

Ministry of Forests and Soil Conservation
REDD-Forestry and Climate Change Cell
Forestry Complex, Babarmahal, Kathmandu

Terms of Reference for

Consultation, outreach and capacity building of relevant stakeholders on REDD+
(FCPF/REDD/S/QCBS-28)

1. Background

Nepal is preparing itself for a forthcoming Reducing Emissions from Deforestation and Forest Degradation (REDD+) program, which has the potential to generate financial incentives to participating countries for their improved management of forest resources and reduced carbon emission. This can ultimately contribute to sustainable development in these countries. However, being “ready” for REDD+ will require an increased capacity to develop and coordinate relevant land use policies to mitigate future impacts on forest cover and quality. It is necessary to ensure that the benefits of financial incentives actually reach the forest dependent communities. Likewise, there should be positive impact of REDD+ activities on other stakeholders.

The Forest Carbon Partnership Facility (FCPF) (with the World Bank as its delivery partner) is supporting Nepal in its national efforts towards “REDD+ Readiness”. The objective of the Nepal Readiness Preparation Program is to prepare Nepal to engage in and benefit from the emerging REDD+ program within the context of the international climate negotiations of the UN Framework Convention on Climate Change (UNFCCC). Such a performance-based payment system (for emission reduction) should be based on environmentally and socially sound policies and programs aimed to reduce deforestation and forest degradation. This should be based on a credible and marketable reference level (forest carbon emission “baseline” scenario) and a technically robust system of forest monitoring and emissions reporting. The national REDD+ program should also develop of relevant forest policies and management systems, information and data, participatory methods and other human and institutional capacity for improved management of forest resources in Nepal. Over the long run, the national REDD+ program is expected to significantly contribute to improving the economy and environment and reducing poverty in the country.

Understandably the success of REDD+ to reduce, halt and reverse forest cover and carbon loss will depend very much on the knowledge about REDD+ and capacity of stakeholders at various

levels. While REDD has been a topic of much debate at the national level for many years, there is still very little information, knowledge and capacity at local level for effective implementation of REDD projects. Realizing the gap, The Multi Stakeholder Forestry Program (MSFP), Hariyoban program and other NGO/INGO partners have provided knowledge and information about REDD+ through public awareness and sensitization events; training and skills through Training of Trainers (ToT) in their project areas. These events have been well received by communities. The REDD Cell has plans for dissemination of REDD+ information through public awareness through media and consultation and extension at community level as well as develop local resource persons for REDD+ in the remaining 44 districts divided into three geographical regions.

Package (B):Terai (+ inner Terai): Jhapa, Morang, Sunsari, Saptari, Siraha, Udaypur, Dhanusha, Sarlahi, Mahottari, Makawanpur (10 districts).

Package (A):Hill: Ilam, Panchthar, Dhankuta, Terathum, Khotang, Dhading, Kavrepalanchowk, Lalitpur, Nuwakot, Tanahu, Arghakhanchi, Gulmi, Palpa, Baglung, Pyuthan, Rolpa, Rukum, Salyan, Jajarkot, Doti, Baitadi, Surkhet, Dadeldhura, Sindhuli (24 districts).

Package (C): Mountain: Taplejung, Solukhumbu, Rasuwa, Sindhupalchowk, Dolpa, Humla, Jumla, Mugu, Bajura, Darchula (10 districts).

2. Objectives

The objectives of the proposed assignment are:

- To enhance awareness of REDD+ of the general public
- To actively disseminate REDD information to community members (sensitization) through organized events.
- To develop local resource persons as future REDD trainers in their communities (TOT).

3. Expected output

- Information about various aspects about REDD+ program disseminated to the general public through media (radio).
- Representatives of communities in the target districts are sensitized on REDD+ and related topics.
- Local representatives (at least one person per Ilaka/Sector under the district forest office) of the target districts trained to become future REDD trainers and to promote and support REDD+ activities.

4. Approach

4.1 Assignment

Although consulting NGO/consortium may apply for more than one geographical region, an NGO/consortium will be tasked with not more than one geographical region. Following the selection procedure, REDD Cell will convene meetings between different winning NGOs/consortium members to discuss and standardize REDD+ campaign and awareness messages and to review the REDD+ training manuals. REDD Cell will organize production of all media and training materials.

Following REDD extension materials are already available for use:

- A. Posters (Nepali):
 - i. Role of forest in carbon storage
 - ii. Carbon storage and carbon cycle
 - iii. Carbon emission from forests
 - iv. Causes and effects of climate change
 - v. What can we do to reduce the effects of climate change?
 - vi. Carbon emission from deforestation and forest degradation
- B. Forest Carbon Inventory Guideline (Nepali)
- C. REDD glossary (Nepali)
- D. REDD+ training manual (Nepali)
- E. REDD+ training reference material (Nepali)
- F. REDD+ strategy framework (Nepali and English)
- G. REDD brochure (Nepali)
- H. A brief Introduction of REDD+ in Nepal (English)

REDD+ awareness campaigns will be conducted in each geographical regions through distribution of extension materials (posters and brochures) that are available with REDD Cell and broadcasting REDD+ messages on local FM radio. Consulting NGOs may propose changes in the extension materials and radio messages for local dissemination; but the changes must be discussed and approved by REDD Cell to ensure uniformity in the messages. All messages are in Nepali, but where necessary the consulting team may deliver these messages in local language for more effective communication. REDD+ messages for local FM radio may be integrated into a regular program, e.g. weekly agriculture or environment program.

Community level consultation-outreach events will be organized in at least three locations in each district to share information about climate change and its effects, mitigation and

adaptation, deforestation and degradation, REDD+ and its progress in Nepal, non-carbon benefits and benefit sharing, social and environmental safeguards.

Representatives of local communities will be trained on REDD+, forest carbon monitoring and measurement, safeguards to equip them with necessary knowledge and skill to train other community members in future. At least 10 REDD+ local resource persons per district will be trained. Two districts may be combined into one 5-day ToT event. Training manuals developed by REDD Cell and NGO/INGO partner institutions are already available. These will be reviewed jointly by the winning consulting teams and customized to fit local contexts. The trainings should be conducted by the experts mentioned in the selected proposals. Combining two districts into a single training session, with a total of 20 trainees, will be efficient and cost-effective. Pre and post training assessments are recommended for each training event. Following the training, a list of trained local resource persons will be maintained at district and ilaka/sector forestry offices for use in future REDD trainings.

All events, i.e. REDD+ campaigns, public awareness/sensitization events and ToTs must be conducted in close co-ordination with concerned local district forest office and ilaka/sector forestry units. Ex-post monitoring of different activities will be conducted by REDD Cell to measure the effectiveness of the program and performance of the consultancy teams.

4.2 *Consultancy Team*

Each consultancy team will consist of at least 3 national experts.

1. Team Leader and REDD Expert (expected input 4 PM) will have a post-graduate degree in Forest Management and at least 7 years of experience on extension and capacity building on REDD.
2. ToT Expert (expected input 4 PM) will have a post-graduate degree in Extension or Natural Resources with minimum 5 years of experience on climate change and REDD+ issues with solid background on community level extension and outreach activities in Nepal.
3. NRM consultant (expected input 4 PM) will have a minimum BSc degree in Forestry or Agriculture with minimum 5 years of working experience in development and dissemination of extension media and training materials in Nepali. Likewise, the consultancy team should possess good understanding of the following:
 - Climate change, mitigation and adaptation measures
 - REDD+ evolution in UNFCCC
 - REDD+ Readiness in Nepal
 - Drivers of deforestation and degradation
 - Five REDD+ activities and four elements of REDD+

- Forest carbon measurement and monitoring, reporting and verification (MRV)
- Social, environmental safeguards (SES)
- Non carbon benefits of REDD+
- National rules and regulations related to REDD+
- Forest governance system of Nepal

The team leader will be responsible for the overall coordination of the assignment including events in the field and the delivery of progress report and final report. The team leader will also ensure that all tasks specified in the ToR are performed appropriately and addressed properly in the final report.

4.3 *Work plan*

The team is required to prepare and submit an inception report with a detailed work plan before the assignment officially starts. The work plan should describe how the assignment will be carried out; it should include a work schedule, methodology and persons to be involved for each event. The work plan will be reviewed by the REDD cell and later finalized jointly by the consultancy team and the REDD cell.

5. Qualification/experiences and competency of the consulting NGO/consortium

The consulting NGO/consortium for this assignment should have a demonstrated ability and relevant experience in (i) having a strong network at the grass root/community level, (ii) successfully completing similar assignments, and (iii) producing comprehensive and quality reports.

The followings are eligibility criteria for potential NGOs/consortium. Failure to meet one or more criteria leads to automatic disqualification.

NO	Eligibility criteria	Requirement	Remarks
1	NGO registration	Registration certificate	Pass/Fail
2	Tax clearance	Latest tax clearance certificate	Pass/Fail
3	Value Added Tax (VAT) /PAN registration	VAT/PAN registration certificate	Pass/Fail
4	NGO must be registered and in operation for at least 3 years.	1 and 2 above	Pass/Fail

5	Formal collaboration in case of consortium	Joint venture agreement	Pass/Fail
6	Conflict of Interest as per 1.9 paragraph of the World Bank's Guidelines for Selection and Employment of Consultants (Jan 2011)	Signed statement of compliance	Pass/fail

Specifically, REDD Cell looks for the following specific experiences in the applicant NGOs.

Specific/Similar/Relevant Experiences (each completed project not less than value of NPR 1,000,000)

- Number of completed projects related to capacity building and communication
- Number of completed projects related to extension, outreach, public awareness and training
- Number of completed projects related to TOT on forestry sector
- Number of completed projects related to extension, outreach, public awareness and training on REDD

6. Selection Procedure

This consultancy opportunity is open to all national NGOs with strong network in target districts and the center. Service providers must be duly registered and be able to produce up-to-date tax clearance certificates.

An NGO/consortium will be selected using the World Bank's Quality and Cost Based Selection (QCBS) method. For further details refer to the World Bank's [Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers](#), January 2011 (Consultant Guidelines).

7. Duration of work

This assignment should be completed within four months after signing the contract. This consultancy is expected to start in January 2015 and complete in April 2015.

8. Reporting schedule

- Inception report: Two weeks after signing the contract
- Progress report with agreed work plan: first week of February 2015
- Final report that including brief reports for each sensitization event and ToT in the Annex: end of April 2015

Language: All reports should be in English. An executive summary should be included in English and Nepali in the final report.

9. Deliverables

A comprehensive and fully referenced report including detailed recommendations must be submitted at the end of the assignment. The report should contain summary description of all awareness materials disseminated, activities and trainings conducted and assessment of achievement at each TOT (pre and post training assessments are recommended for this). The report should include proposals that are clear, implementable recommendations in PSIR (pressure, state, impact and response) framework.

Both hard copy and soft copies of all reports should be submitted to REDD-Forestry and Climate Change Cell of the Ministry of Forest and Soil Conservation (MoFSC).

10. Payment schedule

REDD Cell intends to sign a lump sum contract with the consulting NGO/consortium. The payment schedule is negotiable. Tentative payment schedule is: first installment of 20% of the contract amount against an acceptable inception report, second 40% against a report that includes finalized curriculum for TOT, audio and visual materials ready for broadcasting and third and final 40% against an acceptable final report after the completion of all the activities listed in the TOR. There will be a provision of 10% mobilization advance against the bank guarantee.

11. Contact person

Dr. Narendra Chand, undersecretary
REDD Forestry and Climate Change Cell
Babarmahal, Kathmandu, Nepal
Tel: 977-1-4239126
Fax: 977-1-4215261
E-mail: info@mofsc-redd.gov.np