Government of Nepal
Ministry of Forests and Soil Conservation
REDD Implementation Center

Terms of Reference (ToR)
Baseline Survey
for FIP-Forests for Prosperity Project

Background

Nepal is participating in the Forest Investment Program, a targeted program under the Strategic Climate Fund administered by the World Bank. In December 2017, the FIP Sub-Committee endorsed Nepal's FIP investment plan which was developed through a year-long transparent and participatory process. With the endorsement of the FIP Plan, a national resource envelope of $24 million ($6.1 million in grants; $17.9 million in concessional loans) for planning FIP investments in Nepal was allocated. An additional amount of $24 million has been committed by the European Investment Bank (EIB) as parallel funding giving an anticipated total for FIP of $48 million for a 5-year program. An additional grant amount of $4.5 million was made available to develop the FIP Dedicated Grant Mechanism (DGM) for Indigenous Peoples and Local Communities in Nepal.[1]

The Government of Nepal represented by the Ministry of Forests and Environment (MoFE) and supported by the World Bank is now preparing an investment project *Forest for Prosperity* ("FIP Project") which is consistent with the endorsed FIP investment plan. Project implementation is likely to begin in mid-2020 before which a baseline survey will be required against which project progress and achievements will be assessed.

The proposed project will have four components (see Annex 2 for details):
   i.   Policy and capacity building support for new federal structures on sustainable forest management
   ii. Support to community-based sustainable forest management and forest plantations
   iii. Forest enterprise improvement and development
   iv. Project management, monitoring and learning

MoFE is seeking to hire a team of consultants to carry out the mandatory Baseline Survey for the FIP Project within the agreed timeframe. It is expected that the FIP Sub-Committee will approve the project no later than December 15, 2019 and World Bank Board approval is expected by March 2020. The Baseline Survey should begin as soon as possible during 2020 and should be completed in time for the start of project implementation.

Overall Scope of Work of the Baseline Survey Consultant

Under the direct supervision of the Joint-Secretary and Chief; Planning, Monitoring and Coordination Division; Ministry of Forests and Environment (MoFE), the Baseline Survey Consultant will carry out a quantitative study in the proposed project areas to generate good quality baseline survey information against which project progress and achievements can be assessed. The outcome and output indicators to be surveyed during the Baseline Survey will be incorporated in the Results Framework for the project which will be finalized during the project preparation phase and which will act as project achievement targets. Indicators are likely to cover environmental, social, economic and governance aspects of project delivery and outcomes that can be be used to assess project performance and impact across the 4 planned components.

---

[1] https://www-cif.climateinvestmentfunds.org/sites/default/files/meeting-documents/fip_new_pilot_countries_allocations_17_august-final.pdf

The Baseline Survey consultant will be hired by REDD IC as per the Bank's Procurement Regulations. Hired consultants will be expected to work in close collaboration with REDD IC and with any other consultants hired as part of project preparation. All reports and data will be submitted to REDD IC at the end of the assignment consisting of the following documentation:

Required Documentation:
- Baseline Survey Inception Report outlining the agreed scope, methodology, analytical framework and presentation of findings within the agreed delivery schedule (to be delivered no more than 1 month after the start of the contract)
- Baseline Survey Final Report (to be delivered at the end of the contract)
- Database of baseline survey indicators that can be used for future monitoring and evaluation of the project (to be delivered at the end of the contract)

Changes to the delivery schedule will need to be agreed by the Joint-Secretary and Chief; Planning, Monitoring and Coordination Division; Ministry of Forests and Environment.

The FIP project Results Framework including a description of the indicators to be used for the Baseline Survey will be provided to the Consultants prior to the start of the assignment. Indicators are expected to include (i) socio-economic indicators for the forest sector disaggregated by gender, ethnicity etc. and including indicators relating to forest-based enterprises (ii) natural resources indicators including those relating to forests and climate change – some of which can be assessed by remote sensing and (iii) governance indicators relating to capacity and effectiveness of the forest sector related functions of Federal, Provincial and Local Governments and also relating to governance of community-based institutions in the forest sector.

TOR – Baseline Survey Consultant

Objective
The objective of this consultancy is to carry out a Baseline Survey prior to the start of the FIP-project, using the indicators identified in the Results Framework, and by following a robust and statistically viable methodology.

Scope of Services
The Baseline Consultant team will be responsible for the following services:
- Preparation of an Inception Report outlining the approach, detailed methodology and time-frame for delivery of the Baseline Survey for the project;
- Preparation of a clear time-frame for implementation of the Baseline Survey to be discussed and agreed with Joint-Secretary and Chief; Planning, Monitoring and Coordination Division; Ministry of Forests and Environment and the Chief, REDD IC;
- Informing on a weekly basis to the Joint-Secretary and Chief; Planning, Monitoring and Coordination Division; Ministry of Forests and Environment and Chief, REDD IC of progress with the Baseline Survey and any challenges that need to be addressed;
- Designing the baseline survey in accordance with the methodology agreed in the Inception Report. The design is expected to include a range of survey methodologies including quantitative as well as participatory methodologies;
- Carrying out a baseline field survey to gather the required information and including (as appropriate for the indicators being assessed) information to be gathered by remote sensing;
- Consulting as appropriate during the Baseline Survey with key project stakeholders to enable a thorough understanding and interpretation of the baseline data.
- Prepare a final report incorporating a detailed description of the survey methodology, statistical analysis and interpretation of the baseline data;
- Preparation of a database of the information used for the final report including a description and explanation of the data to be handed over to MoFE at the end of the assignment

Consultant's Qualification and Experience

The Baseline Consultants should consist of a team of 4 persons with the following qualifications and experience:

1. Team Leader:

Specific Responsibilities:
- To coordinate the team's work according to the agreed Terms of Reference
- To report regularly to the Joint-Secretary and Chief; Planning, Monitoring and Coordination Division; Ministry of Forests and Environment and the Chief, REDD IC as required
- To deliver the Inception Report, Final Report and Database
- To provide technical inputs for data collection and analysis of baseline information

Qualifications & Experience:
- Masters' degree in Forestry, Natural Resources Management, Socio-Economics, or in any other relevant field.
- Should have a minimum 10 years and preferably 5 or more years of general experience in the forestry or the development sector.
- Should have a minimum of 10 years of specific experience in forestry/NRM projects.
- Working experience as team leader or project manager/coordinator in projects funded by the World Bank or ADB or other similar Multilateral Institutions or UN agencies will be an added advantage.

The Team Leader position requires a full-time consultant for 3 months.

2. Statistician:

Specific Responsibilities:
- To advise on the data collection methodology to ensure statistical robustness and validity
- To conduct statistical analysis of data as a contribution to the final report
- To compile baseline survey data into a user-friendly database as part of the team's deliverables (using data visualizations as appropriate)

Qualifications & Experience:
- Degree in statistics or with a demonstrated ability to conduct statistical analysis
- Familiarity with database software
- A minimum 5 years of general experience in the forestry or other development sector.

The Statistician position requires 30 days of inputs over 3 months.

3. Socio-Economist

Specific Responsibilities:
- To advise on data collection methodology for socio-economic and governance aspects of the baseline survey
- To conduct the baseline survey as part of a team, according to the methodology agreed in the Inception Report
- To analyze the socio-economic aspects of the baseline survey – including aspects relating to forest sector governance and rural livelihoods
- To compile socio-economic survey related data obtained
- To contribute to the baseline survey final report

Qualifications & Experience:
- Degree in economics or sociology
- Experience in conducting socio-economic surveys

- A minimum 5 years of general experience in the forestry or other development sector.

The Socio-economist position requires a full-time consultant over 3 months.

4. Natural Resource and GIS Specialist
Specific Responsibilities:
- To advise on the data collection methodology for the natural resource aspects of the baseline survey
- To conduct the baseline survey as part of a team, according to the methodology agreed in the Inception Report
- To analyze the natural resources aspects of the baseline survey – including GIS analysis of relevant data
- To compile natural resources related data obtained
- To contribute to the baseline survey final report

Qualifications & Experience:
- Degree in forestry or other natural resources
- Ability to conduct GIS analysis
- Experience in conducting natural resources surveys
- A minimum 5 years of general experience in the forestry or other development sector.

The Natural Resources and GIS Specialist position requires a full-time consultant over 3 months.

Reporting
The Consultant Team will directly report to the Joint-Secretary and Chief; Planning, Monitoring and Coordination Division and Chief, REDD IC.

Deliverables/Outputs
The Consultant Team will ensure that the following documentation is delivered on time and is of good quality:
- Inception Report
- Final Baseline Report
- Database of baseline information compiled in a user-friendly way

Contact Information
Mr. Pashupati Nath Koirala
Under-Secretary
REDD Implementation Center,
Babarmahal, Kathmandu
Phone: 01-4239126
Email: koiralapn@gmail.com

ANNEX 1: Description of Project Components

Component 1: Policy and capacity building support for new federal structures on sustainable forest management

This component will support the GoN address the challenges arising from the implementation of new governance arrangements resulting from the federalization process, and the lack of capacity and awareness at municipal and state levels in selected project sites. The component will support the new structures with a tailored capacity building program for state and local governments to support sustainable forest management and forest product use. The component will also improve the enabling environment for the development of forest-based enterprises as a source for economic growth and new jobs.

Component 1 is important for the success of components 2 and 3 as the measures will ensure the enabling environment for the investment activities to take place in the selected project sites.

Intermediate results indicators for component 1 are:
- Selected provincial and municipal governments with improved capacity to support SFM and effective forest governance (number);
- Policies and regulations in support of forest-based SMEs (number).

Sub-component 1.1: Training and capacity building program for effective planning, decision making and management on forest landscapes in selected local and provincial governments. This sub-component will finance capacity building activities identified through a functional review with active stakeholder participation, including the development of an organizational plan for the local and state government structures in charge of setting policies, making decisions on natural resources, management planning, and oversight of management plan implementation. This organizational plan will provide details on technical and administrative needs for different positions, standard operating procedures, staffing needs, incentive mechanisms and a performance management system. A time bound action plan for its implementation will be agreed to during implementation. State and local government staff will receive training on technical and managerial topics. This sub-component will also develop a communication and collaboration protocol between MoFE and the state and local government structures in charge of natural resources, including forests. Under this sub-component, the project will also contribute to financing physical requirements for the new institutions, e.g. office equipment and IT systems.

Sub-Component 1.2: Creating the enabling environment for forest-based enterprises. This sub-component will focus on removing bottlenecks for developing a strong forest-based industry. The sub-component will support (i) an assessment of current status of timber harvesting, sales, transport and product utilization in Nepal; (ii) awareness building in financial institutions to recognize forestry as a productive sector; (iii) capacity and skills development and market linkage services for micro/small forest-based enterprises in rural communities; (iv) a feasibility study for a real-time online auction system, followed by a design; (v) identify risks and mitigation measures for new timber-based forest enterprises; and (vi) an assessment on import duties for forest equipment to identify policy options.

Component 2: Support to Community-Based Sustainable Forest Management and Forest Plantations

This component will invest in sustainable community-based forest management by different types of forestry groups (community, leasehold, collaborative) to improve the productivity of forest resource use. Activities will include improving management practices in existing community and collaborative forests and increase the forest area managed by CFUGs. As such, the component will provide co-

financing for interventions 1[2] and 2[3] under Nepal's Emission Reduction Program (ER-P)[4] and cover the 13 proposed ER-P TAL districts as well as the remainder of the Terai and adjacent Chure districts (see annex 1).

The component will finance management plan preparation and provide the necessary support for the communities to implement the plans, such as preparation of sites, soil and water conservation measures and provision of protection materials and seeds.

The component will also invest in forest plantations to generate cash incomes from fast-growing tree species on private lands (underutilized or marginal lands) that can contribute to a supply of raw materials for forest enterprises and for green jobs as well as providing livelihoods opportunities for poorer households by utilization of public land (mainly in the Terai).

Intermediate results indicators for component 2 are:
- Additional forest area managed by CFUGs with improved management practices (ha);
- Additional government-managed forest area transferred to community or collaborative forest management (ha).
- Area of plantation established on private and public land

Component 3: Forest enterprise development
This component will support the business development of small and medium forest enterprises working with CFUGs to process harvested timber and non-timber products from sustainably managed forests. The component will contribute to the development of job opportunities for local communities. Selected CFUGs will be supported to plan and implement sustainable timber harvesting and to establish small-medium scale timber utilization industries locally, potentially in cooperation with the private sector.

Activities under this component include support to (i) small and medium-sized private sector enterprises to develop business plans based on sustainability principles; and procure equipment for training in its use for timber harvesting, transport to roadside, safety, sawmilling, wood peeling, timber treatment, seasoning and others and; (ii) signing agreements on sale/purchase of timber between entrepreneurs and CFUGs; and (iii) skills development for IPs, women, *Dalits, Madhesis* and other forest dependent poor to gain employment in timber-based forest SMEs. The potential for certification of sustainably managed forests will be explored.

Intermediate results indicators for component 3 are:
- SMEs[5] adding value to sustainably harvested timber and non-timber products (number);
- Additional annual harvest of round wood from sustainably managed community forest management units in targeted landscapes (m^3);
- CFUGs sustainably producing round wood (number);

Component 4: Project management, monitoring and learning
All activities related to administration and supervision of the project, procurement and financial management, as well as monitoring and reporting will be covered under this component. A full-time Project Management Unit (PMU) will be established within MOFE staffed with technical and fiduciary specialists, monitoring and evaluation specialists, and environmental and social specialists. This component will also document lessons learned from the implementation of the activities, which will inform government efforts to scale-up good practices. The monitoring of progress towards achieving the intended project results will be carried out in close collaboration with the Forest Research Training Center (FRTC) in MoFE which responsible for the monitoring of the ER Program activities.

---

[2] Improve management practices on existing community and collaborative forests building on traditional and customary practices
[3] Localize forest governance through transfer of National Forests to Community and Collaborative Forest User Groups
[4] https://www.forestcarbonpartnership.org/system/files/documents/Nepal%20ERPD%2024May2018final_CLEAN.pdf
[5] A study on existing forest-based SME in Nepal is currently conducted under the Nepal REDD+ Readiness Project.