessment of Community Forests in Myeik District, 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	3 months starting on 15 th May 2022
Supervisor	Activity Manager/Mangroves Specialist, UN-REDD Mangroves TA
Location	Locations in Myeik District, Tanintharyi Region
Country	Myanmar

A. BACKGROUND

Background

Myanmar is recognizing that ambitious social forestry programs can do much more than setting up protected forest areas. They can also address poverty, livelihood development, equality issues and biodiversity conservation. The first steps in the development of a Community Forest (CF) program in the country started in December 1995 with the issuance of the Community Forestry Instructions (CFI-1995). The early years of CF, which can be defined as an emergent phase, were limited by legislative and institutional challenges. However, the revisions of CFI (CFI-2016 & CFI-2019) in recent years have incorporated livelihood opportunities and enterprise development in CF program. This stemmed from the recognition that forests will only be protected if local communities are allowed and able to tangibly benefit from their forests. Therefore, the National Forest Master Plan (2001-2030) targets to establish 2.27 million acres (919,000 ha) of Community Forest areas. 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).

Nevertheless, while significant number of CF has been established across the country, questions still remain on the effectiveness of those CF in achieving its multiple objectives. A World Bank Assessment of CFs in 2019 highlights the challenges to CF success and effectiveness in Myanmar. They include limited physical and human assets, and access to finance for investment in forests and value-added options for the products and services.¹ While the assessment attempts to generalize its findings for all CF areas in Myanmar by carrying out national level consultations, field research was done only in southern Rakhine. Currently, RECOFT Myanmar has been conducting another assessment of CFs in Yangon and Ayeyarwady using participatory tools.² However, there is a need to extend research in other states and regions to better understand the situation of CFs in Myanmar.

¹ <https://openknowledge.worldbank.org/handle/10986/31892>

² <https://www.recoftc.org/publications/0000363>

Furthermore, preliminary results of RECOFT's study and another mapping exercise recently done by FAO Myanmar under the Sustainable Cropland and Forest Management Project reveal that many CFs in the delta do not have accurate maps and boundary demarcations. Given the limited access to technology such as GIS and remote sensing in the past decade, it is reasonable to assume that a significant number of CFs in other regions will have similar issues. Accurate maps are crucial for monitoring and evaluation of CF effectiveness in and impacts on livelihood development, carbon sequestration and forest cover change.

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. Accurate maps and sufficient understanding of socio-economic profiles of communities are fundamental to participatory land-use and forest planning processes.

Through UN-REDD TA under UNDP's Governance for Resilience and Sustainability Project (GRSP), UNDP will collaborate with Centre for Development and Environment (CDE) in carrying out an assessment of CF effectiveness and mapping in southeast Myanmar. Specifically, CDE will undertake the mapping exercise with additional technical inputs into the development of the assessment methodology. The outcomes of the research and mapping are expected to provide insights and recommendations for CSOs, NGOs and INGOs supporting CF development in Myanmar. In addition, they will feed into the CF database being developed by CDE which will be accessible to practitioners and researchers. The updated maps can also be used in future community-based resource and land-use planning.

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 activities will also comply with UNDP's Integrated Risk Management and Due Diligence Mechanism. Prior consent of communities and other stakeholders will be sought for initiating any field work such as mapping and community consultations.

For CF assessment, CDE and its consultants will develop the assessment methodology and tools and train the service provider with practical assessment of 3-4 CFs in the field. Mapping will be led and carried out by CDE with facilitation and logistics assistance by the service provider.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

Working under the guidance 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 in close collaboration with CDE:

1. In consultation with, and with the agreement of the local communities, identify certified Community Forests (CF) in Myeik District for assessment and mapping. The site selection should take into security consideration as a priority criterion for the selection of CFs.
2. Facilitate access to the CF locations and communication with communities.
 - a. Inform communities including CF Users Group, CF Steering Committee, and village head about the objectives of the assessment and mapping exercise.

- b. Seek consent from communities for participatory assessment and mapping of CFs.
 - c. Arrange logistics for the assessment and mapping exercise (travel, accommodation).
- 3. Conduct the CF assessment in Myeik District using the methodology and tools developed by CDE and UNDP.
 - a. Organize community consultations and carry out social surveys including focus group discussions.
 - b. Compile and enter data into Microsoft Office excel sheet for analysis.

Expected Outputs/Deliverables

The outputs and deliverables required are:

- a) A workplan for the assignment including risk mitigation and management and a list of CF locations for assessment and mapping along with brief profile of each location
- b) Interim report with survey forms and clean data in Microsoft Office excel sheet after approximately 15 CFs will have been surveyed.
- c) Final report with survey forms and clean data in Microsoft Office excel sheet for analysis.

C. INSTITUTIONAL ARRANGEMENTS

- The work will be conducted under the supervision of UNDP in close collaboration with CDE who will undertake CF mapping.
- The Activity Manager/Mangroves Specialist, UN-REDD Mangroves TA and CDE will provide technical advice and approve the methodological approach throughout the study.
- CDE and its consultants will provide training for the service provider on survey methodology and assist in the assessment in 3-4 CFs.
- All data collected, results and outputs of the study will be transferred to UNDP/CDE by the service provider.
- 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.

D. DUTY STATION AND DURATION OF ASSIGNMENT

The work will be undertaken over a period of up to 3 months, starting on 15th May 2022. In accordance with expected outputs and deliverables, the service provider will submit reports to Activity Manager, UN-REDD Mangroves TA for reviewing outputs, comments, and certifying approval/acceptance of works afterwards. In case of any unavoidable delays to achieve the expected outputs, the service provider should notify the Activity Manager, UN-REDD Mangroves TA in advance.

E. LOCATION OF WORK

The duty station for this assignment is Myeik District in Tanintharyi Region.

F. QUALIFICATIONS REQUIRED

The contracted organization shall meet the following criteria:

- The organization must be based in or has an office in Tanintharyi region
- Demonstrated experience in conducting social forestry surveys and assessments
- Demonstrated experience in handling, analyzing social forestry data and reporting assessments
- Demonstrated experience working with local communities, including ethnic minorities, particularly in supporting CF development and mangroves restoration in Tanintharyi region
- Relationships with communities in Tanintharyi region

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

Team Composition

The contracted organization's team should include a minimum of the following key professionals: Team Leader and surveyor. An additional survey assistant may be hired depending on the workload.

Team Leader

The Team Leader will be responsible for the day-to-day supervision of the activities, community facilitation:

- At least Bachelor's degree in Environmental Sciences, Forestry, Ecology, Biology, Social Sciences, or equivalent qualification
- At least 3 years working experience in the establishment of community forest and community forestry enterprise in Myanmar
- Working experience in CF assessment or social surveys
- Strong relationships with CSOs, CBOs and local communities in Tanintharyi region
- Excellent Myanmar and good English language skills

Surveyor/Survey Assistant

The Surveyor/Survey Assistant will be responsible for the conducting surveys and assessments as well as providing logistics assistance to CDE mapping team.

- Bachelor's degree in Forestry, Social Sciences, or equivalent qualification
- Experience working with local communities and CSOs, CBOs in southeast Myanmar
- At least 1 year of experience in CF/CFE establishment in Myanmar
- Working experience in CF assessment or social surveys and data entry

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:

No.	Description of deliverables	Timeline	Payment
1	A workplan for the assignment including risk mitigation and management, and a list of certified CF locations for assessment and mapping along with brief profile of each location	31 st May 2022	30%
2	Interim report with survey forms and clean data in Microsoft Office excel sheet after approximately 15 CFs will have been surveyed.	20 th June 2022	40%

3	Final report with survey forms and clean data in Microsoft Office excel sheet for analysis	15 th July 2022	30%
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H. RECOMMENDED PRESENTATION OF OFFER

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

- 1) Short description of the proposed approach to accomplish the outputs of the project;
- 2) 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;
- 3) Curriculum vitae of key team members; and
- 4) 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, 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

Combined scoring method – where the qualifications and technical proposal will be weighted 70% and combined with the price offer, which will be weighted 30%.

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

- Expertise of organizations: 10%
- Proposed Work Plan and Approach: 20%
- Personnel: 40%

No.		Description	Score
1		Expertise of Organization	10
	1.1	Working experience in social forestry surveys/CF assessment	5
	1.2	Working experience in CF establishment	5
2		Proposed Work plan and Approach	20
	2.1	Understanding the task	5
	2.2	Appropriate approach	5
	2.3	Work plan with detailed time allocations	10
3		Qualifications of key personnel	40
	3.1	Working relationships with communities and stakeholders	10

	3.2	Professionals' qualifications and competence for the assignment	30
		Total	70

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.