TERMS OF REFERENCE

1. POSITION: Research (Company, NGO, Research Institution) – Assessment and Evaluation of FLEG awareness across 7 ENPI FLEG countries (Armenia, Georgia, Azerbaijan, Moldova, Ukraine, Belarus and Russia)

Program title: “Improving Forest Law Enforcement and Governance (FLEG) in the European Neighbourhood Policy East Countries and Russia”

2. REPORTING RESPONSIBILITIES1:

<table>
<thead>
<tr>
<th>Direct Reporting Line</th>
<th>Reporting Area</th>
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<tbody>
<tr>
<td>ENPI/FLEG IUCN Program Country Programme Coordinator – Armenia</td>
<td>Issues pertaining to the IUCN ENPI-FLEG program implementation in Armenia, with conducting opinion polls and assessment of FLEG awareness across 7 ENPI FLEG countries - Armenia, Georgia, Azerbaijan, Moldova, Ukraine, Belarus and Russia. All administrative issues pertaining to these Terms of Reference.</td>
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3. LOCATION – Armenia with possible travel to the 6 other ENPI-FLEG Countries

4. DURATION – 5 months

5. STARTING – February, 2011

6. BACKGROUND

This European Commission financed European Neighbourhood 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 the 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 organised by the World Bank and will contribute to the EU FLEGT Action Plan.

1 Direct reporting lines indicate those staff members providing direct supervision. Additional reporting lines indicate accountability for particular functions or areas of work. Consultation, information sharing and other relationship lines are not indicated, as they are likely to be numerous.
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 results will be:

**Result 1:** Increased awareness and commitment of key stakeholders on FLEG

**Result 2:** Effective national and regional FLEG action processes in place

**Result 3:** National ownership and capacity increased

**Result 4:** Improved regional and sub-regional collaboration and knowledge sharing

**Result 5:** Effective engagement of key trading partners

**Result 6:** Continuation of the formal official ENA FLEG process

**Result 7:** Sustainable forest management practices implemented

### 7. PURPOSE OF THE STUDY

The overall goal of the study is to seek to evaluate public perception regarding the issues of law enforcement in the forestry sector (FLEG – Forest Law Enforcement & Governance) across 7 ENPI FLEG countries (Armenia, Georgia, Azerbaijan, Moldova, Ukraine, Belarus and Russia).

The study will result in the assessment of public perception in comparative terms and as such will provide qualitative inputs for setting priorities for future FLEG processes.

### 8. GENERAL TASKS

Under the overall and direct supervision of the ENPI-FLEG IUCN Country Program Coordinator Armenia, the Consultant will be responsible for the organisation and conducting of an analytical study ‘Assessment and Evaluation of FLEG awareness across 7 ENPI FLEG Countries (Armenia, Georgia, Azerbaijan, Moldova, Ukraine, Belarus and Russia)’. It will include a comparative assessment of FLEG awareness and public perception in 7 ENPI FLEG countries and will try to identify how and why the awareness of FLEG varies among the ENPI FLEG countries (Armenia, Georgia, Azerbaijan, Moldova, Ukraine, Belarus and Russia).

This study will aim to build upon the results of polling conducted by national survey teams as part of their in-country activities, and for statistical relevance of this work it is imperative that these opinion polls be conducted in each targeted country.

The Consultant will communicate with CPC on a weekly basis to update on activity implementation. The Consultant will consult and will communicate with relevant in-country survey teams assigned for providing polling results in each respective country.
8.1 Specific

The Consultant will:

- Adapt, refine and agree the existing survey methodology (upon demand) contained in the Annex attached to this ToR and develop a standardized Questionnaire for conducting public opinion polls in 7 targeted countries;
- Administer the public survey (opinion polls) in selected geographical plots;
- Glean transcripts of interviews and answers to questions (in database form) from each country;
- Consolidate and analyze poll results according to standard numerical analysis procedure and calculate the percentage of each of the answers contained in the public opinion poll.

9. OUTPUTS:

The Consultant will prepare and present to the IUCN Program Coordinator in Armenia:

1. The recordings containing all accompanying notes for survey collection (i.e. location, date, type of sample). Present individual results (transcripts of all interviews and answers to questions) in database form.
2. A final analytical report containing an analysis and eventual correlations of FLEG awareness between 7 ENPI FLEG countries and summarising methodology, findings and recommendations for stakeholders - must be prepared in both English and Armenian.
3. Present summary findings of the study for stakeholders’ workshops, press/media events, and publication on a web-site and at an international FLEG conference. The findings will be discussed with all in-country teams before being finalized for wider dissemination.

10. QUALIFICATIONS

The assignment will be implemented by a firm with experience in Social Assessment or similar qualitative research with an outstanding track record of working on complex multidisciplinary projects (documented evidence is required). The firm should mobilize an expert group of data analysts, one of which is the team leader with progressive experience in analyzing data in modern data analysis software. The team leader should have significant experience in working on Social Assessments, particularly in sectors related to forestry and natural resource management.

The following specific qualifications must be met by consultants:

- Advanced degree in Social sciences;
- General understanding or experience with forest or natural resource management and governance issues;
- Strong analytical skills and sociological focus; knowledge, understanding and practical implementation of survey methods
- Highly developed communication skills, including the preparation of high quality reports;
- Proven experience in working with international institutions and with local government
- Knowledge of IUCN’s work globally and regionally is an asset;
- Fluency in oral and particularly written English;
- Cultural awareness and sensitivity to gender issues.

Minimum Qualification required for the National Survey Team Specialists:

- Advanced degree in relevant field
- At least 3-5 years of experience in the area of research, data collection and analysis (this expertise may have been gained in the private sector, NGO, international organizations or public sector);
- Should have full command of national and English languages.
ANNEX 1:

Survey Process and Methodology

The target of this research is to identify the public perception regarding the issues of law enforcement in the forestry sector (FLEG – Forest Law Enforcement & Governance) across 7 ENPI FLEG countries (Armenia, Georgia, Azerbaijan, Moldova, Ukraine, Belarus and Russia).

A standardized approach is recommended to collect statistically robust data and ensure relevant assessment of public awareness towards law enforcement issues in the forestry sector within the ENPI FLEG project. This survey is proposed for 7 ENPI FLEG countries where a team of national experts will conduct the sample based data collection through face-to-face structured and questioner based interviews.

Provided different sizes of participating countries (e.g. Russia and Belarus) it will be rational to conduct surveys at local/regional levels in country regions most impacted by governance processes in the forestry sector. Thus, conducting surveys at local level is recommended for provinces (regions) where use of forest resources and forest management play a key role in the everyday life of local communities. The geographical scope of surveys in each country may be restricted to an administrative unit. Considering the thematic area of the project it is recommended to apply sampling method to an administrative unit where wood is mostly used as firewood.

Polling must be conducted by a professional agency responsible for representative sampling methods, polling and data entry. Data received as a result of this international comparative survey will help better observe variations in public FLEG awareness and identify country-specific features.

The Consultant will review the existing methodology and any suggestions for revisions should be discussed with the national survey teams to ensure consistent approach, both in the data collection process and in the analysis.

The Sample

For a cross-cultural survey, the optimal sample size for one country may not be the optimal design for another. Therefore, the sample size (number of respondents) should be determined for each country and must be drawn with probability proportional to population size and density in the forest area where survey is held according to age and sex groups. Diversity in terms of interviews should also be considered as people from all walks of life must be covered (i.e. educated and illiterate people, people with official jobs-public, NGO, private sector- or personally employed, students, housewives etc.).

The recommended sample size must account for a distribution of respondents according to rural settlements at the rate of 40 individuals per settlement. A total of 400 individuals per forest area are recommended for interview. The Confidence interval (sample error) is +/- 5% which is acceptable for detecting trends in this study.

Survey instruments

The content of the Questionnaire must be same for all targeted countries. For the purpose of receiving additional information, the Questionnaire may be expanded to include a separate block of questions reflecting on the national / country-specific data. The Questionnaire must be concise and should not be overloaded with generic questions. Wording and content of questions must be clear to respondents needing no explanation of interviewers.

It is critical to remember that the Questionnaire should contain questions related directly to our Project rather than the whole range of problems in the forestry sector. Thus, the following question blocks are recommended for use to allow further comparative study.

1Based on the Methodology developed by Dr. Olexander Stegnyi, ENPI FLEG World Bank Consultant
- Assessment (qualitative/quantitative) of the forest state in places of residence
- Assessment of harvesting volume of timber in places of residence
- Identification of forest harvesting entities
- Identification of harvest dynamics over the past five years
- Estimate of timber harvesting role in local economy
- Needs assessment of respondents using wood
- Identification of wood processing / exporting entities in places of residence
- Ratio assessment of male working-age population in the forestry sector of local economy
- Use of forest as firewood, wood procurement challenges
- The knowledge level on cases of illegal timber harvest and timber smuggling/trade.
- Assessing volumes of illegal logging
- Defining most common forms of illegal harvest and timber trade
- Opinion on scales of power abuse by forestry staff
- Assessment of existing forest management systems, timber harvest, marketing and recommendations to improve situation.

**Timelines for national surveys**

The entire period of comparative sociological study will require two (2) calendar months. The cost of works is a subject of negotiations with concrete implementers (sociological centers). To ensure maximum comparability of national polling results, the empirical survey results must be received during the same time period, which is important, provided the dynamic changes in the forestry sector at national levels in most ENPI FLEG countries.

National public polls will commence once the standardised Questionnaire is provided by the Consultant based in Armenia. The surveys should be conducted as per below timeline:

- Field work - 30 Days
- Data entry and delivery to - 10 Days

**Team Composition**

The survey teams employed for conduct of polling in each country will have to submit poll results (transcripts) to the Consultant /poll coordinator in Armenia outlining detailed timeline, process and methodology, survey questioner, sample size selection methodology, and exact sample size both as a whole and by province/region.

The survey teams will undertake the field work/data collection in accordance with the agreed-upon methodology and the proposed time plan. Any problems that arise should be immediately discussed with Consultant and this includes any delays that may occur with the survey collection.

The survey teams will produce English versions of the final survey forms.