

Government of Nepal
Ministry of Forests and Environment
REDD Implementation Centre

**Terms of Reference (ToR) for Consultancy Services for
REDD+ ToT for Gender and Safeguard Focal Person and Related Stakeholder**

1. Background

Reducing Emission from Deforestation and Forest Degradation, conservation of forest carbon stocks, sustainable management of forests and enhancement of forest carbon stocks in developing countries (REDD+) is considered an effective approach for climate change mitigation. Nepal is one of the leading REDD+ countries under the World Bank's Forest Carbon Partnership Facility (FCPF). Nepal completed implementation of the first phase of the REDD+ readiness project in 2015. Nepal's request for an additional readiness grant was approved by the 21st Participants Committee meeting of the FCPF in 2015. Nepal and the World Bank signed the grant agreement for additional readiness funding of USD 5.2 million in January 2017. This second phase of the readiness project will be completed in June 2020. Nepal's Emission Reduction Program Document (ER-PD) was endorsed by the 22nd Carbon Fund meeting held in Paris in June 2018 and has been included into the Carbon Fund portfolio of the FCPF. It is expected that Nepal and the World Bank will sign the Emission Reduction Payment Agreement (ER-PA) in 2019 and Nepal will formally enter the implementation phase of the REDD+ from January 2020 at the latest.

Successful implementation of the ER program can only be ensured with active engagements of all stakeholders in designing and implementation of the program activities considering all aspects of the programs. For this, capacity building of REDD+ and safeguard focal person and stakeholders on different aspects and issues related to the REDD+ is essential. If they do not have the required capacity for their active participation in the process, desired and expected outcomes from the ER program implementation will not be achieved. Awareness program, trainings, consultation and outreach activities have emerged as a foundation for capacity building of the REDD+ stakeholders.

Some basic level capacity building and outreach activities, like awareness campaign at districts and community level, basic level trainings to local level forest staffs, REDD+ ToT for some forest officers, REDD focal persons and REDD+ orientation workshops in different districts were conducted during first phase of REDD+ readiness. Development partners and civil society organizations also conducted capacity building and outreach programs. Emission Reduction Program Document (ERPD) districts need such REDD+ ToT for REDD+ and safeguards focal person and REDD+ related stakeholders.

Capacity building should go hand in hand with any kind of developmental program. The R Package recommended for continued capacity building and outreach programs, particularly focused to government staff working in field level, local communities, vulnerable groups and partner agencies. Furthermore, most of the newly elected local level representatives, who will not only be the key REDD+ actors but also decision makers in their respective local political bodies need to be capacitated as they do not have adequate knowledge of REDD+. The capacity of REDD+ and safeguards focal persons of various government and non-governmental organizations including

federal and state ministries, departments, local governments and CSOs and community-based organization is central for success of the REDD+ process.

Under the second phase of REDD+ readiness, REDD IC is supporting for capacity building on REDD+ and safeguard focal persons from stakeholders including government institutions, sections and CSOs, NGOs, private sectors and community-based organizations that have been involved in Nepal's REDD+ process. This ToR is developed for the service provider/s who is interested in this assignment in providing REDD+ ToT package to the REDD+ and safeguard focal persons from different stakeholders.

2. Objectives of the Assignment

The main objective of this assignment is to capacitate the 'REDD+ and Safeguard focal persons' from different stakeholders including government institutions, CBOs, CSOs and NGOs that have been involved in the REDD+ process of Nepal.

3. Scope of the work

REDD IC is seeking a qualified firm/consortium/organization to provide the REDD+ ToT package for the REDD+ and Safeguard focal persons' from different stakeholders mainly from 13 ERPD districts. The service provider's key tasks will be to deliver a week-long comprehensive REDD+ ToT package to the REDD+ and Safeguards focal persons; and REDD related different stakeholders. Total six events (including 13 ERPD districts) of REDD+ ToT for REDD+ and Safeguard focal persons will be conducted through this program. The service provider in consultation with REDD Implementation Centre (REDD IC) will develop a comprehensive capacity building package for this assignment.

4. Expected outcomes and deliverables

4.1 Inception report with detail work plan and timeframe

Inception report with detail action plan and time frame as well as methodology shall be submitted within the two weeks of signing of the contract for the assignment. This should be presented at the inception meeting. After incorporating all the feedbacks, suggestions and inputs from the participants of the meeting, the inception report must be finalized and submitted to the REDD IC within the two weeks of the inception meeting. The selected firm and REDD IC will agree on the specific activities and accordingly detailed plan of action and deliverables. The work plan should be developed in close collaboration with REDD IC.

4.2 Capacity building trainings to the REDD+ and Safeguards focal persons are provided.

4.3. Completion report of the assignment:

A completion report incorporating list of trainers and participants of the events; participants' evaluations of the capacity development package and lessons learned need to be submitted to the REDD IC within the two weeks of the final event conducted.

5. Team composition and qualification of the firm/consortium/organization and experts

5.1 Qualification of the firm/consortium/organization

Firm/consortium/organization legally registered within the concerned authorities with clear mission, vision and objectives and registered in national VAT system are eligible to apply. The firm/consortium/organization should have relevant work experience in forestry, SFM, REDD+ and /or related field in Nepal. The firm/consortium/organization must have registered for at least three years with valid registration, Tax/VAT clearance, demonstrated annual transaction, audit and renewal.

5.2 Composition and qualification of the team members

The team of experts leading by a Gender expert will provide the consulting services as a lead trainer for this assignment. The firm/consortium/organization and the lead trainer should ensure that other required resource persons with relevant qualification and experience are used as per the methodology approved by the REDD IC in delivering the capacity building package. Some of the required resource persons with necessary qualifications are as follows.

➤ Lead Trainer cum Gender Expert:

Roles and responsibilities: The lead trainer cum Gender Expert, in close coordination with the focal person of this assignment at the REDD IC will lead the delivery of training.

Specific roles and responsibilities of the lead trainer include:

- Review and analyze international and national policy documents related to various aspects of the REDD+ process, including UNFCCC decisions, World Bank and UN-REDD reports and guidelines on different aspects of the REDD+;
- Review and analyze Forest Policy, Forestry Sector Strategy, GESI Strategy, REDD+ Strategy, FIP as well as other forestry, environment and climate change related policies, strategies and documents from Gender perspectives;
- Develop a comprehensive training package for the assignment with close coordination and consultations with the REDD IC;
- Provide the capacity building trainings as per the approved methodology within the scheduled time frame with the help of other experts as required.
- Prepare the work completion report including list of participants, their evaluation of the training package, lessons learned and recommendation for improvement in future.

Required qualification:

The lead trainer must be a Nepali national and have strong knowledge in GESI perspective in Natural Resource Management, including forestry, REDD+, and environmental and social safeguards issues in Nepal. He/she should have

- Master degree in Natural Resource Management, Social Forestry, Social Sciences, Sociology, Gender studies, Women Studies, Development Studies, Conflict Management, or any relevant disciplines;
- Familiarity with GESI policies and legal instruments (national and international) in forestry sector;

- Proven skills and experiences in dealing with gender and social inclusion issues particularly in forestry sector;
- Be familiar with issues related to Indigenous Peoples and Local Communities in common pool resources, Biodiversity, REDD+ and Climate Change.
- At least five years of working experience in natural resource management or forestry sector and, familiarize with gender, social and cultural issues and local reality;
- Be familiar with participatory rural appraisal and social issues associated with NRM in Nepal and the REDD+ safeguard policies;
- Strong skills in facilitating the multi stakeholder workshops and consultations,
- Women candidate should be given higher priority.

➤ **Assistant Trainer (GESI)**

Roles and responsibilities: Assistant trainer for GESI component will be responsible for supporting the lead trainer in process, tools and technique used for ToT. Specific roles and responsibilities of the Assistant Trainer include:

- Support lead trainer in reviewing international and national documents related to GESI training manual.
- Develop a comprehensive tools and technique used for ToT with close coordination and consultations with the lead trainer and REDD IC;
- Provide support to lead trainer for REDD+ ToT as per the approved methodology within the scheduled time frame as required.
- Support to prepare the completion report including list of participants, evaluation of the training package, lessons learned and recommendation for improvement in future.

Required qualification and experience:

The assistant trainer must be a Nepali national and have strong knowledge of forestry sector and skillful in facilitating the training. He/she should have minimum qualification and experiences as below:

- At least Bachelor's degree in Natural Resource Management, Social Forestry, Social Sciences, Sociology, Gender studies, Women Studies, Development Studies or any relevant disciplines;
- Have at least 5 years of working experience;
- Demonstrate technical capacity, including tools and techniques used for training;
- Good understanding of training process in different level.

➤ **Assistant Trainer (Safeguard)**

Roles and responsibilities: Assistant trainer for safeguard portion will be responsible for supporting the lead trainer in process; tools and technique used for ToT especially in safeguard related issues. Specific roles and responsibilities of the Assistant Trainer include:

- Support lead trainer in reviewing international and national documents on safeguard related to training manual.

- Develop a comprehensive tools and techniques on safeguard used for ToT with close coordination and consultation with the lead trainer and REDD IC;
- Provide support to lead trainer for REDD+ ToT as per the approved methodology within the scheduled time frame as required.
- Support to prepare the completion report including list of participants, their evolution of the training package, lessons learned and recommendation for improvement in future.

Required qualification and experience:

The assistant trainer must be a Nepali national. He should have strong knowledge related to safeguard issues on REDD+ and forestry sector and should be skillful in facilitating the training. He/she should have minimum qualification and experiences as below:

- At least Bachelor's degree in Natural Resource Management, Social Forestry, Development Studies or any relevant disciplines;
- Have at least 5 years of working experience;
- Demonstrate technical capacity, including tools and techniques used for training;
- Good understanding of training process in different level.

7. Work Schedule

The assignment is expected to complete in the last of March 2020.

8. Monitoring Mechanism

The service provider should have their own monitoring mechanism. Similarly, REDD IC can also carry out the monitoring of the training events.

9. Selection Process and Criteria

Selection process of the qualified firm/consortium/organization will start from advertising for “Expression of Interest (EoI)”. The shortlisted firms/consortiums/organizations based on EoIs submitted will be requested to submit the full proposal (RFP). Selection of the consulting firm/consortium/organization will be finalized following The World Bank Procurement Regulations for IPF Borrowers, July 2016 (Revised November 2017 and August 2018).

10. Application Procedure

Eligible firm/consortium/organization should submit “Expression of Interest (EoI)” with the following documents:

- Letter of EoI
- Profile of the firm/consortium/organization
- Copy of registration and renewal certificates
- Copy of annual audit report for last three years and tax clearance certificate
- Roaster of potential expert with brief qualification and experience.
- Letter from partnering firm/organization if joint venture is proposed.

The shortlisted firms/consortiums/organizations will be requested to submit the full proposal along with following documents:

- Full technical proposal for the assignment in a sealed configuration. The proposal should include commitment letters from the proposed experts along with duly signed CVs;

- Detail financial proposal for the assignment in a separate sealed configuration.

Contact Information

Sujas Prasad Phuyal

REDD Implementation Center

Babarmahal, Kathmandu, Nepal

Phone: +977 1 4239126

Email: info@redd.gov.np