

Terms of Reference. Scope of Services.

Development of forest plans with implementation of a full-fledged participatory process.

A. Project Title and Description

The Building adaptive capacity and resilience of the forestry sector in Cabo Verde (REFLOR-CV) is a four-year project funded by the European Union and implemented by the Food and Agriculture Organization.

The main objective of the project is to increase resilience and enhance key adaptive capacity to address the additional risks climate change poses to desertification and land degradation in Cabo Verde at national level. This project strives to foster participatory forest management to adapt to climate change induced desertification and build community resilience in Santiago, Fogo and Boa vista Islands. In addition, this project aims at addressing national climate change mitigation targets, as indicated in Cabo Verde Intended Nationally Determined Contributions, by contributing to approximately 10% of the intended national reforestation target and CO₂ removal. Finally, the main project objective supports national (terrestrial) biodiversity conservation by reinforcing current fragmented terrestrial ecosystems, decreasing habitat loss and encouraging natural regeneration.

The project objective is delivered through the following three components:

- Component 1: Climate change risks and resilience are integrated into forestry policy frameworks, and adaptive institutional and individual capacity is strengthened for climate resilient forestry;
- Component 2: Desertification and land degradation is reduced in target islands via reforestation, re-naturalization of forested areas and strengthened gender responsive and participatory approach to forest resources management;
- Component 3: Knowledge and lessons learned are captured, analysed and disseminated.

The existing forestry areas in the national territory are assets of collective interest (even when they are privately owned) due to their environmental, social, economic and cultural functions. Thus, forested areas, comprising areas of tree and shrubbery, constitute a valuable renewable natural resource that generates multiple goods and services of major relevance to the environment, the economy, and the quality of life of citizens.

B. Scope of Services, Expected Outputs and Target Completion

Due to the need for the conservation, management, enhancement and sustainable use of this collective heritage within a climate change scenario, it is necessary to develop new management tools based on up-to-date information and compatible with recent technological developments. Such instruments contribute to increase the resilience of the forest sector to climate change, while responding to the country's international commitments (such as reducing and stabilizing greenhouse gas emissions).

In this view, REFLOR-CV aims at hiring the services of a multifaceted and multidisciplinary team capable of supporting the development of technically sound and collaborative forest management plans and of delivering professional final documentation of such plans. The action must be developed in a participatory model harmonized with the activities already developed in the project.

This work will contribute to the completion of the following project activities: Activity 1.1.1.1: Forest management plans that incorporate climate resilient techniques and relevant policy recommendations, with direct input to the indicators 1.1.1 Forest Management Plans; Activity 1.1.3 Forest Planning Master Schemes; and Activities 1.3.1 to 1.3.5: Capacity building of official entities and actors.

The overall objective for hiring these services is to produce nationally relevant strategic forest planning instruments for the three islands and operational forest plans covering defined forest perimeters as well as most of the areas of forest restoration /plantation operated by the project. The tasks and responsibilities of the team should be organized in four packages (WPs). WP1 corresponds to data and database organization; WP2 corresponds to the analytical and technical office work for developing different types of plans: i) Island level strategic forest plans; ii) Forest management plans for forest perimeters (4 in Santiago, 1 in Fogo, and 1 in Boa Vista); WP3 corresponds to the organization, implementation, and reporting of a full-fledged participatory process, including local to central stakeholders, which will be harmonized with other aspects of the project; and WP4 provides a follow-up technical support during discussions of political approval. The tasks to be developed are listed below.

The Service Provider main tasks and responsibilities are the following:

WP1

- Revision, compilation and adequate processing of existing data (biophysical, forest, and social) with integration of products resulting from previous activities (including from short-term consultants) of the project (plant production, terrain preparation, plantation, NTFPs, co-management, and more);
- Development of a data archiving model for reporting the results of community work, plant production, plantations, and success rates;
- Development of a field monitoring protocol applicable at community level;

WP2

- Development of all technical components and delivery of the final documentation of the three-island level strategic plans;
- Development and production of the final drafts of the forest management plans (including fire prevention, gender concerns, and site-specific co-management guidelines) to be submitted for official approval.

WP3

- Organization and implementation of a constellation of multi-level (from local to central) and multidisciplinary technical meetings, addressing cross-sectorial stakeholder groups;
- Multi-faceted technical support to the above-mentioned participatory process necessary to the development of the plans identified in WP2 (including assessments of agroecological suitability, land use, forest management, biodiversity conservation, protected area management, land ownership, legal and political aspects);

WP4

- Support during the submission of final documents to political authorities.

Expected Outcomes:

- Data archiving model for reporting and monitoring the results of community work (WP1);
- Publicly validated strategic forest plans (planos de ordenamento florestal) for Santiago, Fogo e Boa Vista (WP2);
- Publicly validated forest management plans the forest perimeters in Santiago, Fogo, and Boa Vista (WP3);
- Capacity building for forest and land use management at institutional and local levels (WP3);
- Successful political discussions (WP4).

Expected outputs:

- Detailed work plan, including methodological adjustments to the procedures of the Technical proposal (month 1);
- Operational data archiving process for reporting and monitoring the results of forest restoration community work (month 3);
- Drafts of the main technical elements to be included in the plans, such as cartographic pieces and other building blocks for the plans (month 5);
- Final drafts of three Island level strategic plans (month 6)
- Forest management plans to be submitted for official approval (month 8);
- Policy brief describing the main finding during the political approval process (month 10).

C. Institutional Arrangement

The contract will be under the general supervision of the FAO Representative in Cape Verde and under direct technical supervision of the Project Manager, and in collaboration with the Climate Change Consultant and in close coordination with the national technical services involved with the REFLOR-CV project.

Follow-up and validation of results will be ensured by:

- Project Management Unit (PMU);
- Project Technical Officer
- National Technical Team of REFLOR-CV;
- Project participatory process platform integrated by thematic Working Groups: Planning, Monitoring, Safeguards and Governance;
- Official entities identified as relevant during the development of the work program, namely the MAA.

D. Duration of the Work

The duration of the work is 10 months, starting immediately after the contract is issued.

E. Location of Work

Services will be rendered at the Service Provider's home base and field visits. The Service Provider can report through online communications (email and Skype), telephone call and face-to-face meetings with REFLOR-CV PMU and the national coordination at MAA and the FAO premises in Cabo Verde. Reporting should be once a month, at the very least via online communication (email and Skype), with regular informal communication.

F. Qualifications of the Successful Service Provider at Various Levels

The aim is to recruit a team of consultants composed of forest management and land use specialists with technical expertise for the specificities of sub-humid, semi-arid, and arid areas of West Africa. The team must include strong planning skills and experience in driving complex participatory processes with institution and local communities alike. Demonstrated experience in the Small Island State (SIDS) forest, agricultural and other land use (AFOLU) sector is required.

- The team should be led by a land planning engineer (master or doctoral level) with over 5 years of proven experience in land use planning and environmental assessment, namely for the AFOLU sector. A proven experience in driving participatory processes, both at institutional central and local level, including communities is mandatory. The leader is required to have experience of dealing with official entities of several types, going from community structures to central level administration with experience in driving complex large audiences, such as those in Social and Environmental Strategic Assessments (SESA) or Strategic Environmental Planning;
- The technical team must include other specialists with advanced diploma (Master's Degree or equivalent) in land use management disciplines in the AFOLU sector (e.g. forestry, environmental engineering, territorial engineering, watershed management, agrometeorological engineering, climatology, physical geography, biology, agronomy or equivalent) with at least 5 years of experience, with expert number 2 of the team clearly identified and specialized in forestry, and showing experience in west-African tropical areas;
- Inclusion of at least one Cabo Verde national or national West-African expert is an advantage;
- A multidisciplinary team with experience in planning and in the design, preparation, implementation and analysis of forest inventory data in dry tropical regions of West Africa, and especially of Cabo-Verde, is desired;
- Proven experience in remote sensing applications to the LULUCF sector and in Geographic Information Systems is essential;
- Knowledge and experience in the design, implementation and analysis of participatory rural diagnostics is considered an asset of the team;
- Prior experience with FAO projects is an advantage;
- Excellent oral and written communication skills in Portuguese and English and / or French.

G. Scope of Proposal Price and Schedule of Payments

The contract price should be based on a fixed output regardless of time extension.

The price quoted by the Proposer should include the professional fee and detailed travel and other required expenses as part of the financial proposal. It shall not include taxes or procurement of equipment.

1. FAO would be able to provide advance payment of up to 20% of the Contract, against bank guarantee of 100% of the payment (please see draft Contract). Alternatively, an instalment of 20% can be paid after delivery of the first product.

H. Recommended Presentation of Proposal

The final presentation of the proposal has been left to the Proposer based on their professional approach and recommendations; however, a complete proposal should include the following:

1. A work-flow schematic describing the outline of the work to be undertaken;
2. Methodology to be used to develop the products:

A specific methodology for each WP should be described in the technical proposal submitted by the consultants. This methodology shall consider the following:

 - The need to compile and systematize all relevant information for the plans;
 - The inclusion of most areas of intervention of the project REFLOR-CV in the planning process;
 - The management units identified and characterized in the project;
 - The integration of qualitative, quantitative and cartographic data;
 - The Integration of multisector views of a variety of stakeholders, from local to central level;
 - Compliance with legislation and regulation applicable to the target areas and to the forest sector in Cabo Verde.

The tasks will be performed by the service provider in full coordination with the activities of the project, namely the participation of stakeholders. Moreover, the proposed procedures must involve the presentation, discussion, and validation of results with project partners

3. A description of the development team including relevant information concerning competencies / skills;
4. A timeline for the above defined work
5. The financial proposal including international and national travel and costs.

I. Annexes to the TOR

- Prospective forest perimeters for the management plans.

Appendix A.1: Areas for forest management plans

The target areas for the forest management plans will be adjusted during the development of the plans based on technical justifications approved by the project PMU. Prospective areas include the areas of intervention shown in Figure 1 and may include the perimeters in the islands of Santiago, Fogo and Boa Vista listed in Table 1 illustrated in the subsequent maps.

Island	Forest Management Plan	Location	Area (ha)	County	Bioclimatic Zone
Santiago	Area 1 - Malagueta	Parque Natural da Serra Malagueta	386	Tarrafal	Sub-humid
	Area 2 - Rui Vaz/Pico da Antónia	Parque Natural de Rui Vaz/Pico da Antónia (proposta)	2936	São Lourenço de Orgãos	Sub-humid
	Area 3 - Santa Catarina	Perímetro de Gamchemba	132	Santa Catarina	Arid
		Perímetro de João Gago	118	Santa Catarina	Arid
		Perímetro de Achada Leite	481	Santa Catarina	Arid
	Area 4 - São Domingos	Perímetro de Capela	132	São Domingos	Semi-arid
		Perímetro de Covão de Santana	128	São Domingos	Semi-arid
		Perímetro de Portal	97	São Domingos	Semi-arid
		Perímetro de Tinca	432	São Domingos	Semi-arid
Fogo	Area 5 - Monte Velha	Área protegida de Monte Velha	738	Mosteiro	Sub-humid
Boa Vista	Area 6 - Boa Esperança	Reserva Natural da Boa Esperança	3683	Boa Vista	Semi-arid

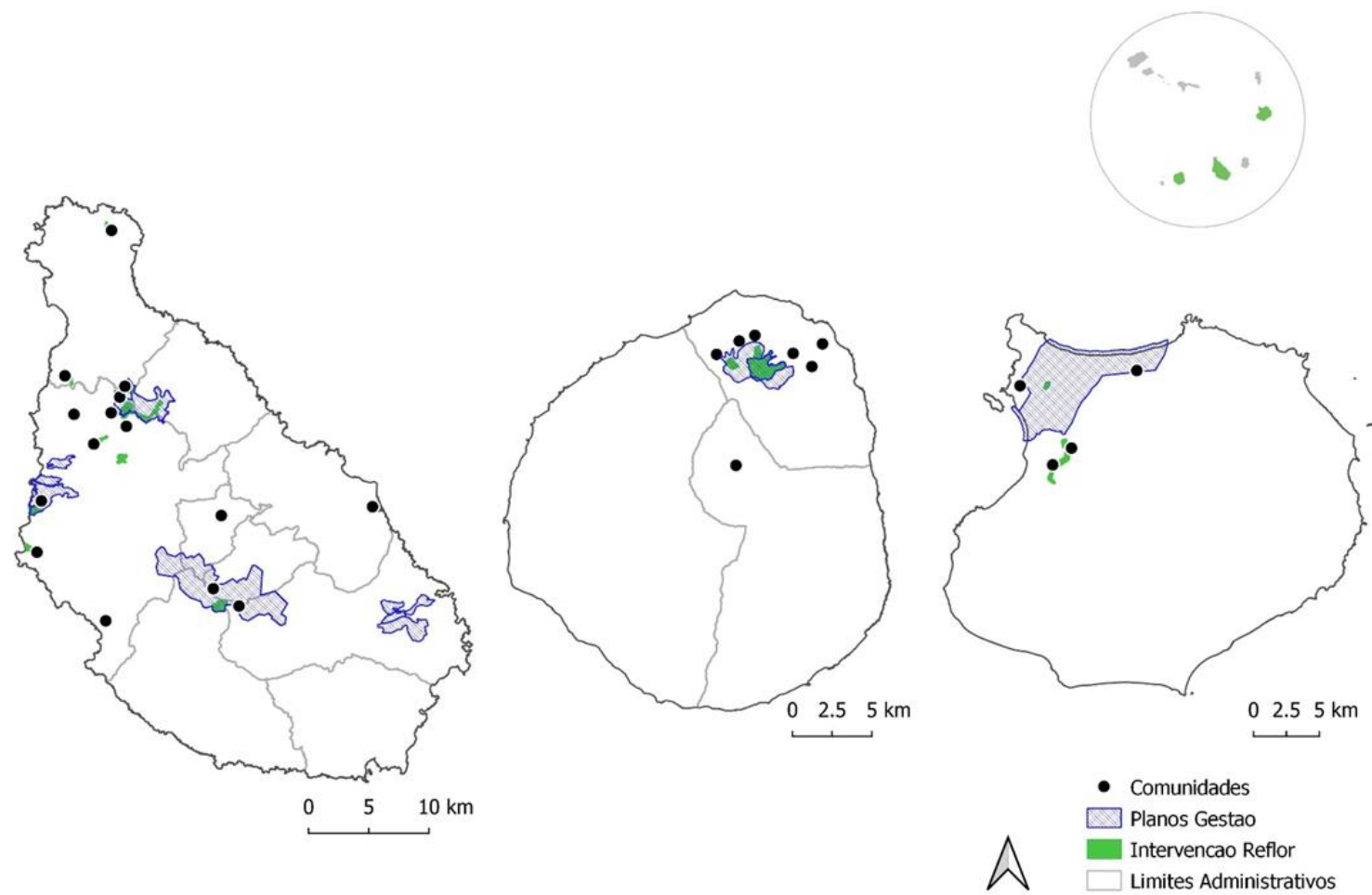
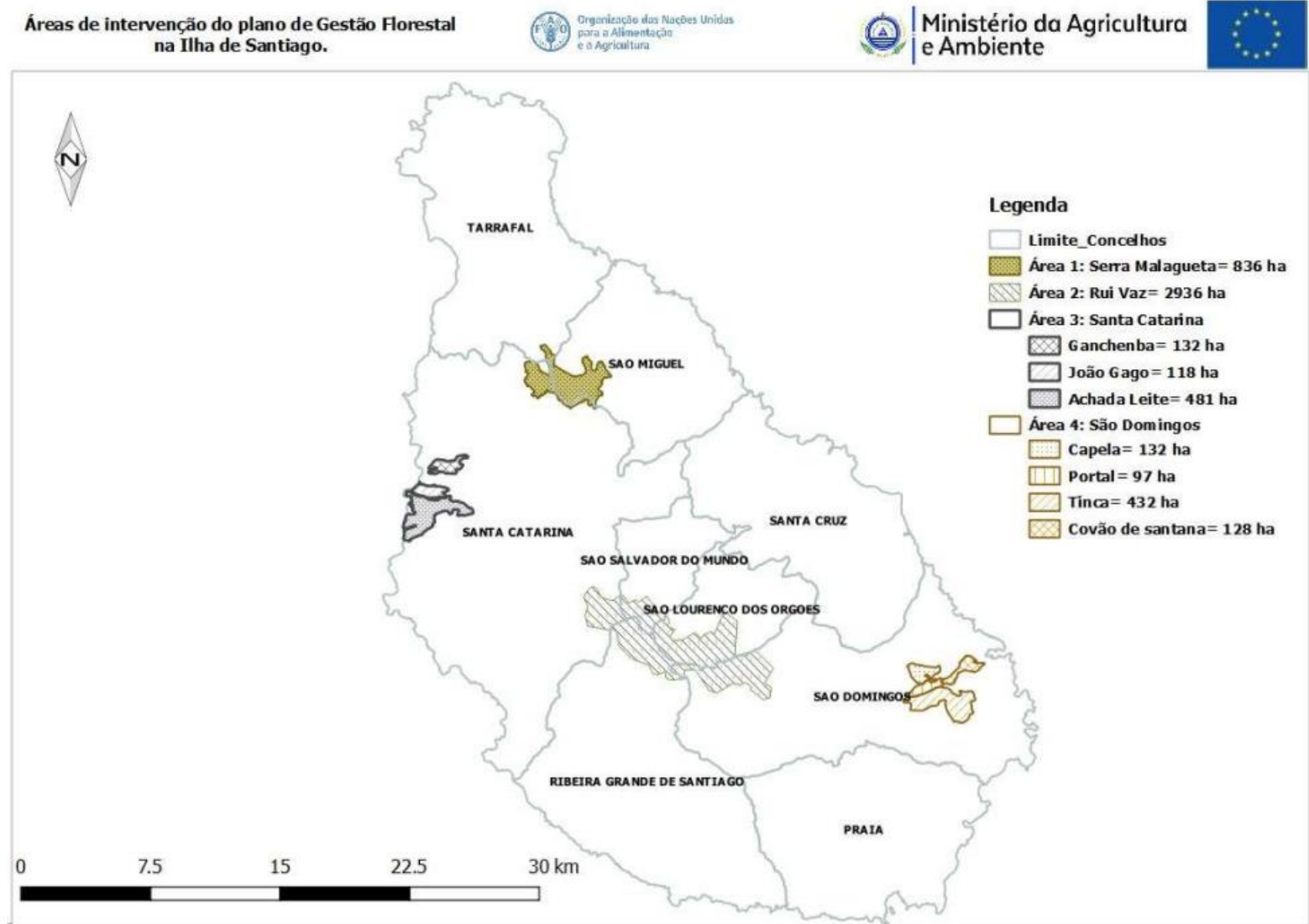


Figure 1- Areas of intervention of the project. From left to right: Santiago, Fogo and Boa Vista islands. The community-based interventions are in green and the prospective forest perimeters for the plans are in light blue/gray. Black dots represent the location of the communities involved in project activities.

Details of the prospective forest perimeters for the plans.



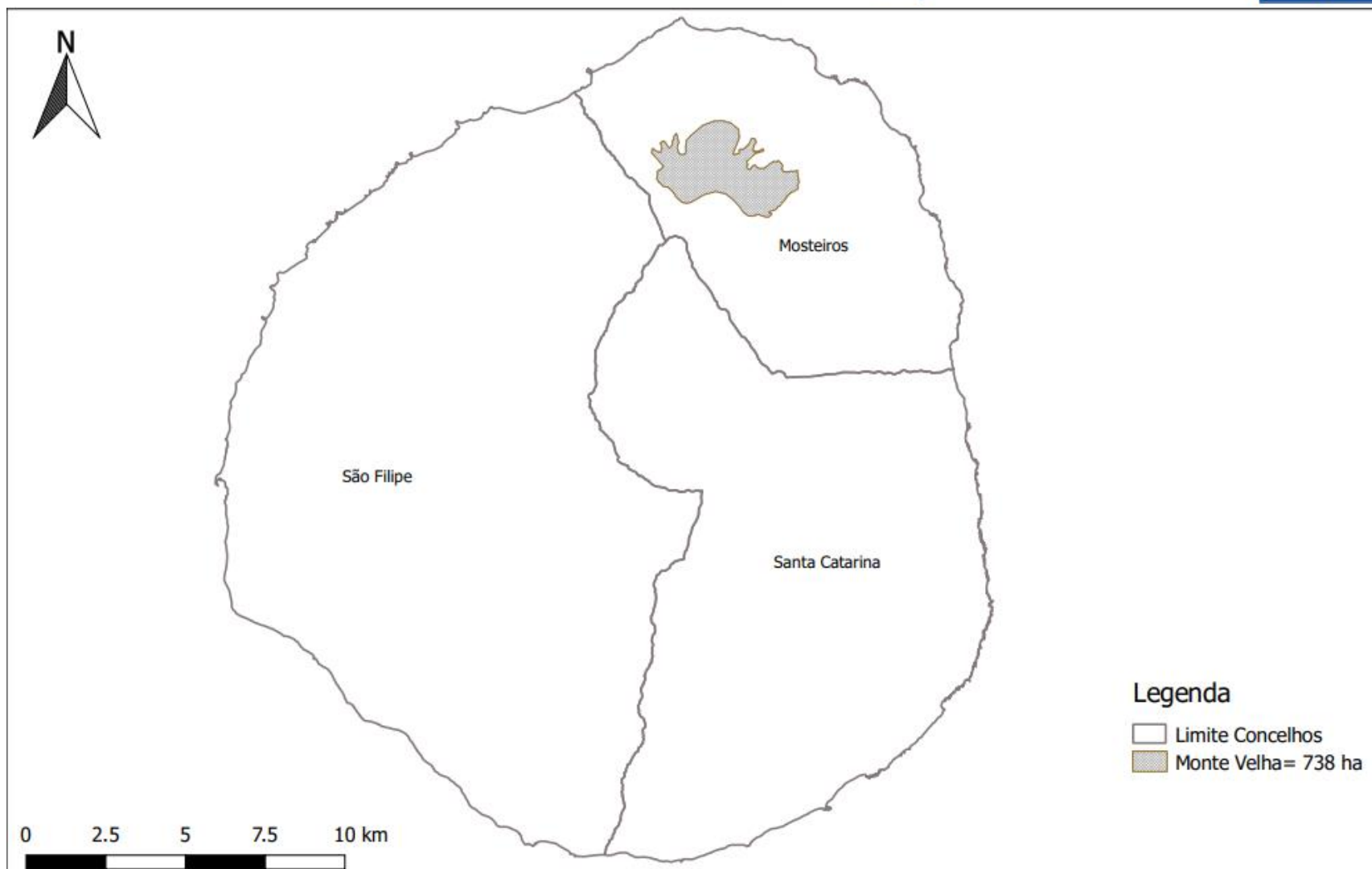
**Área de intervenção do plano de Gestão
Florestal na Ilha do Fogo**



Organização das Nações Unidas
para a Alimentação
e a Agricultura



Ministério da Agricultura
e Ambiente



Área de intervenção do plano de Gestão Florestal na Ilha da Boavista.



Organização das Nações Unidas
para a Alimentação
e a Agricultura



Ministério da Agricultura
e Ambiente

