

**Terms of Reference**  
**Training-of-Trainers about REDD:**  
**(FCPF/REDD/S/IND-12)**

Revised on: March 11, 2015

## **1 Background and rationale**

Reducing Emissions from Deforestation and Forest Degradation (REDD) is evolving as a means to reduce forest sector carbon emissions through appropriate forest management practices and enhanced forest governance both in the forestry sector and related sectors. The World Bank has established the Forest Carbon Partnership Facility (FCPF) to assist developing countries in their efforts to reduce their emissions from deforestation and forest degradation. Nepal has been selected as a FCPF country.

Consultation and outreach activities have emerged as a foundation for Capacity building of REDD related stakeholders. Some initiatives for capacity building are already in place. Examples of these initiatives include the RECOFTC/FECOFUN-REDD capacity building project and the NEFIN-REDD awareness-raising program. Extensive awareness and capacity building activities are important in REDD readiness stage (phase one) to prepare Nepal for effective implementation of REDD+ activities in the demonstration phase (phase second). The training of trainers (ToT) has been envisioned as an entry point to lay cornerstone for capacity building and outreach activities in upcoming years under the FCPF and other bilateral funding. This task is, therefore, expected to develop a strong REDD+ trainer's network that will take lead role in awareness raising and capacity building in REDD+ implementation at local level in future.

## **2 Objectives**

The objective of this task is to develop a comprehensive REDD+ training package that incorporates training resources on different REDD+ themes and lead REDD+ trainer's network to enhance the capacity of relevant stakeholders at regional and district levels.

## **3 Specific tasks**

### **3.1 Development of Training Manuals**

The consultant will develop a theme based ToT training packages that will incorporate basic understanding of REDD+ policy architecture and REDD+ elements in general and in particular to Drivers of deforestation and degradation, strategic options to address the

Drivers, Reference emission baseline, Forest monitoring, MRV system, Safeguard systems, Reversibility, Risk and Uncertainty, Buffer stocks, non-carbon benefits, benefit sharing are few of them. In addition to that the consultant will fine tune the existing manual for mid-level forestry professionals developed by REDD Implementation Centre and also design, develop, test and finalize one more training manual that helps local community leaders to measure and record forest carbon stocks, forest carbon stock change over time and effectiveness of REDD+ activities in local forests. These guidelines will be tested in regional and district level ToT training.

### **3.2 Training of Trainers (ToT)**

The consultant will conduct five events of ToT training (one in each Regional Forest training Center). The consultant's key tasks will be as follows:

- (a) Carry out five events of ToT in Regional Forest Training Centers for participants from the respective districts (participants will represent from GoN, CSO, IPs).

## **4 Expected Output and Deliverables**

The consultant will submit a comprehensive training report incorporating list of trainers and participants from Regional and District level training events. In addition, the consultant will also submit a package of final REDD+ training materials developed for tasks 3.1 and 3.2

## **5 Training approach**

### **5.1 Methodology**

The consultant will first carry out extensive review of REDD+ related training resources developed by national and international organizations to understand the key messages and its relevancy to Nepalese context. After stock taking of training resources, the consultant will then consult with relevant stakeholders to understand their concern and priority in REDD+ related awareness and capacity building issues. The consultant can use additional training experts to assist him/her in developing training materials and delivering ToT training in Regions and Districts.

The consultant is advised to follow following steps for consultations:

- Consult with key informants of REDD multi-stakeholder forum and CSO/IPOs alliance for REDD;
- Consult with NEFIN, ANSAB, FECOFUN, NAFAN, RECOFTC, and IoF;
- Consult with the noted experts in this field;

## **5.2 Work plan**

The consultant is expected to prepare an inception report with a detailed work plan that shall guide the process. This work plan will propose thematic areas to be covered, methods to be adopted and expected timeline. Based on this work plan, a detailed plan will be discussed and finalized jointly by the consultant and the REDD Implantation Centre (REDD IC).

## **5.3 Time Frame and Work plan**

The consultant's services are scheduled for up to TWO and ONE HALF MONTHS starting from April, 2015.

## **6 Qualification/experiences and competency of the consultant**

Services for the ToT task will be solicited from an individual consultant with a proven track record in curriculum development and training delivery. The consultant is expected to have a strong background in capacity building and ToT in forestry and climate change related issues. Consultants with previous experience in REDD+ related training will have additional advantage in this task. However, the consultant can take assistance of other relevant experts as helping hands to deliver the products in consultation with REDD IC. The Individual consultant for this task must be a national with at least graduate degree in Natural Sciences and master degree in any other relevant fields with proven tracking record in human resource development.

## **7 Client's Input to the Consultant**

REDD IC will dedicate a supervising officer to oversee the contract and help to develop training materials. The supervising officer will coordinate with other government agencies as when needed or demanded by the consultant.

## **8 Reporting Requirement**

The consultant shall submit an inception report within the first week of the contract agreement describing the consultant's plan of actions in consultation with REDD IC. This report shall also be accompanied with a work/ time schedule to confirm that the final submission will be timely made. The inception report must be approved by the client to precede the further work. During the time of work, a focal officer from REDD IC will be assigned to keep tracking of the consultant's work and performance. A well referenced report (electronic copy-MS word and PDF as well as three hard copies in Nepali and a synthesis report of this assignment in English language) shall be submitted to the client within two and one half months of signing of the contract agreement. Upon the final review by the client of the submitted draft documents and the ensuing communication, the

consultant shall prepare and submit final five hard copies and one e-copy in window-word of those documents to REDD IC.

## **9 Payment Schedule**

REDD IC intends to sign a lump sum contract with the consultant who secures top marks in the EOI evaluation. Each lump sum installment payment will be linked to a particular deliverable. Three time payments could be made - first installment of 20% of the contract amount against an acceptable inception report, second 50% against the finalizing the fine tuning of the existing mid-level professionals' TOT manual and draft of the local community leaders manual and completion of the one TOT event in one of the regions. Final 30% will be paid upon completing all the TOTs and submitting an acceptable final report.

## **10 Consultant's Selection Method**

A consultant will be selected using the World Bank's individual consultant selection 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).

Evaluation criteria are based on the "selection of individual consultants" focusing on relevant experience, qualifications and capacity to carry out the assignment.

## **11 Contact person**

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