**PROCUREMENT No. ADA/ARM/CQS-8**

**(Activity 5.7)**

**TERMS OF REFERENCE**

**Training on forest protected areas, monitoring of species and**

**related topics for various stakeholders**

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[[1]](#footnote-1)) 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. It will be carried out over a four-year period, 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 World Bank (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).
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 implementation of a training on forest protected areas, monitoring of species and related topics for various stakeholders is a part of the activities aimed at capacity building and training. It contributes to the PDO 2. The activity is funded by the ADC in the frames of the additional funds for complementary activities in Armenia and as a component of a number of other activities funded by the EC.

1. ***Goal and Tasks 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 implementation of a training on forest protected areas, monitoring of species and related topics for various stakeholders is to have respective forest stakeholders in Armenia skilled in the issues of protected areas, species monitoring and other related topics overall to contribute to sustainable forest management.

The **specific tasks** of the assignment include:

* Task 1. Development of a training program with the content
* Task 2. Drafting a list of training participants
* Task 3. Implementation of a training

1. ***Scope of Services***

**Task 1. Development of a training program**

The Consultant shall develop a four day training program to include in-door sessions and outdoor practical activities on related topics.

The training program shall cover the following topics: protected areas of Armenia (legal and institutional frameworks, categories and management regimes, management plans, details on separate protected areas to include biodiversity and natural resources); IUCN Red List and Red Book of Armenia (categories, threatened species of Armenia); protection of habitats and species; monitoring of threatened indicator species (methods of field monitoring, monitoring of forests, mammals, birds, reptiles and other groups); use of GPS for monitoring; ecotourism in PAs (Visitors’ centers, trails, PR for PAs).

The Consultant shall develop a detailed training agenda. For each topic the following materials shall be prepared: presentations, handouts, reference materials with links for further use and other relevant materials. At the end of the training there should be evaluation by the trainees according to an evaluation form to be prepared by the Consultant. The evaluation should cover the issues of the training relevance, quality, delivery methods and others. All draft materials should be approved by the Client beforehand.

At the end of the training each trainee should receive all training materials in electronic format on a flash-disk.

**Task 2. Drafting a list of training participants**

The Consultant shall draft a list of organizations with indicative number of trainees from each organization to be invited to the training. It should include the main forest stakeholders of Armenia: the RA Ministry of Agriculture, “Hayantar” SNCO (headquarters and forest enterprises especially those having forest sanctuaries in their structure), State Forest Monitoring Center, forest protected areas under the Ministry of Nature Protection, relevant NGOs, forest related educational institutions and others. The total number of trainees shall not exceed 20 persons.

The draft list should be approved by the Client. The Consultant shall be responsible for making invitations so that the organizations/institutions nominate trainees as per indicated numbers.

**Task 3. Implementation of a training**

The Consultant shall implement the training in a forest related location preferably close to a forest protected area. The location should have respective facilities for in-door sessions and field training on monitoring and use of GPS. The Consultant shall propose a venue to be approved by the Client. The Consultant shall cover all costs related to implementation of the training including transportation, accommodation, meals and others. The Client will ensure the GPSs for the training, 1 GPS for every 2 participants.

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

* the annotated agenda and content of the training (within the inception report, to be approved by the Client);
* the detailed training agenda and content;
* the actual delivery of the training; and subsequently
* all materials developed for the training; and
* summary report of the assignment (within the final report).

1. ***Timing and Duration***

The estimated duration of the project is about 5 months (tentatively March - July 2016).

**Tentative workplan**

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| --- | --- | --- | --- | --- | --- | --- |
| **N** | **Tasks** | **Months** | | | | |
| **I** | **II** | **III** | **IV** | **V** |
| 1 | Task 1. Development of a training program |  |  |  |  |  |
| 2 | Task 2. Drafting a list of trainees |  |  |  |  |  |
| 3 | Task 3. Implementation of a training |  |  |  |  |  |

1. ***Institutional Arrangements***

The Client will provide to the Consultant all available information, which might be useful for the 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 gathering information. In case of need the Client will advise the Consultant on technical issues connected with the task 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.

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.

1. ***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. The final report should include also the developed training materials, subject to sharing with various state stakeholders. Reports shall be submitted by the 5th 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, 11/1 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.

The Contract will be considered as completed after signing the acceptance certificate.

1. ***Qualifications Requirements***

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

* Not less than three years of experience in implementing projects in the environmental field to include organization of workshops and trainings; experience in the field of biodiversity, protected areas and/or forests of Armenia 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 organization of trainings, biodiversity and other related topics.
* Strong organizational, project and team management skills, report writing and communications skills.
* 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 the fields of biodiversity, forests, protected areas, monitoring, GPS and other related topics.
* Extent of experience in implementation of in-door and out-door trainings.
* Strong communications and team-working skills.
* Knowledge of Armenian language (knowledge of English is an advantage).

1. 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. [↑](#footnote-ref-1)