

Forest Carbon Partnership Facility (FCPF) Readiness Mechanism

Scope of Work and Terms of Reference for Expert Members of Ad Hoc Technical Advisory Panel to Review FCPF R-Plans and to Provide Technical Expertise

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In this Program Document, the FMT proposes to the PC to establish a TAP for R-Plan review and technical assistance, based on a dynamic Register of Experts.

Introduction

1. The governance structure of the FCPF is comprised of the Participants Assembly, a Participants Committee (PC), six Observers, and a Facility Management Team (FMT) housed at the World Bank.
2. As established by the FCPF Charter's Article 13, one or more Ad Hoc Technical Advisory Panel(s) (TAP) may be established by various bodies of the FCPF, including the PC and FMT, to provide scientific, technical and other advice to their operations. Each TAP, and its individual expert members, shall be independent and impartial. TAP members will serve in their individual capacity and not represent any organization.
3. The first TAP was being established by the FMT, to review and provide expert assessment of, and technical guidance on issues related to, Readiness Plan Idea Notes (R-PINs). R-PINs are applications to join the FCPF Readiness Mechanism by Eligible Countries interested in undertaking activities to reduce deforestation and forest degradation (REDD), notably IDA or IBRD member countries of the World Bank in the tropics and subtropics. These documents are about 25 pages in length, in a standard format asking a set of about 15 questions (with additional subparts), plus several 5-10 page annexes of maps, additional data, etc. The R-PIN TAP process and Terms of Reference (ToR) are described, as background, in Annex 1.
4. The FMT proposes to the PC to establish a second TAP to review and provide technical assistance for Readiness Plans (R-Plans), and to provide technical expertise in a range of issues important to the assessment and eventual implementation of REDD activities.
5. These R-Plans are being developed by REDD Country Participants selected into the FCPF Readiness Mechanism to describe the overall approach, work plans, and capacity needs of the country to undertake REDD activities.
6. Compared to R-PINs, R-Plans are more detailed descriptions of how a country would organize itself to become ready to undertake REDD activities, policies and programs, to be able to participate in a future systems of positive incentives for REDD. An R-Plan is likely to be about 50-80 pages long, plus several annexes of supporting material (please see Program Document FMT 2009-1 for more details on R-Plans and the R-Plan approval process).
7. The preparation and review of R-Plans requires consideration of many aspects of potential REDD activities for which adequate guidance documents are not yet available. This ToR also supports technical assessment of existing work, and drafting of guidance addressing

key REDD issues (e.g., how to set a reference scenario), pertinent to the work of the FCPF and country R-Plans.

Identification of TAP Experts

8. The FMT has consolidated nominations of experts by a wide range of countries and organizations into a roster of qualified experts (Roster of Experts, or RoE) to participate in this TAP.¹

9. TAP expertise is required in a range of methods and issues relevant to REDD Readiness (including scientific, technical, policy, legal, institutional, social, biodiversity, and indigenous peoples and other forest dwellers). Special attention shall be given to experts in the development, use and provision of technical assistance in methodologies for:

- a. Assessment of the drivers of deforestation and forest degradation and the development of strategies to reduce them;
- b. Monitoring the effects of programs to reduce deforestation and forest degradation, including through remote sensing;
- c. Monitoring of other biophysical and socioeconomic data, including data acquisition and processing;
- d. REDD reference case setting;
- e. Use of financial incentives in managing land use; and
- f. Social and environmental co-benefits and risks of REDD.

10. TAP country expertise is also required to reflect understanding of specific country conditions.

11. The RoE is designed to be dynamic to meet the evolving needs of this TAP for R-Plan review and other technical assistance; additional experts and areas of expertise can be nominated by FCPF Participants or others or the FMT and added by the FMT to meet evolving country, R-Plan, or other technical assistance needs.

12. The RoE is being presented to the PC in its draft form for acceptance on a no-objection basis and for recommendations or suggestions, including from REDD Country Participants on names of experts with country expertise.

13. The RoE will serve as a roster from which the FMT will select and hire experts for review of each individual country R-Plan, and to provide technical assistance as requested by countries, the PC or the FMT.

14. TAP members will be selected from the dynamic RoE by the FMT for R-Plan country review teams, assessment of technical work or methods, development of technical guidance for FCPF use, or the presentation of TAP work to the Participants Assembly, the PC, FMT or other audiences. No work is guaranteed to any TAP expert on the ROE; experts will be selected on an as-needed basis.

¹ The current RoE is available from the password-protected FCPF website at <http://wbcarbonfinance.org/Router.cfm?&Page=FCPF&FID=34267&ItemID=34267&ft=DocLib&ht=37&dtype=45150&dl=0&so=c.CatalogLabel&sc=ASC>

Scope of Work and Objectives for this TAP

Objective 1: R-Plan Review

15. The FMT has issued a draft R-Plan Template to provide a format and some initial guidance for a REDD Country Participant to articulate of how it will prepare itself to become REDD Ready. This template is organized around a number of components that each provide an introduction, then ask the country to summarize how it would address the component topic, and to provide a ToR or work plan for any studies or other work it foresees needing under this component.

16. The FMT envisions up to five FCPF countries submitting a draft or final R-Plan for consideration by the FCPF PC 3 meeting in June 2009, another five R-Plans by late October 2009, and so on.

17. TAP R-Plan Review Process:

- a. Generally, around four to six (and no more than ten) individual experts shall be selected by the FMT from the RoE to constitute a specific country R-Plan TAP review team. Each country R-Plan TAP review team should offer cross-disciplinary expertise across the major components of the R-Plan. Such teams should generally include expertise in the country's forest sector management and policies and other relevant conditions, indigenous peoples and other forest dwellers, monitoring and reporting system design, social and economic development policies and impacts, REDD issues, and legal and institutional issues related to the forest and land use sector. Generally, at least one country R-Plan TAP team member will be someone who has served on the first FCPF TAP reviewing R-PINs or otherwise has broad expertise and experience in REDD and/or the review of FCPF R-PINs and/or R-Plans, to ensure consistency across reviews and countries, and to further knowledge management across country conditions and within the TAP and the FCPF. This TAP member will usually be the country R-Plan team lead reviewer, whose name will be made public at the time of selection, in the interest of transparency. The name of one other country R-Plan team member with significant country experience will also be made public at about the same time; the other reviewers will be from the RoE but will remain anonymous.
- b. TAP review of R-Plans and provision of technical assistance will usually be performed via desk reviews, country conference calls, meetings, and the occasional country visit, as described under the TAP ToR below.
- c. Each final TAP synthesis country R-Plan review will be shared with the country, the PC, and made public on the FCPF website. Each revised country R-Plan will also be made public on the FCPF website, once the country has received the TAP synthesis review or its equivalent and has had at least two weeks to revise its R-Plan to take TAP, internal World Bank and other comments into consideration, and produced a final R-Plan for submission to the PC.

Objective 2: Technical Assistance and Expertise

18. RoE experts may be selected by the FMT to provide technical expertise in a range of issues important to the assessment and eventual implementation of REDD activities. The preparation and review of R-Plans requires consideration of many aspects of potential REDD activities for which adequate guidance documents are currently often lacking. TAP work on

technical assessment of existing or potential methodological, technical, and program implementation work and experience, and drafting of guidance for FCPF on key REDD issues pertinent to the work of the FCPF and country R-Plans will be supported by this objective. Such issues in specific countries or generally may include, for example, how to set a REDD reference scenario, the design of REDD monitoring systems, the implications of proposed REDD strategies or monitoring systems for biodiversity conservation or rural livelihoods, methods to address forest degradation, methods for the use of remote sensing data, leakage of greenhouse gas benefits offsite, stakeholder consultation processes and methods, social and environmental impact assessment, forest and other relevant sectoral policy issues related to REDD, delivery and evaluation of forest sector programs, the role of forest dwellers and indigenous peoples in REDD planning and programs, the economics and modeling of deforestation and REDD, etc.

19. The PC or FMT may request that a set of TAP members, consistent with their experience and expertise, be engaged to:
 - a. Assess one or more technical issues and the methods used to assess them, in a technical paper, presentation or another method;
 - b. Develop or revise guidance on such issues for the use of the FCPF or specific REDD Country Participants;
 - c. Summarize findings to date on a given topic for the PC, FMT or other audiences, including the experience of the FCPF and its countries in addressing REDD issues;
 - d. Provide technical assistance to specific countries, as requested by REDD Country Participants or the FMT;
 - e. Present technical material, training, or results to date;
 - f. Join discussions of technical or policy issues pertaining to REDD, in workshops, conference calls, online discussions, etc.; and
 - g. Provide other expertise, as requested.
20. Annex 2 contains the ToR for this TAP being set up for R-Plan review and technical assistance.

Management of the TAP

21. The FMT will manage the contracting, work load, and quality of products of individual TAP experts and the country review teams; encourage consistency across them; and facilitate knowledge management from and across teams.
22. The FMT will consult with the FCPF Bureau on any major decisions or commitments of resources required in the management of TAP.

Remuneration for Services of TAP Members

23. The Bank will remunerate, out of the Readiness Fund proceeds, TAP members as individuals on the basis of the Bank's standard Short Term Consultancy (STC) daily rate, B series, at the net or gross rate (i.e., net of tax considerations for non-US citizens; or the gross rate including the estimated tax implications, for US and some other nationality citizens), based on standard World Bank Human Resource considerations (i.e., education level, years of

relevant professional experience). Payment shall occur via standard Bank practices, generally upon timely receipt of the required products from the member, receipt and FMT approval of an invoice from the TAP member for work performed and other allowed expenses previously approved by the FMT.

24. The Bank will reimburse those TAP members invited by the FMT to the PC, TAP or other technical meetings, for their allowable travel and subsistence costs for these meetings, in accordance with World Bank travel policies.

Contract Period and Delivery of Products

25. TAP experts will be eligible for selection to and contracting for any TAP activity by the FMT from March 15, 2009, to June 30, 2009, with an extension possible by the FMT and World Bank to June 30, 2010 (following the Bank's fiscal years).

26. Individual and synthesis R-Plan reviews or other products or drafts shall be sent electronically to the FMT and other TAP members, as directed by the FMT, in a timely manner.

Annex 1: Summary of the ToR for TAP R-PIN Review

1. TAP experts shall be invited by the FMT to each individually review 1-8 R-PINs submitted by a REDD eligible country, in terms of its completeness and quality in meeting the criteria for R-PINs set forth by the FCPF Information Memorandum on the FCPF website (forestcarbonpartnership.org/FCPF/documents). Each review is expected to take about 4-5 hours to read and record comments, but this time varies considerably. Reviews may be made public; the summary review (below) shall be made public to encourage transparency of the FCPF process.
2. Generally, each expert shall review about 4-5 R-PINs, and write a review of each in the standard External Review Template developed by FCPF, for consistency. Some experts shall serve as the lead reviewer of one to six R-PINs, and be responsible for synthesizing the 2-4 individual expert TAP reviews performed on each R-PIN into a single summary TAP review in the same template format. These lead author experts may also be requested to attend one or more FCPF TAP meetings and/or FCPF Participants Committee meetings (the governing body of the FCPF), to present TAP review results, offer advice and serve as experts for any questions or discussion that ensues on review methods, results, or general technical issues.
3. This work will take place between now and the contract period ending date of June 30, 2009. (The FMT anticipates that new TOR will be issued for work that needs to continue after June 30, 2009.) Reviews shall be sent electronically to the FMT and other TAP members, as directed, in a timely manner. The FMT anticipates that each TAP member shall need to perform 4-5 reviews by June 30th, 2009, and send them as directed. Lead reviewers for each R-PIN shall synthesize the several TAP reviews by a scheduled date as directed by the FMT.
4. About 6-8 of the TAP members will be invited to meet at the World Bank in Washington, DC, in February, 2009, and/or in Panama, in March, 2009, in physical TAP meetings to discuss the reviews and summary documents, and offer technical expertise regarding any issues the R-PINs raise in the TAP or for the FMT or Participants Committee (PC, the governance structure of the participants of the FCPF, including REDD countries, donor countries, the FMT, NGO and private sector observers or investors, and international organizations). These TAP members will also provide verbal discussion of each R-PIN with the representatives of the country that submitted the R-PIN to FCPF, via conference calls or on the margins of the PC meeting. The Bank will reimburse those TAP members for their travel and subsistence costs for these meetings, in accordance with World Bank travel policies.

Annex 2: ToR for TAP R-Plan Review and Technical Assistance

1. TAP review of R-Plans usually will be performed via desk reviews, country conference calls, and some meetings; occasionally country visits may be desirable. Each expert will write an individual review of each R-Plan they are invited to review, usually focusing on their own area of expertise, in a standard External Review Template developed by the FMT for consistency. Some experts shall serve as the lead reviewer or team leader of a country R-Plan review team, and be responsible for synthesizing the individual expert TAP reviews performed on each R-Plan into a single synthesis TAP review in the same template format. These lead author experts may also be requested to attend one or more TAP meetings and/or PC meetings, to present TAP review results, offer advice and serve as experts for any questions or discussion that ensues on review methods, results, or general technical issues. TAP experts may be asked by the FMT to participate in conference calls with the FMT and/or other TAP experts, with a country that has submitted an R-Plan to provide comments, frequent email exchanges, and/or occasional meetings at the Bank offices in Washington, DC, or elsewhere, to exchange technical information pertinent to R-Plan review, the development of guidance for the review of R-Plans, or related topics.
2. TAP experts may be asked by the FMT to participate in conference calls with the FMT and/or other TAP experts, with a country that has submitted an R-Plan to provide comments, frequent email exchanges, and/or occasional meetings at the Bank offices in Washington, DC, or elsewhere, to exchange technical information pertinent to R-Plan review, the development of guidance for the review of R-Plans, or related topics. Under some circumstances, one or more TAP experts may be supported by the FMT to attend a workshop, meeting or FCPF mission in a country to inform the review or to provide technical expertise. TAP experts occasionally may also be requested by the FMT to attend meetings or workshops in Washington, DC, or elsewhere related to the review of R-Plans or REDD technical topics in general; to summarize the state of knowledge of REDD topics in issue papers; or to draft guidance on how to address a topic pertinent to R-Plan development (e.g., how to set a reference case for REDD, or how to develop a monitoring system for REDD).
3. All TAP work, including review of an R-Plan, is confidential, to respect the interests of the countries and individuals involved in the FCPF, and cannot be shared with others in the TAP or outside of it, unless agreed in writing beforehand by the FMT. TAP experts or the FMT may contact other experts or institutions for technical information, data, or expertise, if warranted for a fair and informed review of an R-Plan and communicated beforehand to the FMT. TAP members individually and collectively shall be committed to providing independent, fair and balanced review of all FCPF documents.
4. TAP members shall be responsible for identifying to the FMT, prior to performing work on any given task, any potential conflicts of interest between the work they are asked to perform and their financial or other substantive relations with a country, primary organization involved in an R-Plan or other major activity under review by the TAP. The FMT shall be responsible for reviewing potential conflicts of interest, and resolving them via determining the conflict does not exist or is minor and unlikely to affect the performance of TAP duties; or mitigating the conflict by reassigning the TAP member or otherwise.
5. TAP members will be selected from the Roster by the FMT for R-Plan country review teams, assessment of technical work or methods, development of technical guidance for FCPF

use, or the presentation of TAP work. No work is guaranteed to any TAP expert on the ROE; experts will be selected on an as-needed basis by the FMT, for a body of work or period of time determined by the FMT.