

PROCUREMENT No. ADA ARM/CQS-6
(Activity 6.1, ADA funding)

TERMS OF REFERENCE
School Forestry in Syunik Region of Armenia

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 (ENPI¹) 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 supporting Program activities 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).
- 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).

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.

- 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 school forestry is a part of the public awareness raising and capacity building component of the Program. It contributes to the PDO 2. The activity is funded by the ADA.

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 school forestry is to have more school pupils aware of the forests and environment through their participation in forest related activities and awareness raising and educational events.

The specific objectives of the assignment include:

- Objective 1. Involvement of school pupils in the field forest activities (re/afforestation, maintenance, etc.)
- Objective 2. Organization of a forest cleaning event
- Objective 3. Organization of educational seminars
- Objective 4. Organization of a school contest
- Objective 5. Production of communication/visibility materials for distribution to school pupils

3. Scope of Services

Objective 1. Involvement of school pupils in the field forest activities (re/afforestation, maintenance, etc.)

The school forestry should be organized for the school pupils from the schools of Tatev, Tandzatap and Svarants communities (Syunik Region of Armenia). Number: maximum 20 school pupils; age: 8-14 year old pupils.

The school forestry should be organized in close cooperation with “Hayantar” State Non-Commercial Organization (SNCO), in particular Goris Forest Enterprise.

Upon the assignment commencement the Consultant in close cooperation with “Hayantar” SNCO should identify a forest area (approximately 1-2 ha), where later the school forestry will be organized. The area shall be on the reasonable distance from the target communities, there should be field forest activities planned for the potential area (planting, maintenance), there should be a forest area subject to cleaning (probably close to a cultural or recreational site or similar). The agreement on further steps shall be made, with possible signing of a Memorandum of Understanding and other formal agreements. Planting and maintenance activities can be implemented also on the Tatev school adjacent territory, which is fenced and partly covered by trees.

The field forest activities should be organized totally during 10 days (including a forest cleaning event; see objective 2 below) according to the following schedule: 5 days during April-June and 5 days during September-November. More specific the timeframe and schedule of field activities shall be defined by the consultant in close cooperation with the schools so that the assignment activities do not disturb the school educational process. Detailed agendas should be prepared for the days of field activities. All technical issues connected with the field shall be agreed with “Hayantar” SNCO.

Appropriate field forest tools necessary for all the participants of the school forestry for the field forest activities and forest cleaning campaign will be provided by the Client. The rest of the expenses shall be covered by the Consultant (meals, transportation).

Objective 2. Organization of a forest cleaning event

A forest cleaning event shall be organized with participation of the school pupils - the participants of the school forestry. It can take up to 2 days.

Objective 3. Organization of educational seminars

The Consultant is responsible for arranging 5 sessions of in-door educational seminars for the participants of the school forestry on the following topics: forests as value; forest rehabilitation and re/afforestation; forest protection including anti-fire activities, forest biodiversity and forest protected areas; how to behave in forest; and non-timber forest products as an alternative source of income for communities including forest related ecotourism opportunities. The first three sessions should be organized during April-June and the last two – during September-November. Each session should last for 4-5 hours (totally 5 days). The following materials should be prepared for each session: detailed agenda, presentations and handouts for distribution to the school forestry participants.

Tatev school will provide venue for in-door seminars free of charge. The Consultant shall cover all the expenses connected with the forest cleaning event and educational seminars (meals, transportation, printed packages for seminars).

Objective 4. Organization of a school contest

A school contest with a topic “My forest” should be organized with participation of school pupils (up to 100) from three target communities (without restriction) with awards (1st, 2nd and 3rd place) in two age groups (6-10 year old and 11-16 year old). The contest can include drawings, poetry, handicrafts,

theatrical performances or similar in the respective topics. The Consultant shall ensure prizes for six winners in 2 age groups.

Objective 5. Production of communication/visibility materials for distribution to school pupils

The Consultant shall be responsible for communications and visibility products: T-shirts and baseball caps in a recycled paper bag should be produced to be provided to all the participants (up to 100) of the school forestry and the contest.

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.

4. Timing and Duration

The estimated duration of the project is about 9 month (tentatively March – November 2015). The labor input is estimated at approximately 15-20 person-months including all kinds of staff input.

Tentative workplan

N	Activity	Months								
		I	II	III	IV	V	VI	VII	VIII	IX
1	Identification of a forest area (appr. 1-2 ha), where the school pupils will participate in the field forestry activities, making formal agreements with involved parties									
2	Meetings with the school administrations/respective teachers to present the assignment and agree on further steps, defining the timeframe and schedule of the activities, selection of the school forestry participants (appr. 20 school pupils)									
3	Organization of educational seminars for the school forestry participants									
4	Participation of school pupils in the field activities in the forest									

5	Production of communications/visibility materials								
6	Organization of a forest cleaning event								
7	Organization of a school contest								

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. The Client will assist the Consultant to compose the list of participants for the school forestry.

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, handouts, visibility products and others) shall be approved by the Client before the events/production.

The communications and visibility materials produced 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. 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 5th working day of the next month.

2. The required deliverables shall be submitted to the Project Coordinator (Siranush Galstyan, 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.

7. Qualifications Requirements

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

- Not less than three years of experience in work with schoolchildren in the field of environment related issues.
- Not less than three years of experience in organization and implementation of workshops, trainings, seminars, contests and production of communications materials.

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 various target groups including schoolchildren.
- Strong organizational, project and team management skills, report writing and communications skills.
- Excellent knowledge of Armenian and English languages.

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 preparation and implementation of workshops, seminars, trainings and other events.
- Strong communications and team-working skills.
- Excellent knowledge of Armenian language.