

TERMS OF REFERENCE

**Revision of Guyana's
NATIONAL FOREST POLICY STATEMENT
AND
NATIONAL FOREST PLAN**

1. Introduction

The National Technical Working Group (NTWG), through support from the UK Department for International Development (DFID) and the Government of Norway, has made funding available to the Ministry of Natural Resources to engage a consultancy firm to revise the National Forest Policy Statement (NFPS) and National Forest Plan (NFP). This document outlines the terms of reference for the assignment.

2. Background

The Guyana Forestry Commission (GFC) is entrusted with the mandate to ensure that Guyana's forest resources are sustainably managed and conserved. The Commission was established in 1979 having evolved out of the Forestry Department which was in existence since 1925. It has since evolved into a multifaceted organization which develops and monitors standards for forest sector operations; advances sustainable forest management, forest protection and conservation strategies; oversees forest research, and provides support and guidance to forest education and training.

Guyana's National Forest Policy Statement (NFPS) was first drafted in 1997 and subsequently revised in 2011 after an extensive consultative process. The Policy is accompanied by a framework document, namely the National Forest Plan (NFP) which was originally drafted in 2001 and revised in 2011. The National Forest Policy Statement outlined the national goals and ideals for the use and development of the forest resources while the draft National Forest Plan provided the methods by which these broad objectives would be pursued and achieved.

Significant advances within the forestry sector have prompted the urgent need for the revision of the NFPS and the NFP. Advances within the sector which needs articulation ranges from institutional changes such as the establishment of the Ministry of Natural Resources; advancements in forest legality including the engagement with the European Union Forest Law Enforcement Governance and Trade (EU FLEGT) Voluntary Partnership Agreement (VPA) as well as progress in Monitoring, Reporting and Verification System, considerations for payment for ecosystem services, and the Forest Carbon Partnership Facility Project.

The revised National Forest Policy and National Forest Plan shall be reflective of Guyana's commitment to the Green Economy and its responsibility to combating climate change. Emphasis on ecological and environmental services to humanity and promoting sustainable energy initiatives within the forestry sector is essential. Forest industry development particularly as it relates to improved technology to drive log conversion and value added processing activities for industry development, human resource

capacity, marketing promotion through research and development that identifies end use suitability and applications for Guyanese hardwood species are critical for sector development.

A Results Based Monitoring and Evaluation framework with baselines, indicators, targets and responsibility is essential for successful implementation of the NFPS and NFP.

3. Objective of the Consultancy

The main objective of the consultancy firm is to revise Guyana's National Forest Policy Statement (NFPS) and National Forest Plan (NFP) through a wide and inclusive stakeholder consultation process.

4. Proposed Approach

The work will follow a phased approach – outputs at each phase will be reviewed by the Technical Advisory Committee (TAC) before the subsequent phase starts:

- Phase 1: Refinement of the methodology;
- Phase 2: Review of the 2011 National Forest Policy Statement (NFPS) and National Forest Plan (NFP) and other forestry sector development literature and
- Phase 3: Development of the new National Forest Policy Statement (NFPS) and National Forest Plan (NFP).

The selected firm will work closely with the Ministry of Natural Resources and the Guyana Forestry Commission. The approach to developing the NFPS and NFP should emphasize wide and inclusive consultations with all relevant stakeholders.

Deliverables will be based on comprehensive reviews of all relevant reports and documentation in the sector and, as noted above, consultations with a broad range of stakeholders. In addition, the Consultant will take note of complementary activities and studies (such as, Guyana's Monitoring, Reporting and Verification System and European Union Forest Law Enforcement Governance and Trade (EU FLEGT) Voluntary Partnership Agreement (VPA)), REDD+ initiatives and collaborate with relevant teams to ensure synergies and avoid duplication of efforts wherever possible.

5. Scope of Work

Phase 1: Refinement of methodology

During the selection process (technical proposal), the firm will prepare an inception report. The inception report will be based on an initial literature review and discussions with relevant stakeholders at the national and international level. It will include the following elements:

- Suggested changes to the scope of work;
- The methodology to be used for analyzing performance of the 2011 National Forest Policy Statement (NFPS) and National Forest Plan (NFP);
- The approach to be adopted to ensure inclusive and representative consultations;
- The outline of each output;
- A detailed timeline for the consultancy.

Phase 2: Review of the 2011 National Forest Policy Statement (NFPS) and National Forest Plan (NFP) and other forestry sector development literature

The consultant is expected to perform the following tasks:

a) Meet with the Guyana Forestry Commission's Board of Directors and the Minister of Natural Resources to ascertain the policy direction of the forestry sector.

b) Review of the 2011 National Forest Policy Statement (NFPS) and National Forest Plan (NFP) and other forestry sector development literature. The review would pay particular attention to the following in the forestry and natural resources sector:

- *Relevant policies:* Policy, legislative and institutional reforms within the forestry sector since 2011 including associated policies that may have impacted the new NFPS and NFP e.g. including the log export policy within the NFPS and enhancing synergies among sister agencies of the Commission such as Forestry Training Centre (FTC) and Forest Products Development and Marketing Council (FPDMC).
- *The policy-implementation nexus:* Exploring areas of successful and unsuccessful implementation and recommending ways in which challenges can be overcome in a new NFPS and NFP.
- *Social and Environmental impacts:* Examining the impacts of the previous policies and the implementation of those policies on the welfare and income of forest-dependent communities and on environmental quality (i.e. biodiversity, habitat fragmentation, natural habitats). The impact analysis will adopt a gender lens.

- *NFPS and NFP and the strategic focus:* Identify new strategic focus of Guyana's development agenda in respect to forest governance and natural resources management.

c) Organize national/regional consultation workshops. The workshops will have the following characteristics (the list is not exhaustive):

- *Representation.* Participants will represent the range of stakeholders relevant for the NFPS and NFP ranging from Forest Sector Operators (FSO), Civil Society, Non-Governmental Organizations and Government Organizations. Gender and youth representation must be considered.
- *Focus:* Consultations will be held nationally and with focused groups to engage various stakeholders on concerns related to the future of forestry in Guyana.
- *Documentation:* Consultation minutes and reports shall be prepared.

Phase 3: Development of the revised National Forest Policy Statement (NFPS) and National Forest Plan (NFP)

The consultant is expected to perform the following tasks:

a) *Draft a revised National Forest Policy Statement (NFPS) and National Forest Plan (NFP).* The draft will draw on the findings from the previous Phases. This task will include the following:

b) *Re-definition of the objectives and vision of the NFPS and NFP* based on the activities undertaken in Phase 2. The draft NFPS and NFP objectives and vision will be aligned with the Government's Green economy vision. In addition, the draft NFPS and NFP will be prepared in a user-friendly fashion.

c) *An economic, technical, social and environmental analysis of the sector.* The proposed analysis will provide development direction for the forestry sector.

d) *Monitoring and Evaluation Framework.* A monitoring and evaluation framework with baseline figures, indicators, targets and responsibility is essential for successful implementation of the NFP.

e) *Develop profile of interventions.* The Consultant will prepare a profile of various projects and programme interventions to be implemented during the period.

The Consultancy Firm will submit the following outputs:

a) **The final report presenting the revised National Forest Policy Statement and National Forest Plan (accompanied by a Power Point Presentation).** The report will include the profile of projects and programs and possible sources of sustainable financing. The report will:

- Have been validated by sector stakeholders.
- Be presented (using Power Point) to the Technical Advisory Committee.
- Be subject to revisions based on input from the Technical Advisory Committee.

b) **A report detailing the outputs of the consultation with stakeholders.** This will include:

- Key issues raised in the consultations, including concerns and how they were addressed.
- Details on the participants including interest groups, gender, and other relevant aspects to demonstrate representation.
- A description of how broad agreement on the NFPS and NFP was reached.

6. Activities and Expected Outputs

The expected outputs are as follows: (a) an inception report, (b) a draft report and power point and (c) a draft National Forest Policy Statement (NFPS) and National Forest Plan (NFP) d) Results Based Monitoring and Evaluation Framework. Each report will be submitted to the Technical Advisory Committee electronically and five hard copies.

Based on the activities above, the Consultancy Firm will submit the following outputs:

a) **A report on the review (accompanied by a Power Point Presentation).** The report would cover:

- The key institutional (policy, legislative, organizational) issues and how they affected the performance of the 2011 NFPS and NFP.
- The lessons learned from implementing the 2011 NFPS and NFP.
- The current challenges within the forestry sector.

- The proposed new strategic focus of the Government with regard to forestry sector development.

b) **A report detailing the outputs of the consultation with stakeholders.** This will include:

- Key issues raised in the consultations, including concerns and how they were addressed;
- Identification of areas of concern that remain amongst stakeholders and recommendations on the measures that will be used to determine broad agreement on the plan;
- Details on the participants including interest groups, gender, and other relevant aspects to demonstrate representation.

7. **Composition of the team**

The team shall have at least the following specialists:

A Lead consultant specialized in forests/natural resources governance, with a Ph. D. and at least 10 years of experience. Good knowledge of the situation in Guyana is highly desirable. S/He will have proven experience delivering quality outputs on time and will have proven experience leading multi-disciplinary teams. S/He will be responsible for leading the team, coordinating the preparation of outputs, and engaging directly with the client.

Forester(s): with at least a graduate degree and 10 years of experience. Good knowledge of the situation in Guyana is highly desirable. S/He should have knowledge and experience with the forest industry development as well as the silvicultural and ecological dimensions of forestry.

Economist/Public Policy: with a graduate degree and at least 10 years of experience. S/He should have knowledge of the forestry/natural resources sector in Guyana and experience in developing results based monitoring and evolution frameworks with indicators and targets.

Social scientist (anthropologist, sociologist) with minimum of 7 years of experience. S/He will have experience with participatory methodologies and proven experience collecting and analyzing both quantitative and qualitative data.

8. Contract

a) Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to facilitate the comparison of financial proposals, the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

b) Duration

The assignment is expected to be completed in 6 months, including all the stakeholder consultations and workshops.

c) Evaluation

Individual consultants will be evaluated based on the following methodology:

Combined scoring method

When using this weighted scoring method, the award of the contract should be made to the consultancy firm whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of seventy (70) technical points would be considered for the Financial Evaluation.

	QUALIFICATION REQUIREMENTS AS PER TORs	%
<i>A</i>	Post-graduate degree in natural resource management, forest industry development, public policy, economics, monitoring and evaluation.	35
<i>B</i>	A minimum of 10 years of work experience in forest management, forest industry development.	25
<i>C</i>	Experience in preparing policy documents in the context of Guyana	25
<i>D</i>	Excellent oral and written command of English; including published reports on the subject matter.	15

Best value for money approach; the financial proposal will account for 30% and the technical proposal will account for 70% of the total evaluation score. The lowest financial offer among technically compliant candidates will be given the maximum score of thirty (30) points and the remaining offers will be assigned a score in inverse proportion. The candidate who obtains the highest cumulative score by adding both the weighted technical score and the financial score will be selected.

9. Procedures for Submission of Expression of Interest

Interested firms should submit their technical and financial proposals to:

**Commissioner
Guyana Forestry Commission
1 Water Street, Kingston
Georgetown
Email: forestryg@gmail.com**

The technical proposal shall be written in English and contain:

- a) provide a brief methodology on the approach and execution of the consultancy
- b) the suitability of the consultancy firm in relation to the completion of the activities

The financial proposal shall entail:

- a) administrative cost
- b) travel costs
- c) logistical costs