

Government of Nepal
Ministry of Forests and Environment
REDD Implementation Centre

**Terms of Reference (ToR) for Consultancy Services for
Agro forestry Program in Terai Districts
(Budget Head: 2.12.1.73)**

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 18th 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 (ERPA) in 2019 and Nepal will formally enter the implementation phase of the REDD+ from January/July 2020 at the latest.

The main source of income and means of livelihoods for the people in the Emission Reduction (ER) program area are agriculture, animal husbandry, employment and remittance. Livelihoods and forests are inextricably linked in the Terai. Forests are used by some households for timber production and by others for subsistence livelihoods like gathering fuel wood, fodder and non-timber forest products (NTFPs). Local timber is essential for housing, farm buildings, fences, irrigation canals, and agricultural tools, as well as for trade. Agriculture is the main occupation in the Program Area, and most people own or manage livestock. ER program districts cover very productive agricultural land and thousands of farmers are engaged in agriculture but are dependent on national forests (including community forests and collaborative forests) for various forestry products. Therefore, there is great potential of large-scale agroforestry through which farmers can grow suitable tree species along with agricultural products. Thousands of farmers can be benefited from agroforestry, which will also help achieving the ER targets of the ER-PD as well as other non-carbon benefits including the food security in the area.

Under the second phase of REDD+ readiness, REDD IC is supporting for preparation of a roadmap for agroforestry in the ER program districts. This TOR is developed for the service provider/s who are interested in this assignment in preparing a roadmap for agroforestry in the selected ER program districts.





2. Objectives of the Assignment

The main objective of this assignment is to prepare a profile and develop a roadmap for agroforestry program to upscale them in ERPDDistricts.

Specific Objectives:

- Develop an agroforestry profile based on existing and potential agroforestry practices in the ERPDDistricts.
- Identify the potential areas, species combination for the extension of large scale agroforestry practices
- Identify the degraded forest area for the potential development of the agroforestry program.
- To generate the gender disaggregated data of different agroforestry practices
- Identify key gaps and constraints for agroforestry practices in the district
- Develop the roadmaps for up scaling of agroforestry practices

3. Scope of the work

REDD IC is seeking a qualified firm/consortium of firms to develop a roadmap for agroforestry program to upscale in ER program districts. In the selected districts for the program there has been historical agroforestry practices. Moreover, the forest area in these districts is less but the potentiality for the agroforestry extension through canal bank plantation, road side plantation, and public and private land plantation is high. In addition, during various workshops in those districts, the demand for agroforestry program was high.

Under this ToR, there will be two separate assignments dividing two targeted cluster, which are as follows:

Cluster 1: Bara, Parsa, Rautahat Districts

Cluster 2: Rupandehi, Kapilbastu and Nawalparasi Districts

Note: There are two clusters. We are seeking at least two consulting firms under this ToR in a way that each firm should work in a different cluster since the work will be carried out in parallel in the two clusters. However, a firm can apply for more than one cluster if the firm can provide more than one team for the targeted clusters, i.e. team of experts and crew members should not overlap between the clusters.

Following tasks need to be carried out for successful completion of this assignment:

3.1 Desk Review and analysis

- Review of recent forest policy, strategies, Acts and relevant guidelines;
- Review of Agricultural Development Strategy and other policy documents, Acts and Regulations related to the agriculture and livestock.
- Review of Emission Reduction Program Documents (ER-PD);
- Review of Forest Investment Plan for Nepal;
- Emerging issues related to the federal structure of the country including the rights and responsibilities of the local governments in forest resource management;



3.2 Consultation and discussion with the potential agroforestry farmers

Consultation and focus group discussion with selected potential agroforestry farmers/women's groups/seed and vegetable collection centers/user groups (forests/agriculture)/ agroforestry based local entrepreneurs of the selected clusters will help in assessing the existing practices and status as well as the key gaps and constraints of agroforestry practices. This will provide the essential information for identifying and prioritizing the opportunities and addressing the challenges. Similarly, consultations with REDD Implementation Centre, Department of Forests and Soil Conservation, Ministry of Agriculture and Livestock Development as well as other federal, province ministries is also essential. Furthermore, consultations and discussion with local level government representatives on the various aspects of agroforestry and land use planning is also required ensuring the representations of women and other disadvantaged groups.

3.3 Development of a draft roadmap of agroforestry in the study area

On the basis of desk review and analysis of various aspects of agroforestry, outcomes of the federal, provincial and local level consultations, a draft roadmap of agroforestry in the study area should be developed to share with all the stakeholders for their comments and feedbacks.

3.4 Finalization and validation of the roadmap

Roadmap of agroforestry in the study area should be finalized incorporating all the comments, inputs and feedbacks from all stakeholders including federal, provincial and local governments as well as potential agroforestry farmers. The roadmap then should be validated from the national level workshop.

4. Expected outcomes and deliverables

- **Inception report with detail action plan and timeframe**

Inception report with detail action plan and timeframe 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 workshop. After incorporating all the feedbacks, suggestions and inputs from the participants of the workshop, the inception report must be finalized and submitted to the REDD IC within the two weeks of the inception workshop. 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.

- **Submission of Final Report**

Three hard copies of the final report as per above mentioned objectives along with a soft copy must be submitted to the REDD IC.

- **Completion report**

The service provider will also prepare and submit a work completion report (a hard copy along with the soft copy) to REDD IC for the final payment.

5. Team composition and qualification of the firm and experts



5.1 Qualification of the firms

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

5.1 Composition and qualification of the team members

The team of experts leading by an Agroforestry/Forestry Expert will provide the consulting services for this assignment. Other members of the team include an Agriculture Expert, Gender and Social Inclusion Expert. Qualification and roles and responsibilities of each of the team members are as following:

Team Leader cum Agroforestry/Forestry Expert: Roles and responsibilities:

The team Leader cum agroforestry/forestry expert, in close coordination with the focal person of this assignment at the REDD Implementation Centre (REDD IC) will lead the team for this assignment. Specific roles and responsibilities of the team leader include:

- Review and analyze related policies, Strategies, Acts, Regulations and Guidelines;
- Develop a plan of actions for successful completion of the assignment;
- Coordinate the team and make sure that all the experts are effectively mobilized for harmonizing the efforts both in field level and report preparation phase.
- Coordinate consultation meetings with the technical committee and other senior officials from REDD IC, Department of Forests and Soil Conservation and relevant federal, provincial and local level government agencies.
- Prepare the roadmap with the help of other required experts;
- Prepare and submit a work completion report for the assignment to REDD IC.

Required qualification:

The team leader must be a Nepali national and have strong knowledge in agroforestry/forestry sector, REDD+ including environmental and social safeguards issues in Nepal. He/she should have minimum qualification and experiences as below:

- Hold at least a master's degree (preferably PhD) in agroforestry/forestry;
- Have at least 10 years of working experience in agroforestry/forestry. Experience of development of policy documents in forestry is desirable.
- Demonstrate technical capacity, including analytical skills and proven track record in preparing agroforestry/forestry related plans, studies and roadmaps;
- Good understanding of REDD+ process, underlying causes of drivers of deforestation and forest degradation in the ER program districts and its linkage with the livelihoods of the local farmers.

- Sound knowledge on current forestry sector policies and institutions including the federal structure of the country; and;
- Command in writing, facilitation and communication skills.
- Possess strong knowledge of land tenure, access to and ownership and access/user rights, to include understanding of customary land rights;

Agriculture Expert:

Roles and responsibilities:

Agriculture Expert will work under the direct supervision of the Team Leader cum Agroforestry/Forestry Expert. He/she will be responsible for:

- Review and critical analysis of Agroforestry/Agriculture Development Policies, Strategies, Plans and Guidelines.
- Critical analysis of opportunities and challenges of agroforestry in the study area.
- Developing a framework for the roadmap of agroforestry in the study area.
- Active involvement in the consultation workshops/meeting and develop a report on outcomes of the consultations.

Required qualification:

The Agriculture Expert should have following qualification and experience:

- Must be a Nepali national and have strong knowledge on policies, strategies, Acts, Regulations and Guidelines related to the agriculture and livestock development in Nepal.
- Should hold at least Master's degree in Agriculture or related field.
- Have at least 10 years of work experience in agriculture/livestock/food security or related field.
- Demonstrate technical capability, including analytical skills, and proven track record in undertaking similar assignments.
- Good understanding of concept of smart agriculture and its role in climate change mitigation and adaptation.

Gender and Social Inclusion Specialist

Roles and responsibilities:

The Gender and Social Development Specialist will report to the team leader. She/he will work under the guidance of the team leader in close collaboration and consultation with REDD IC focal point. She/he will specifically be responsible to:

- Access, review and analyze gender and social inclusion related policies, programs, activities and other published/unpublished documents unfolding in at national and global scale;
- Identify potential areas of gender and social inclusion in agroforestry;
- Harmonize identified potential gender and social inclusion activities with existing forestry, agriculture, livestock and related sector programs and activities;
- Participate and facilitate in consultation meetings as required;
- Contribute to develop the investment projects with other team members;
- Conduct consultation meetings with the focus groups as required;
- Support and sensitize the team leader and other team members about GESI integration in agroforestry roadmap preparation.





Required qualification and experience:

The consultant should be Nepali national possessing the following qualification and experiences:

- Hold at least a Master's degree in social sciences, gender, women studies, development studies, social forestry, conflict management, or any other related disciplines;
- Demonstrated skills and experiences in dealing with gender related issues particularly in the forestry/agriculture sector;
- Should have at least five years of experience in community development or rural development, with familiarity of issues on gender, social, cultural and local reality.
- Possess strong knowledge of land tenure, access to and ownership and access/user rights, to include understanding of customary land rights;
- Be familiar with participatory rural appraisal and social issues associated with agriculture and the REDD+ safeguard policies;
- Strong skills in facilitating the multi stakeholder workshops and consultation; and;
- Fluent in English and Nepali

7. Work Schedule

The assignment is expected to complete in the last of May 2019.

8. Selection Process and Criteria

Selection process of the qualified firms/consortium/organizations will start from advertising for "Expression of Interest (EoI)". The shortlisted firms/consortium/organizations based on EoIs submitted will be requested to submit the full proposal (RFP). Selection of the consulting firms/consortium/organizations will be finalized following THE WORLD BANK Procurement Regulations for IPF Borrowers, July 2016 Revised November 2017 and August 2018. Criteria for selection of the consulting firm/s are as follows:

9. Application Procedure

Eligible firms/consortium/organizations should submit "Expression of Interest (EoI)" with the following documents:

- Letter of EoI
- Profile of the firm
- Copy of registration and renewal certificates
- Copy of annual audit report for last three years and tax clearance certificate
- Letter from partnering firm/institution if joint venture is proposed.

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



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

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