



EUROPEAN NEIGHBORHOOD AND  
PARTNERSHIP INSTRUMENT (ENPI)  
EAST COUNTRIES FOREST LAW  
ENFORCEMENT AND GOVERNANCE  
(FLEG) II PROGRAM COMPLEMENTARY  
MEASURES FOR ARMENIA & GEORGIA

Austrian  
Development Cooperation



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Program is funded by the Austrian Development Agency (ADA) with funds of Austrian Development Cooperation and implemented by the World Bank in partnership with IUCN and WWF

## PROCUREMENT No. ADA-ARM-CQS-7 (Activities 3.6 and 5.5, ADA funding)

### TERMS OF REFERENCE

#### **Implementation of pilot projects on identification, mapping and evaluation of forests with high conservation values (HCVFs) in Armenia with recommendations for incorporation of the HCVF concept into forest policies and legislation, publication and training**

##### **1. Background**

The European Union (EU) funded “*European Neighborhood and Partnership Instrument (ENPI) East Countries Forest Law Enforcement and Governance (FLEG) II Program*” (the “Program”) is aimed to support the participating countries strengthen forest governance through enhancing their forest policy, legislation and institutional arrangements, and implementing sustainable forest management models on a pilot basis. The Program is implemented in seven countries of the EU’s European Neighborhood and Partnership Instrument (ENPI<sup>1</sup>) East region: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine, and the Russian Federation.

The Program builds on initiatives undertaken under the first EU funded FLEG Program. Its implementation period is four years with end on December 31, 2016. The Program is supported by the European Commission contributing to a single-donor trust fund administered by the World Bank (WB). Austrian Development Cooperation (ADC) provides additional funds for complementary measures in Armenia and Georgia. Implementation of the Program is led by the WB, working in partnership with the International Union for Conservation of Nature (IUCN) and the World Wide Fund for Nature (WWF). The Program has three Development Objectives (PDO):

- 1) To make progress implementing the 2005 St. Petersburg FLEG Ministerial Declaration in the participating countries and support the participating countries commit to a time-bound action plan to ensure its implementation and follow-up activities (regional level).

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<sup>1</sup> The European Neighborhood Policy (ENP) was developed in 2004, to avoid the emergence of divisions between the enlarged EU and its nearest neighbors (16 countries excluding the Russian Federation) but to instead strengthen prosperity, stability and security of all. The ENP Eastern Region includes the six countries covered by the Program. Cooperation is open to Russia whenever relevant to the objectives of the Program. The ENPI (which includes the Russian Federation) was established to support the development of an area of prosperity and good neighborliness encompassing the EU and the countries of the ENP.



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- 2) To review or revise (or establish a time-bound action plan to review or revise) forest sector policies and legal and administrative structures; improve knowledge of and support for sustainable forest management and good forest governance (including the impact of related EU regulations) in the participating countries (national level).
- 3) To test and demonstrate best practices for sustainable forest management and the feasibility of improved forest governance practices at the field-level on a pilot basis in all participating countries (sub-national level).

The Program in Armenia deals with a number of issues according to the objectives above. In particular, it is mainly focused on the works supporting legal and institutional review and reforms, building human resource capacity to address FLEG issues, public awareness and public monitoring of the forests, strengthening sustainable forest management through activities with model forest units such as forest protected areas and activities on sustainable use of forest resources with involvement of adjacent communities as well as improving the FLEG planning and monitoring at the national, regional (local) and international levels.

The current task on forests with HCVs is a part of the Program components on pilot activities on sustainable forest management and on capacity building and training. It contributes to the PDOs 2 and 3. The activity is funded by the ADC.

## **2. Objectives of the Assignment**

These TORs are for consultancy services to be provided under a contract signed between the WWF-Armenia (hereinafter the Client) and a Consulting Company (the Consultant).

The general goal of the assignment on forests with HCVs is to promote the concept of forests with HCVs at national level and build capacities for application of the concept for improvement of the system of protected areas and as contribution to sustainable forest management.

The specific objectives of the assignment include:

- Objective 1. Analysis of national policy, strategy, legislation and management frameworks in terms of reflection of the concept of forests with HCVs
- Objective 2. Development of national guidelines on identification and management of forests with HCVs (based on the six international categories for HCVs)
- Objective 3. Consultations (individual meetings with stakeholder ministries/organizations and a national level workshop)
- Objective 4. Testing draft national criteria on identification of forests with HCVs in a selected forest unit
- Objective 5. Capacity building in forests with HCVs



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### 3. Scope of Services

#### **Objective 1. Analysis of national policy, strategy, legislation and management frameworks in terms of reflection of the concept of forests with HCVs**

Respective national policy, strategy, legislation and management frameworks should be analyzed to reveal to what extent the concepts and principles of forests with HCVs are reflected. Based on the results of the analysis recommendations should be developed for incorporation of the principles of forests with HCVs in respective frameworks. Close contact should be kept with the process of legal review of forestry related legislative, institutional and administrative structure (implemented by the WB in the frames of the FLEG II) to ensure mutual complementarity.

#### **Objective 2. Development of national guidelines on identification and management of forests with HCVs (based on the six international categories for HCVs)**

The national guidelines on identification and management of forests with HCVs should be developed including national criteria on identification of forests with HCVs. The work should be based on the six internationally agreed generic categories of forests with HCVs (see the website of HCV Resource Network: <https://www.hevnetwork.org/about-hcvf/the-six-high-conservation-values>) as well as other existing reference materials. Among others, the national guidelines on forests with HCVs should be intended for use as a tool to identify the gaps in the system of protected areas (valuable forest areas, which are worth including in the system of PAs) and for sustainable forest management (valuable forest areas, for which respective management regimes should be assigned and implemented). The generic criteria on identification of forests with HCVs should be adapted to be applicable in national conditions. The national criteria may refer to the size, location, status and fragmentation of ecosystems, scale of anthropogenic impact and others. The criteria can include also requirements of international agreements (for example, Bern Convention) as well as Important Bird Areas, Important Plant Areas and other similar areas. The draft national guidelines and criteria should be refined based on the experience and lessons learned from testing of draft criteria in a selected forest unit (see Objective 4).

#### **Objective 3. Consultations (individual meetings with stakeholder ministries/organizations and a national level workshop)**

Upon having an initial draft national guidelines a process of consultations should be started with stakeholder ministries (Ministry of Nature Protection, Ministry of Agriculture and others) and organizations to decide on the format of final document subject to approval by respective state body(ies) to become legally binding. It can be in a form of inter-ministerial act or governmental decision or any other format as deemed appropriate by stakeholder bodies to be responsible for its further application. It should be decided and agreed also regarding the state body (ies) responsible for the formal approval procedure.

A national level consultative workshop should be organized to discuss draft national guidelines on forests with HCVs and draft criteria for their identification, the format of final document for approval



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and a forest unit to be selected for testing draft national criteria. The workshop should be targeted at up to 40 participants representing various stakeholders including state, non-state, international, research and other institutions. The comments and recommendations from the workshop participants will be taken into consideration and incorporated in draft guidelines and criteria.

The workshop technical specifications:

- Venue: available free of charge facility provided by a state forest related entity (to be ensured by the Client)
- Meals: 1 coffee-break and 1 lunch
- Packages for participants: to include a pen and a notebook in a clear-bag along with printed out materials for discussion

#### **Objective 4. Testing draft national criteria on identification of forests with HCVs in a selected forest unit**

Draft national criteria on identification of forests with HCVs should be tested in a selected forest unit (5-15 thousand ha in a forest enterprise with existing management plan) to be decided upon having draft national criteria developed and discussed during a national-level consultative workshop (see Objective 3). The draft criteria should be used to identify various categories of forests with HCVs with their GIS mapping within the selected forest unit. The task on testing draft national criteria should reveal the applicability of draft criteria for identification of forests with HCVs in practice as well as be aimed at refining and adjusting national criteria to have the final version of national criteria for further use in other forest units. In the result the maps of the forest unit should be produced to show delineated various categories of forests with HCVs with short descriptions of various zones as per criteria. Management recommendations for each HCV category should also be produced for the pilot forestry unit.

#### **Objective 5. Capacity building in forests with HCVs**

Capacity building includes development of a guide for practitioners on identification and management of forests with HCVs in Armenia, its publication and training.

A guide for practitioners should be based on the national guidelines on identification and management of forests with HCVs and analysis of legislative and policy frameworks. It should be a practical and easy-to-use guide for practitioners in the field of forest and protected areas management to be used to contribute to sustainable management of protected areas and forests. The guide should be in Armenian language and contain maps from the pilot testing. The guide should be published as per technical specifications below:

Number of copies	200
Size	14 x 20 cm





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Number of pages	Total up to 60, color pages up to 30 including cover pages
Cover paper	Soft, coated paper, 250 g, mat lamination
Inside paper	Coated paper, 135 g, mat
Binding mode	Thermal glue binding

The Consultant is responsible of any copyrights requirements according to the Client's rules.

The Consultant shall respect the provisions of the FLEG Brand Book to be provided by the Client.

A one-day training should be organized in Yerevan for forest and protected areas management agencies, non-governmental institutions and other target groups for up to 25 participants.

The training technical specifications:

- Venue: available free of charge facility provided by a state forest related entity (to be ensured by the Client)
- Meals: 2 coffee-breaks and 1 lunch
- Packages for participants: to include a pen and a notebook in a clear-bag along with the printed guide and other materials for training purposes

**The main outputs of the assignment include:**

- Analytical report on reflection of the concepts and principles of forests with HCVs in national legislation, strategy, policy and management frameworks and recommendations on incorporation of the principles in respective frameworks (in Armenian and English)
- Draft national guidelines on identification and management of forests with HCVs in respective format for further approval (in Armenian and English)
- GIS maps of a forest unit with delineation of various categories of forests with HCVs as per draft criteria, short description of various zones (in Armenian and English)
- Published guide on forests with HCVs for practitioners (in Armenian)
- Training report (in Armenian and English)



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#### 4. Timing and Duration

The estimated duration of the assignment is 10 months, tentatively it can start in November 2015. The labor input is estimated at approximately 30 person-months including all kinds of staff input.

##### Tentative workplan

N	Activity	Months									
		I	II	III	IV	V	VI	VII	VIII	IX	X
1	Objective 1. Analysis of national policy, strategy, legislation and management frameworks in terms of reflection of the concept of forests with HCVs										
2	Objective 2. Development of national guidelines on identification and management of forests with HCVs (based on the six international categories for HCVs)										
3	Objective 3. Consultations (individual meetings with stakeholder ministries/ organizations and a national level workshop)										
4	Objective 4. Testing draft national criteria on identification of forests with HCVs in a selected forest unit										
5	Objective 5. Capacity building in forests with HCVs										

#### 5. Institutional Arrangements

The Client will provide to the Consultant all available information, which might be useful for successful implementation and completion of this assignment, free of charge.

The Client will assist the Consultant (if needed and within the limits of its capacities) to contact all relevant stakeholders for implementation of the assignment.



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In case of need the Client will advise the Consultant on technical issues connected with the assignment implementation or any other issue within the competence of the Client.

The Consultant should keep close contact with the Client for any related issues for getting feedback and approval of any related material, event or others. Any draft materials connected with assignment implementation (agenda, list of participants, draft reports, draft materials for publication and others) shall be approved by the Client before the events/production. The Consultant should keep close contact with “Hayantar” State Non-Commercial Organization to get feedback on draft reports and other issues related to the forests under its management.

The materials published in the frames of the assignment shall become the property of the Client.

The Consultant may use association under the forms of: a) joint venture, in which case for the contract awarded, the Consultants shall be jointly and severally liable for the entire assignment; and b) sub-consultancy, in which case all the responsibility for performance of works lies with the main executor (the Consultant), and the subcontractor's qualification will not be considered in the short-listing process as an additional qualification of the main executor.

## **6. Reporting and Approval Procedures**

The Consultant should submit the following deliverables:

1. The Consultant shall submit monthly progress reports with attachments (according to the agreed template) with outline of the activities implemented so far and preparations undertaken for the next steps of the assignment implementation according to the agreed workplan. The attachments should include all prepared materials (e.g. draft materials, invitations, agendas, lists of participants), approved timesheets and financial supporting documents, photos and any other related materials. At the end of the assignment the Consultant shall submit final report subject to approval. Reports shall be submitted by the 5<sup>th</sup> working day of the next month.
2. The required deliverables shall be submitted to the Project Coordinator (Siranush Galstyan, [sgalstyan@wwfcaucasus.org](mailto:sgalstyan@wwfcaucasus.org)) in electronic form (via e-mail above) and in one hard copy to be delivered at WWF-Armenia office, 11 Proshyan street, Yerevan 0019, Armenia.

The reporting language is English.

The payments will be done in the form of monthly reimbursement of expenses on the basis of supporting financial documents. The final payment will be effected only after approval of the final report.



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## 7. *Qualifications Requirements*

The Company to be hired for the assignment should have the following qualifications:

- Not less than five years of experience in the field of studies of flora and fauna of Armenia.
- Not less than five years of experience in implementing projects in the environmental field to include organization of workshops, trainings and publications; the experience in forest related projects is an advantage.

The Team Leader for the assignment should have the following qualifications:

- Higher degree in biology, forestry, and other environment related disciplines or other relevant field.
- Extent of experience in coordination and implementation of environmental projects related to biodiversity in general and forests in particular.
- Strong organizational, project and team management skills, report writing and communications skills.
- Excellent knowledge of Armenian language (knowledge of English is an advantage).

The Key Personnel for the assignment should have the following qualifications:

- Higher degree in biology, forestry, and other environment related disciplines or other relevant field.
- Extent of experience in policy analysis, development and application of criteria and methodologies, drawing conclusions and development of recommendations. The experience in working with HCVs is an advantage.
- Extent of experience in field studies and assessments of biodiversity and forests.
- Strong communications and team-working skills.
- Excellent knowledge of Armenian and English languages.



