Forest Law Enforcement and Governance (ENPI-FLEG) World Bank, IUCN and WWF program

TERMS OF REFERENCE

EVALUATION AND STRENGTHENING OF INSTITUTIONAL AND HUMAN CAPACITIES UNDER ENPI/FLEG ACTIVITIES

I. BACKGROUND

This European Commission financed European Neighborhood and Partnership Instrument – Forest Law Enforcement and Governance (ENPI-FLEG) program will promote the development of improved forest law enforcement and governance arrangements in seven targeted countries: Armenia, Georgia, Azerbaijan, Moldova, Ukraine, Belarus and Russia.

The program’s core funding is provided through a grant agreement from the European Commission to the World Bank. The program is being undertaken as a partnership among the World Bank, IUCN and WWF. Each of the three partnered program implementation organizations will be responsible for its own set of specified activities and deliverables.

Three broad categories of stakeholder groups will be targeted by the program:
- Government (line departments, parliamentarians, local authorities and the judiciary);
- Civil society (NGOs, community organizations and forest-dependent communities); and
- Private sector (particularly timber companies).

The program will define the policy, legal, institutional and economic obstacles to improved forest governance (including the control of illegal logging); test pilot innovative approaches to overcoming these obstacles; enhance the capacity of key stakeholders to implement forest governance reforms; and disseminate the lessons learned at national, regional and global levels. The program will also support the other regional Forest Law Enforcement and Governance official processes being organized by the World Bank and will contribute to the EU FLEGT Action Plan.

The program’s purpose is to contribute to ensuring that improved forest governance arrangements are in place in the forest sector and closely linked sectors through effective implementation of the ENA FLEG Ministerial Declaration (St. Petersburg Declaration 2005), involving governments, civil society and the private sector.
The program’s specific objective is to contribute to legal and sustainable forest management and utilization practices and improved local livelihoods in the six ENPI East countries plus Russia.

The program’s expected results are:
• Increased awareness and commitment of key stakeholders on FLEG;
• Effective national and regional FLEG action processes in place;
• National ownership and capacity increased;
• Improved regional and sub-regional collaboration including dissemination of gained experience;
• Effective engagement of key trading partners;
• Continuation of the formal official ENA FLEG process;
• Sustainable forest management practices implemented.

II. THE CONSULTANCY ASSIGNMENT

Under the direct supervision of the ENPI-FLEG WB Country Program Coordinator in the Republic of Moldova, the Company will be responsible for providing analytical and logistical services for:

(i) Conducting the process of evaluation and strengthening of institutional and human capacities of entities subordinated to the Forest Agency Moldsilva, including through the organization of training sessions on administration level;

(ii) Development and implementation of training programs related to the application of forestry legislation for different forest lands owners (public, communities, private);

III. SCOPE OF WORK

During the implementation of the assignment, the Consultant will have to perform the following tasks:

1. Study of information/publications on issues related to the illegal logging (including associated contraventions) in Moldova’s forests, national programs/strategies for the improvement of situation.

2. Strengthening of institutional and human capacities of entities subordinated to the Forest Agency Moldsilva, including for the organization of educational process in forestry (7 sessions – 150 persons, 20 forest enterprises);
Evaluation of institutional and human capacities of entities subordinated to the Forest Agency Moldsilva, including for the organization of educational process in forestry;

Development of training needs and program for strengthening of institutional and human capacities of entities subordinated to the Forest Agency Moldsilva, (staff of Centre for recycling and training, other staff involved in relevant process);

Development of the concept (including technical specifications, potential suppliers etc.) on the strengthening of institutional and human capacities, including for the organization of educational process in forestry;

Implementation of training program for strengthening of human capacities of the staff from Moldsilva’s structures by levels through the organization of 4 training sessions (2 sessions – the level of chief forest engineers; 2 sessions for the level of engineers for forest guard and protection

Implementation of training program for strengthening of institutional and human capacities of entities subordinated to the Forest Agency Moldsilva through the organization of 3 training sessions;

 Provision of logistic support for the organization and holding of training sessions (including translations);

3. Development and implementation of training programs on the application of forestry legislation for different owners of forest lands (public, communities, private sector); (4 zonal sessions – 250 persons):

Evaluation of training necessities on application of forestry legislation by different categories of forest lands owners (state, community, private);

Development of training programs on application of forestry legislation by different categories of forest lands owners (state, community, private);

Implementation of training on application of forestry legislation by categories of owners of forest lands (state, community, private) through the organization of 4 zonal sessions;

 Provision of logistic support for the organization and holding of training sessions (including translations);

4. Improving management of forests and strengthening capacities at local level on combating illegal logging and other types of forest contraventions:
Evaluation of training capacities of forest enterprises staff on the application of information technologies in the process of combating of illegal logging;
Development of training programs for forest enterprises staff on the application of information technologies in the process of combating of illegal logging;
Implementation of training programs for forest enterprises staff on the application of information technologies in the process of combating of illegal logging through the organization of 3 sessions;
Development of the concept (including technical specifications, potential suppliers etc.) on the technical provision of forestry enterprises with modern equipment for activities for combating of illegal logging (GPS, communication facilities, computers, softwares etc.).

5. Project planning and assessment:

Provide accurate information and advice to the Country Program Coordinator in a timely fashion so that all required technical and financial reports can be submitted;
In cooperation with the Country Program Coordinator facilitate monitoring and evaluation of program progress, impacts and lessons.

IV. PERIOD OF THE ASSIGNMENT AND REPORTING LINE

It is up to the Consultant to phase performing of tasks and establish their succession. The consultant will report to the Country Program Coordinator. The technical approval of the reports is the responsibility of the Country Program Coordinator.

Within the time frame of this assignment, the Consultant will consider the following:

All scientific and technical information related to the provision of logistical services should be reported to the ENPI/FLEG WB Country Program Coordinator.
The final publication(s) or report(s) shall be delivered in time.
All legal rights of the resulted outputs (publications etc.) shall pertain to the Consultant and the WB, on a mutual agreement on the product(s) to be shared and/or delivered.

V. REPORTING AND DELIVERABLES
The Consultant will have to submit for the activities performed under the TORs the following deliverables:

- **Development of 3 training programs for:**
  a. Strengthening of institutional and human capacities of subordinated structures of Moldisilva by levels of administration;
  b. Forest law enforcement for different landowners (state, community, private);
  c. The staff of forest enterprises on the use of information technologies in the process of combating illegal logging;

- **Organization of 13 training sessions for:**
  a. Implementation of training program for the strengthening of human capacities within the Forest Agency Moldisilva by the levels of administration (4 sessions);
  b. Implementation of training programs for the forest law enforcement for different owners of forest lands: public, community, private (4 sessions);
  c. Implementation of training program for the staff from forest enterprises on the application of information technologies in the process of combating illegal logging (4 sessions);
  d. The documentation of the representatives of selected communities on issues related to forest management planning (1 session – 1 management planning);

- **Provision of logistic support for the organization of training sessions (including translations);**
- **Concepts (including technical specifications, potential suppliers etc.) on technical equipment and modern facilities for forest enterprises (GPS, communication facilities, dendrometry tools, computers, softwares etc.);**
- **Selection of some local public authorities (communities) from different zones of the country that are owners of forests and other types of forest vegetation for the development of forest management plans (preparation of activities, purchase of materials for the field works, starting the field works for management planning of forests managed by pilot communities etc.);**
- **Final report of rendered consulting services.**

A. **Inception Report.**
The report shall clearly define the aims, objectives and methodology of the contract; set out a detailed work plan for the provision of each activity, area of expertise and list of deliverables; identify the local project stakeholders and any possible commitments required from the beneficiary etc. The inception report shall show all activities pertaining to outputs in a Grant.
chart highlighting milestones. The report will list and comment on any developments (legal, institutional, other activities etc.) that have taken place since these TORs agreed between parties and which might have an impact on project design and relevance of activities to be developed under it. It should be based on the Consultant’s original technical proposal, updated to take account of the additional information available to the Consultant in the inception period of the assignment. The inception report has to provide a Base Line situation against which the assignment impact will be measured. The inception report will be presented in English and translated into Romanian. The Report shall be submitted within 3 weeks after effectiveness of the contract.

B. the First Progress Report will comprise the following:
- Draft report as per deliverables D, E;
- Progress achieved with the implementation of Deliverables A and B as indicated above;
This report has to be presented within 12 weeks after the effectiveness of the consulting contract

C. the Second Progress Report will comprise the following:
- Final report as per deliverables D, E;
- Progress achieved with the implementation of Deliverables A and B as indicated above;
This report has to be presented within 20 weeks after the effectiveness of the consulting contract

D. the Final Report will comprise summary of the activities performed according to the tasks from Chapter V of these TORs.
The report should be submitted within 28 weeks after commencement of the assignment.

The Consultant will report to the ENPI/FLEG WB Country Program Coordinator who is responsible for overseeing this project. Technical approval of the reports is the responsibility of the ENPI/FLEG WB Country Program Coordinator. All reports will be provided in hard copy and electronically in both English and Romanian languages.

VI. QUALIFICATION OF THE CONSULTANT

The implementation of this assignment will require services of a Company/NGO, specialized in providing the above services, and which:

- has at least three years of experience in providing services related to forest management and other forestry related areas;
- has capacity to perform the assignment, has office, appropriate equipment;
- has capacity to offer maintenance and consultancy during the project life period;
- has qualified staff in services related to institutional and human capacities for the organization and implementation of activities on FLEG;
- has proven experience in implementation of the international projects related to forestry sector;
- has practical experience in performing similar assignments, at least one successfully completed;
- has experience in conducting training activities and workshops/seminars;
- can submit recommendation letters concerning previous implemented projects;

VII. PERIOD OF ASSIGNMENT

The assignment will be implemented in the period from September 2010 – June 2011.

VIII. TERMS OF PAYMENT

The Contract will be the Standard World Bank Lump-sum contract, Small assignment. The payment schedule is as follows:

- 10% of the contract amount, upon the Client’s receipt of a copy of this Contract signed by the Consultant;
- 40% of the contract amount, within 10 days after the Client’s approval of the Inception report;
- 30% of the contract amount, within 10 days after the Client’s approval of the intermediary progress report;
- 20% of the contract amount, within 20 days after the Client’s approval of the Final report and signing of the Operational Acceptance Certificate between the Client and the Consultant.