



Mid Term Review Consultant

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
FFI Vice-president

Request for Tender for:

MID-TERM REVIEW OF THE NORAD FUNDED PROJECT: QZA-16/0176 DRIVING REDD+ CONSENSUS THROUGH NATIONAL POLICY IMPLEMENTATION

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Address for return of tender documentation by email to:

Charlie Fisher
Conservation Finance and Enterprise
Fauna & Flora International
charlie.fisher@fauna-flora.org

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Section 1. Background and conditions of the project

1.1 About the project

The Norwegian Government is funding the project *Driving REDD+ consensus through national policy implementation*, for the period June 2016 to December 2020, which is being implemented by Fauna & Flora International in Liberia and Myanmar. The Myanmar component is a smaller component of the grant, while the greater focus is on Liberia.

The project is principally relevant to following NICFI (Norad's International Climate and Forest Initiative) 2016-2020 funding themes, as detailed in the project document: '*Promoting International Consensus on REDD+*' and '*Securing Indigenous and Other Forest-dependent Populations' Rights and Interests*', whilst also contributing to '*Improved Transparency, Governance and Legality*'.

Promoting international consensus on REDD+ is the overarching aim of the project. A core element of the project's strategy to achieve this aim, is through design and implementation of an operational project that serves to inform national and international policy. Therefore, in Liberia, a REDD+ pilot project is being implemented in the North West of the country, in the Wonegizi landscape, as part of and alongside wider efforts to inform the overarching REDD+ Framework in Liberia and empower Liberian stakeholders to strengthen their engagement in the development of international REDD+.

In Myanmar, where national REDD+ processes are at an earlier stage, accelerating recognition of community rights is a pre-requisite for the national REDD+ agenda and the country's contributions to the international REDD+ agenda. As such the project activities are focused on securing community rights over forest lands and building the capacity of community forest user groups to both sustainably manage and benefit from their standing forests in the long term.

The planned outcomes of the project are as follows:

	Liberia
Outcome 1	Liberian stakeholders empowered to support development of international policy and global learning on REDD+
Outcome 2	National REDD+ policies enable the flow of climate finance to stakeholder communities at project and landscape scales, and align with frameworks for green growth and sustainable land use planning
Outcome 3	Operational REDD+ pilot protects forests and supports rural livelihoods in Wonegizi PPA and the wider landscape
	Myanmar
Outcome 4	Project sites demonstrate recognition of community rights over forest lands and securing economic benefits which can be used to inform national processes

In Liberia the Theory of Change focusses on supporting the Government of Liberia to make REDD+ operational at national level, as a mechanism to drive reductions in deforestation nationally and to contribute to both the national and international REDD+ consensus, and in so doing also demonstrating early REDD+ implementation success on the ground. Ultimately conservation of Liberia's remaining Upper Guinean forest, with the full and equitable participation of local stakeholders, is the desired goal.

In Myanmar the Theory of Change focusses on scaling of forest tenure clarification for indigenous communities, through legal recognition of Community Forestry sites; and supporting the development of sustainable livelihoods, as a mechanism to shift community incentives in favour of forest protection as opposed to unsustainable deforestation and degradation. In demonstrating the success of this approach, to lay foundations for wider replication nationally and contribute to the enabling environment for REDD+ nationally.

In Liberia project activities predominantly include:

- Informing national REDD+ policy through development of technical briefs and carrying out feasibility studies, running thematic workshops and supporting participation of government partners in relevant national and international fora;
- The implementation of the Wonegizi REDD+ pilot project, as a Verified Carbon Standard/Climate, Community and Biodiversity Standard REDD+ project nested within the Liberian national REDD+ framework, which incorporates: gazettement of the Wonegizi Proposed Protected Area as a Multi-Use Reserve, the institution of a co-management plan, the implementation of a substantial agriculture programme of work to tackle the direct drivers of deforestation, third party validation and verification of the project and planning for scaling.

In Myanmar project activities predominantly include:

- Supporting Forest User Groups (FUGs) to complete participatory mapping, zonation and management planning of community forest areas, and in order to secure 30 year Community Forestry (CF) certificates;
- The implementation of a small grant programme, enabling FUGs to access small grants to support the CF preparation process and to develop livelihoods initiatives compatible for forest protection, notably establishment of woodlots to serve local wood fuel and timber needs.

The target groups of the project are as follows:

- International level: the international REDD+ policy negotiators
- National level: Liberian government institutions working on REDD+ policy and legal development
- Local level: local government authorities and forest dependent communities in Zorzor District in Liberia and the Kachin State in Myanmar

In addition to the foundational project documents and the Results Framework, the reviewer will have access to the activity based implementation plans and donor reports for Liberia and Myanmar (2016-19), in addition to other documentation relevant to the delivery of Norad funded activities and access to project staff and partners for interview. The original Project Proposal and the Results Framework are attached to these Terms of Reference.

About Fauna & Flora International

Established in 1903, Fauna & Flora International (FFI) is the world's oldest international conservation organisation. FFI acts to conserve threatened species and ecosystems worldwide, choosing solutions that are sustainable, are based on sound science and take account of human needs. With success in the field generating increased demand for FFI's services, the organisation has recently undergone a period of rapid growth. The current portfolio comprises of 140 projects in over 40 countries world-wide.

1.2 Contract requirements

The contract will be a fixed price contract. Total budget: \$17,400, *including VAT* and all other applicable taxes* (*If you are based outside the UK please note that this contract will be subject to reverse-charge VAT of 20%).

1.3 Scope of supply

The contract will include the provision of services to fulfil the review tasks required, as described in section 2 below.

1.4 Project location

Travel

The consultancy required may be performed from anywhere worldwide. An initial desk review can be carried out in Cambridge, UK or remotely and the contract will require the consultant to travel to Monrovia, Liberia. Travel costs and arrangements will be provided by FFI. The consultant is required to hold regular meetings with FFI throughout the duration of the contract, which may be done via teleconference facilities such as Skype.

Please note that there is a strong preference for the initial desk based element of the review to be undertaken in person in Cambridge. However, if the consultant can explain and justify a suitable methodology for undertaking the review remotely this will be considered.

Study location

The consultancy required will be performed in relation to **Liberia, West Africa** and **Kachin State in Myanmar**. The Myanmar element of the study is to be carried out remotely.

The Wonegizi REDD+ project is located in North West Liberia (see Figure 1)

Figure 1 Location of the Study Area, Wonegizi, Liberia



Source: FFI 2014

1.5 Tender process and timetable

The tendering process will be as follows:

1.	Request for tender documents issued	<i>04 September 2019</i>
2.	Tenders returned to FFI – the tenderer will supply a compliant tender	<i>15 September 2019</i>
3.	Shortlisted tenderers notified – three preferred tenderers will be selected on the basis of the tender assessment criteria noted in section 0 below and the review proposal noted in section 2.1 below.	<i>16-17 September 2019</i>
4.	Interviews (remote if required)	<i>20 September 2019</i>
5.	Notification of successful tenderer	<i>23 September 2019</i>
6.	Contracting process	<i>23 September 2019</i>

Tenderers may ask clarificatory questions in relation to the consultancy requirements before submitting tenders. FFI will endeavor to make available to other tenderers any significant new information shared as a result of such questions. Clarificatory questions should be addressed to charlie.fisher@fauna-flora.org. FFI reserves the right to change its decision of successful tenderer if the finalisation of contract is prolonged.

FFI reserves the right to discontinue the tender process at any time prior to contract signing.

1.6 Tender assessment criteria

The tender will be assessed against the criteria detailed below; please provide evidence of skills and experience in the following areas:

- Technical knowledge and applied experience of REDD+, both at the project and national level
- Third party review and evaluation of donor funded projects, in particular projects in receipt of substantial statutory award
- Expertise in project results management in an environment and development context
- Relevant experience of work in the West Africa context, preferably including in Liberia

Further, tenders will be assessed based on the quality of the tender and value for money – See Section 2.1 which details Tender Information Requirements, particularly sub-section Methodology.

1.7 Tender conditions

The tenderer agrees to comply with the following tender conditions:

- 1 The tenderer must notify in writing if any of the submitted tender information changes or if the tenderer becomes aware that information provided to FFI is inaccurate, incomplete or misleading.
- 2 The tenderer must not hold itself out as an agent of FFI or make any representations that would lead people to believe that FFI guarantees the products and/or services offered by the tenderer.
- 3 If any claim is brought by any third party against FFI and the claim is caused by any act or activities of the tenderer (or its subcontractors) under or in connection with the service/goods delivery or any other act, omission, misrepresentation or negligence on the part of the tenderer (or its subcontractors), then the tenderer must indemnify FFI from and against all costs, expenses (including, but not limited to, legal and other professional fees and expenses) losses, damages and other liabilities (of whatever nature, contractual or otherwise) suffered or incurred by FFI.
- 4 The tenderer must gain FFI's prior written agreement to any publicity in connection with this contract. All details of the tender and any supporting documentation provided must otherwise be treated as strictly confidential.
- 5 Offers will be rejected if any illegal or corrupt practices have taken place in connection with the award.
- 6 FFI reserves the right to select the successful tenderer as Consultant in its sole discretion and without giving reasons to the selected or unsuccessful tenderers.
- 7 Contracts shall not be awarded to tenderers which, during the procurement procedure are guilty of misrepresentation in supplying information required by FFI as a condition of participation in the tender procedure, or fail to supply this information.

1.8 Tender eligibility

Tenderers are not eligible to submit tenders and will be excluded from the tender process if:

1. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment;
3. they have been guilty of grave professional misconduct; proven by any means which FFI can justify;
4. they share information about their tender with any other tenderers (or prospective tenderers) without the consent of FFI;
5. they have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of the United Kingdom or those of the country where the contract is to be performed (Liberia);

6. they or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organisation or money laundering by a final judgment;
7. they make use of child labour or forced labour and/or practice discrimination, and/or do not respect the right to freedom of association and the right to organise and engage in collective bargaining pursuant to the core conventions of the International Labour Organisation (ILO).

1.9 Conflict of interest

Tenderers must not be subject to any conflict of interest. Conflict of interest refers to any situation where the impartial and objective exercise of the functions of the Tenderer or anyone acting on behalf of the Tenderer is, or may be, compromised for reasons involving family, personal life, political or national affinity, economic interest or any other connection or shared interest with another person.

Declaration

By signing below the tenderer declares that:

- they meet the tender assessment criteria;
- they will comply with the tender conditions;
- they are eligible to submit a tender;
- they are not subject to any conflict of interest;
- they agree to be bound by the Tender (including maintaining confidentiality and non-disclosure of any information provided to the Tenderer by FFI); and
- the information set out in the submitted tender documentation document is true and accurate in all respects:

.....

for and on behalf of [*insert tenderer name*]

Name:

Position:

Date:

Section 2. Request for Tenders

2.1 Context and Tender Information Requirements

Rationale and purpose:

The review is being undertaken during year four of a five year project. As such it is intended to assess whether the project is still relevant to the NICFI programme, and if it is on track to fulfil its stated outcomes, or whether there is a need to refine any aspects of the approach to ensure its objectives are met. Further, progress by the project team on implementing Norad's standardised reporting requirements is required to be assessed. The review should result in the provision of recommendations regarding project implementation for the remainder of the project period, as well as a valuable learning opportunity for the organisation more broadly.

Objectives:

The specific objectives of the review are:

- To assess the relevance of the objectives and activities of the project: *Driving REDD+ consensus through national policy implementation*,
- To determine the results achieved so far, and to assess to what extent the outcomes of the project are achieved, or likely to be achieved. In other words, to determine how effective the project has been in achieving its stated objectives;
- To assess progress on implementing Norad's standardised reporting requirements;
- To provide actionable recommendations for FFI and Norad for the remainder of the project period.

Review questions:

Relevance:

- To what extent are the objectives of the project still relevant?
- More specifically, to what extent are the objectives of the project still relevant for the community stakeholders, local government (Zorzor District, Liberia, and Kachin, Myanmar), the Governments of Liberia and Myanmar, and international REDD+ stakeholders?
- Are the activities and outputs of the project still relevant at the current point in delivery, in order to achieve the project outcomes?
- To what extent have changes in the operating context influenced the positioning of this project and its relevance?

Effectiveness:

- To what extent have the project output / indicator targets been achieved at the time of this review?
- What are the main factors affecting the achievement or non-achievement of the outputs, targets, and progress towards the overall project outcomes?
- To what extent has FFI succeeded in responding / adapting to these factors, and how/can this be improved?
- How have relevant activities contributed to the development of REDD+ related policy in Liberia and how could activities be changed or refined to further achieve this objective, with a specific focus on ensuring that "National REDD+ frameworks established by the Government of Liberia (GoL) include provisions for Jurisdictional Nested REDD+ (JNR)".

Scope of the evaluation:

- Timespan: May 2016 to date of review
- Place: Cambridge/remotely and Liberia, with desk review of work related to Myanmar; Liberia is the focus of the review as the implementation in Liberia is more significant in terms of activity and budget spend. Additionally, the Myanmar programme of work has benefitted from two visits from Norad representatives since grant inception.
- **The review should assess those outcomes, outputs and indicators which have target values in years 1 to 4 within the project results framework, and the relevance of those outputs and indicators set out for year 5.**

Main users and stakeholders in Liberia:

Stakeholder	Full Name	Description
Local communities	13 communities around Wonegizi: Barwen, Barziwen, Bulor, Dorzenelor, Goyala, I-Mah, Kargbota, Lutisu, Medina, Neckerbozu, Tusu, Vetisu, Ziggida	Local stakeholder communities
SADS	Social & Agricultural Development Services	Local Development NGO working towards agricultural development
RTWG	REDD+ Technical Working Group	A platform to prepare for REDD+
FDA/RIU	Forest Development Authority/ REDD+ Implementation Unit	FDA – Government department with a mandate to sustainably manage and conserve all <i>forest</i> resources for the benefit of present and future generations.
EPA	Environment Protection Agency	Regulatory Institution of the Government of Liberia for the sustainable management of the environment and its natural resources.
LLA	Liberia Land Authority	Land authority overseeing governance, administration and use and management.
MoFDP	Ministry of Finance & Development Planning	Government ministry
MoA	Ministry of Agriculture	Government ministry
MLME	Ministry of Lands, Mines & Energy	Government ministry
Local Government	Lofa County	Various local government departments
Norad	The Norwegian Agency for Development Cooperation	Project funder and user of the review outputs

Methodology:

Bidding individuals / organizations shall describe methods to be used to conduct the review and the proposed report structure. The review shall include a country visit to Liberia for a period of approximately 7-10 days, and is expected to base its analysis on a combination of desk based research, interviews with relevant stakeholders and direct observation.

Note that over and above the methods to conduct the review, bidding individuals / organizations shall provide evidence of skills and experience in the areas detailed in Section 1.6 Tender Assessment Criteria above.

Logistics:

FFI will provide logistical support to prepare for international travel to Liberia (and Cambridge if required), including making international flight, accommodation and domestic travel arrangements. Please note that field sites are remote and the country visit should allow 2 days of overland travel in Liberia.

Schedule of Tasks and timeline:

The review is expected to be carried out and finalized by 31/1/2020, starting on 1/10/2019 with final delivery by 26/1/2020. A more detailed schedule of work is as follows

- Cambridge/remote:
 - Desk review & interviews with key staff – Myanmar
 - Desk review & interviews with key staff – Liberia
- Liberia (Monrovia):
 - FFI and Government of Liberia interviews
- Liberia (Wonegizi Site visit):
 - Community, local government, and NGO partner interviews; field observation
- Report write up
- Draft report shared with FFI for fact checking: due 12/1/2020
- Final report: due 26/1/2020

FFI Cambridge will provide space for the initial desk based review and interviews with relevant UK based staff if this element of the review is not done remotely. The FFI team in Liberia will facilitate the review work in-country, both in Monrovia and the field. The consultant should interview relevant government staff members at selected government departments, particularly the Forest Development Authority (including staff of the Liberia REDD+ Implementation Unit), and also meet a selection of the community stakeholders and NGO partner staff.

The final report should be structured to reflect the results framework and to communicate the results of the review in terms of relevance and efficiency. The review shall provide evidenced findings, conclusions and recommendations with respect to the project specifics, in order to draw lessons for future design and implementation. The report should consist of an executive summary (2-4 pages), the main report (15-20 pages) and should include a concise background of the project, the purpose and objectives of the evaluation, methodology used, the findings, conclusions and recommendations. An annex that lists all the sources reviewed (both documents and interviewees) should be included.

2.2 Meetings

The successful tenderer will be required to attend regular meetings with FFI's Senior REDD+ Programme Manager throughout the duration of the consultancy.

2.3 Application procedure

Please send the following information and documentation by email to charlie.fisher@fauna-flora.org by **15 September 2019**:

1. A description of the proposed review methodology and proposed review report structure, and a written quote **in USD**, broken down by each individual task in the tender (maximum 2 pages). Please include a summary of the value of fees and any taxes applicable to demonstrate that total cost to FFI will not exceed maximum budget \$17,400. *NB If you are based outside the UK please note that you need to include 20% reverse-charge VAT payable by FFI in this calculation.*
2. A description of the consultant's prior relevant experience, including links to any relevant evidence, such as publicly available work (maximum 2 pages)
3. Confirmation of availability for the dates of the review set out under 'Schedule of Tasks and timeline' above
4. A scan of the signed declaration, Section 1 Page 9
5. A copy of the completed questionnaire in Section 2.4 (below)

2.4 Company Information

a. Address Details:

Company name:			
Address:			
Town:		Postcode:	
Registered Office (if different from above):			
Phone:		Website:	
Person to contact regarding this tender:			
Position:			
Direct line:		Mobile:	
E-mail:			

b. Company Details:

Legal status (e. g. Sole Trader, Partnership, Private Limited Company, Public Limited Company or other):			
Details of any outstanding claims or litigation against the Company:			
VAT registration number:		Date established or registered:	
Name of Parent Company or details of Group Structure Include details of other organisations when bid is on behalf of a group of organisations:			
Relevant accreditations held:			
Number of Staff:			

c. Technical scope

How long has your organisation been delivering this service/good?	
What is your specialist area and what are the other services you provide?	
Can you provide one or more case studies as a demonstration of your previous experience?	YES, documents enclosed <input type="checkbox"/>
	NO <input type="checkbox"/>