

Ministry of Forests and Environment  
REDD Implementation Centre  
Babarmahal, Kathmandu, Nepal

## **Terms of Reference**

### **Training-of-Trainers about REDD (budget head: 2.12.1.45.1)**

#### **1 Background and rationale**

Reducing Emissions from Deforestation and Forest Degradation (REDD) is evolving as a means to reduce forest sector carbon emissions through appropriate forest management practices and enhanced forest governance both in the forestry sector and related sectors. The World Bank has established the Forest Carbon Partnership Facility (FCPF) to assist developing countries in their efforts to reduce their emissions from deforestation and forest degradation. Nepal has been selected as a FCPF country.

Consultation and outreach activities have emerged as a foundation for capacity building of REDD related stakeholders. Some basic level capacity building and outreach activities, like awareness campaign at districts and community level, basic level trainings to local level forest staffs, REDD+ TOT for some forest officers and REDD+ orientation workshops in different districts were conducted during first phase of REDD+ readiness. Development partners and civil society organizations also conducted capacity building and outreach programs. Examples of these initiatives include the RECOFTC/FECOFUN-REDD capacity building project and the NEFIN-REDD awareness-raising program. However, the self-assessment report (R Package-2016) of the REDD+ readiness program in Nepal shows that related stakeholders (DFO staffs, local communities, endogenous communities, related civil society activists, women and other marginalized groups) are not adequately aware of REDD+. Only few Local forest officers and activists have received basic level trainings and majority of the local forest officers and junior forest staffs have not yet properly understand REDD+ and its opportunities and challenges to manage forests resources in a sustainable manner. The R Package suggests, for continued capacity building and outreach programs, particularly targeting related government staff working at districts and local level, local communities, vulnerable groups and partner agencies. The training of trainers (ToT) has been envisioned as an entry point to lay cornerstone for capacity building and outreach activities in upcoming years under the FCPF and other bilateral funding. This task is, therefore, expected to develop a strong REDD+ trainer's network that will take lead role in awareness raising and capacity building in REDD+ implementation at local level in future.

#### **2 Objectives**

There are two objectives of this assignment including (i) to deliver an updated and comprehensive REDD+ training package that incorporate training resources on different REDD+ themes and lead REDD+ trainer's network to enhance the capacity of relevant stakeholders at district levels, and (ii) Improve understanding of DFOs' team and other district level stakeholders on REDD+ and its status in Nepal.

### **3 Specific tasks**

First, the service provider's key tasks will be delivery of the five day "REDD+ Trainers' Training" package to the stakeholders at district and local level. The service provider will conduct five events of ToT training covering seven states across Nepal excluding 12 districts of the TAL area. This training package was already delivered to the stakeholders in the 12 TAL districts in 2016. REDD IC based on previous trainings delivered and in consultation with the Training Division of the Ministry of Forests and Soil Conservation will finalize participants' list. The events will target Mid-Level forestry Officials (district and local levels) and representatives from local communities, including vulnerable groups, civil society organizations and partner agencies.

Second, the service provider together with experts from REDD IC will organize one day workshops in six districts involving all technical staffs including the DFO, Officers, Rangers, Foresters and Forest Guards. The workshop will provide an opportunity to the training participants to rollout the knowledge and skills they have acquired from the ToT. Further, the will be an important opportunity to improve REDD+ understanding of the whole DFO team.

### **4 Expected Output**

The service provider is expected to deliver on the tasks listed above in an efficient and timely manner. The service provider will submit: (i) an inception report including a training plan for each group of participants; and (ii) a comprehensive training report incorporating list of trainers and participants of the training; participants' evaluations of the training and lessons learned for future events. In addition, the service provider will also submit the package of all training materials and documents developed to accomplish this assignment.

### **5 Training approach**

#### **5.1 Methodology**

The service provider (NGO/CBO) will first carry out extensive review of REDD+ related training resources developed by national and international organizations to understand the key messages and the irrelevance to Nepalese context. After stock taking of training resources, the service provider will then consult with relevant stakeholders to understand their concerns and priorities in REDD+ related awareness and capacity building issues. The service provider can use additional training experts to assist him/her in developing training materials and delivering ToT training in the Regions.

The service provider is advised to use the following steps for consultations:

- Consult with key informants of REDD multi-stakeholder forum and CSO/IPOs alliance for REDD;
- Consult with NEFIN, ANSAB, FECOFUN, NAFAN, RECOFTC, and IoF;
- Consult with the noted experts in this field as needed;

## **5.2 Work plan**

The service provider is expected to prepare an inception report with a detailed work plan that shall guide the process. This work plan will propose thematic areas to be covered, methods to be adopted and expected timeline. Based on this work plan, a detailed plan will be discussed and finalized jointly by the service provider and the REDD Implementation Centre (REDD IC).

## **5.3 Time Frame and Work plan**

The service provider's services are scheduled over a period of up to Two MONTHS tentatively starting from March 2018.

## **6 Reporting Requirement**

The service provider shall submit an inception report within the first week of the contract agreement describing the service provider's plan of actions in consultation with REDD IC. This report shall also be accompanied with a work/ time schedule to confirm that the final submission will be made in a timely manner. The inception report must be approved by the client to proceed with further work. During the time of work, a focal officer from REDD IC will be assigned to keep tracking of the service provider's work and performance. A well described report (electronic copy-MS word and PDF as well as three hard copies in Nepali and a synthesis report of this assignment in English language) shall be submitted to the client within two months of signing of the contract agreement.

## **7 Qualification/experiences and competency of the service provider**

Services for the ToT task will be solicited from a relevant NGO/CBO as a service provider with a proven track record in curriculum development and training delivery, particularly in forestry sector. The service provider is expected to have a strong background in capacity building and ToT in forestry and climate change related issues. Service providers with previous experience in delivering similar trainings will have additional advantage in this task. The service provider must have an experienced trainer to deliver the five day REDD+ training package following ToT procedures as the lead trainer. The lead trainer for this task must be a Nepalese national with at least graduate degree in Natural Sciences and master degree in any other relevant fields with proven track record in training & capacity building following participatory ToT approaches. The Service provider can also hire a helping hand to support the lead trainer while delivering the training.

## **8 Client's Input to the Service provider**

REDD IC will dedicate a supervising officer to oversee the contract and help to develop training materials. The supervising officer will coordinate with other government agencies as needed or requested by the service provider.

## **9 Payment Schedule**

REDD IC intends to sign a lump sum contract with the service provider who secures top marks based on assessment of technical and financial proposal. Each lump sum installment payment will be linked to a particular deliverable. Three time payments could be made as follows:

- a. First installment of 20% of the contract amount against an acceptable inception report,
- b. Second installment 50% of the contract amount will be delivered upon completion of the first TOT event.
- c. Final 30% will be paid upon completing all the TOTs and workshops and submitting an acceptable final report.

## **10 Reference Material:**

The service provider can use reference materials, training manuals, draft REDD+ strategy, forest reference level report, MRV report, R Package, SESSA/ESMF report, ERPIN, draft ERPD and other published and unpublished documents/study reports available in REDD IC. In particular, the service provider is expected to review the REDD+ IC published mid-level REDD+ facilitator training manual (2016) and update.

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