

  
Government of Nepal  
Ministry of Forests and Environment  
**REDD Implementation Centre**

**Terms of Reference (ToR) for Consultancy Services for  
Capacity Building for REDD+ Focal Persons  
(Budget Head 2.12.1.48.1)**

**1. Background**

Reducing Emission from Deforestation and Forest Degradation, conservation of forest carbon stocks, sustainable management of forests and enhancement of forest carbon stocks in developing countries (REDD+) is considered an effective approach for climate change mitigation. Nepal is one of the leading REDD+ countries under the World Bank's Forest Carbon Partnership Facility (FCPF). Nepal completed implementation of the first phase of the REDD+ readiness project in 2015. Nepal's request for an additional readiness grant was approved by the 21st Participants Committee meeting of the FCPF in 2015. Nepal and the World Bank signed the grant agreement for additional readiness funding of USD 5.2 million in January 2017. This second phase of the readiness project will be completed in June 2020. Nepal's Emission Reduction Program Document (ER-PD) was endorsed by the 22<sup>nd</sup> Carbon Fund meeting held in Paris in June 2018 and has been included into the Carbon Fund portfolio of the FCPF. It is expected that Nepal and the World Bank will sign the Emission Reduction Payment Agreement (ER-PA) in 2019 and Nepal will formally enter the implementation phase of the REDD+ from January/July 2020 at the latest.

Successful implementation of the ER program can only be ensured with active engagements of all stakeholders in designing and implementation of the program activities considering all aspects of the programs. For this, capacity building of all stakeholders on different aspects and issues related to the REDD+ is essential. If they do not have the required capacity for their active participation in the process, desired and expected outcomes from the ER program implementation will not be achieved. Awareness program, trainings, consultation and outreach activities have emerged as a foundation for capacity building of the REDD+ stakeholders.

Some basic level capacity building and outreach activities, like awareness campaign at districts and community level, basic level trainings to local level forest staffs, REDD+ TOT for some forest officers and REDD+ orientation workshops indifferent districts were conducted during first phase of REDD+ readiness. Development partners and civil society organizations also conducted capacity building and outreach programs. Still some districts need such REDD+ focal person capacity building program me. However, only few local forest officers and activists have received basic level trainings and majority of the local forest officers and junior forest staffs have not yet properly understand REDD+ and its opportunities and challenges to manage forests resources in a sustainable manner.

Capacity building is an ongoing activity in any kind of developmental program. The R Package recommended for continued capacity building and outreach programs, particularly targeting related government staff working at districts and local level, local communities, vulnerable groups and partner agencies. Furthermore, most of the newly elected local level representatives, who will not only be the key REDD+ actors but also decision makers in their respective local political bodies need to be







capacitated as they do not have adequate knowledge of REDD+. The capacity of REDD+ focal persons of various government and non-governmental organizations including federal and state ministries, departments, local governments and CSOs and community-based organization is critical for success of the REDD+ process.

Under the second phase of REDD+ readiness, REDD IC is supporting for capacity building of REDD+ focal persons from stakeholders including government institutions, sections and CSOs, NGOs, private sectors and community-based organizations that have been involved in Nepal's REDD+ process. This TOR is developed for the service provider/s who is interested in this assignment in providing capacity building package to the REDD+ focal persons from different stakeholders.

## **2. Objectives of the Assignment**

The main objective of this assignment is to capacitate the 'REDD+ focal persons' from different stakeholders including government institutions and CBOs, CSOs and NGOs that have been involved in the REDD+ process of Nepal.

## **3. Scope of the work**

REDD IC is seeking a qualified firm to provide the capacity building trainings package for the REDD+ focal persons from different stakeholders under the jurisdiction of three Divisional Forest Offices (DFOs) (Taplejung and Udayapur- Gaighat) of Province one and Arghakhanchi of Province five. The service provider's key tasks will be to deliver a five-day comprehensive capacity building package to the REDD+ focal persons from different stakeholders. Total three events (one each in three DFOs) of capacity building will be conducted for the delivery of the five day-training programs. The service provider in consultation with REDD Implementation Centre (REDD IC) will develop a comprehensive capacity building package for this assignment.

## **4. Expected outcomes and deliverables**

### **4.1 Inception report with detail work plan and timeframe**

Inception report with detail action plan and timeframe as well as methodology shall be submitted within the two weeks of signing of the contract for the assignment. This should be presented at the inception meeting. After incorporating all the feedbacks, suggestions and inputs from the participants of the meeting, the inception report must be finalized and submitted to the REDD IC within the two weeks of the inception meeting. The selected firm and REDD IC will agree on the specific activities and accordingly detailed plan of action and deliverables. The work plan should be developed in close collaboration with REDD IC.

### **4.2 Capacity building trainings to the REDD+ focal persons are provided.**

### **4.3. Completion report of the assignment:**

A completion report incorporating list of trainers and participants of the events; participants' evaluations of the capacity development package and lessons learned need to be submitted to the REDD IC within the two weeks of the final event conducted.



## 5. Team composition and qualification of the firm and experts

### 5.1 Qualification of the firms

Firms legally registered within the concerned authorities with clear mission, vision and objectives and registered in national VAT system are eligible to apply. The firms should have relevant work experience in forestry, SFM, REDD+ and /or related field in Nepal. The firm must have registered for at least three years with valid registration, Tax/VAT clearance, demonstrated annual transaction, audit and renewal.

### 5.1 Composition and qualification of the team members

The team of experts leading by a REDD+ Expert will provide the consulting services for this assignment. The firm and the team leader should ensure that other required resource persons with relevant qualification and experience are used as per the methodology approved by the REDD IC in delivering the capacity building package. Some of the required resource persons may include: Gender and Social Inclusion Expert, Environmental and Social Safeguard Specialist and Environmental Lawyer and so on. The team leader should have the following qualification:

#### Team Leader cum Forestry Expert:

**Roles and responsibilities:** The team Leader cum REDD+ Expert, in close coordination with the focal person of this assignment at the REDD IC will lead the team for this assignment. Specific roles and responsibilities of the team leader include:

- Review and analyze international and national policy documents related to various aspects of the REDD+ process, including UNFCCC decisions, World Bank and UN-REDD reports and guidelines on different aspects of the REDD+;
- Develop a comprehensive capacity building package for the assignment with close coordination and consultations with the REDD IC;
- Provide the capacity building trainings as per the approved methodology within the scheduled timeframe with the help of other experts as required.
- Prepare the completion report including list of participants, their evolution of the training package, lessons learned and recommendation for improvement in future

#### Required qualification:

The team leader must be a Nepali national and have strong knowledge forestry sector, including REDD+ including environmental and social safeguards issues in Nepal. He/she should have minimum qualification and experiences as below:

- Hold at least a master's degree (preferably) PhD in forestry;
- Have at least 10 years of working experience in forestry. Involvement in REDD+ process in Nepal and experience of development of policy documents in forestry is desirable.
- Demonstrate technical capacity, including analytical skills and proven track record in training delivery and capacity building program me following participatory approaches particularly in forestry sector;
- Good understanding of REDD+ process, underlying causes of drivers of deforestation and forest degradation in the ER program districts and its linkage with the livelihoods of the people.
- Sound knowledge on current forestry sector policies and institutions including the federal structure of the country; and;
- Command in writing, facilitation and communication skills.



## 7. Work Schedule

The assignment is expected to complete in the last of May 2019.

## 8. Selection Process and Criteria

Selection process of the qualified firm will start from advertising for “Expression of Interest (EoI)”. The shortlisted firms based on EoIs submitted will be requested to submit the full proposal (RFP). Selection of the consulting firm/s will be finalized following THE WORLD BANK Procurement Regulations for IPF Borrowers, July 2016 Revised November 2017 and August 2018. Criteria for selection of the consulting firm/s are as follows:

## 9. Application Procedure

Eligible firm/consortium of the firms should submit “Expression of Interest (EoI)” in a sealed envelope with the following documents:

- Letter of EoI
- Profile of the firm
- Copy of registration and renewal certificates
- Copy of annual audit report for last three years and tax clearance certificate
- Letter from partnering firm/institution if joint venture is proposed.

The shortlisted firms will be requested to submit the full proposal along with following documents:

- Full technical proposal for the assignment in a sealed envelope. The proposal should include commitment letters from the proposed experts along with duly signed CVs;
- Detail financial proposal for the assignment in a separately sealed envelope.

## Contact Information

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