

Government of the People's Republic of Bangladesh  
Office of the Project Director  
Sustainable Forests & Livelihoods (SUFAL) Project  
Bangladesh Forest Department  
Ban Bhaban, Agargaon, Dhaka-1207, Bangladesh



## **Terms of Reference (TOR)**

**Selection of Individual Consultant: Community Mobilization Officer**

**Forest Department**

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## Terms of Reference (ToR)

<b>Position</b>	<b>: Community Mobilization Officer</b>
Type of Contract	: Individual Contract
Contract Duration	: 15 Months
Duty Station	: Field Cost Centers
Language	: English & Bengali

### Background of the Project

Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change has received IDA loan of US\$175.00 million and GOB contribution of US\$3.85million for a period of 6.5 years (01 July 2018 to 31 December 2024) to implement Sustainable Forests & Livelihoods (SUFAL) Project. The overall objective of the project is to improve collaborative forest management and increase access to alternative income generation activities for forest dependent communities in targeted sites. This will be achieved by: (i) improving public sector management of forest resources and increasing participation of communities in forest conservation and restoration and, (ii) reducing direct dependence and exploitation of forest resources by offering alternative livelihood sources to dependent communities and improving the enabling environment for trees outside forests. Together, these will result in the eventual improvement of forest cover and ecosystem functions, coastline protection and increased employment opportunities for some of the poorest and most vulnerable communities, including women and small ethnic communities. Project will implement a number of activities which are grouped under following four components:

- Component-1 : Strengthening Institutions, Information Systems and Training
- Component-2: Strengthening Collaborative Forests and Protected Areas Management
- Component-3: Increasing Access to Alternative Income Generating Activities (AIGAs)
- Forest Extension Service & Trees Outside Forests (TOF)
- Component-4: Project Management, Monitoring, and Reporting

This project is designed to contribute in improving organizational effectiveness by adopting improved policy and regulatory framework including infrastructural development, management information system upgradation, capacity building of BFD officials and investing in degraded and denuded forest restoration and building green belt along the cost. This project will finance tree cover improvement in the TOF areas technology transfer, training, research and innovation support and engage forest dependent communities in collaborative forest management practices. By and large the project will enhance wildlife and PA management practices and thereby improve forest conservation and wildlife protection in the country.



## Objectives of Assignment

The main objective of the assignment is to supervise and report to PD on NGOs activities in identification of beneficiaries, baseline survey, support to mobilize and organize participants of the collaborative forest and PA management, form local institutions, arrange capacity building training on AIGAs and implementation of community operation manual, data entry for community profiling, liaison with BFD officials at Range and Beat level and community performance monitoring.

## Scope of the Service

- Supervise NGOs for baseline survey of communities in and around the target areas in a beat and union, for identifying economic/poverty profile of each household of forest dependent communities, including their levels of dependence on forests, assets and liabilities for identification of individuals for participation in SUFAL Project activities;
- Assist in the preparation of a Communities Engagement and Mobilization Plan, which will ultimately let the community acquire the knowledge and skill to handle funds not only for community benefits as grants, but also to recycle the fund among the members of their community to enhance their livelihood. Assist concerned DPD and PD in the approval process of plan. Once approved by the PD this plan has to be implemented by the NGO;
- Collaborate and coordinate relevant activities with the World Bank Social and Environmental Specialists, Senior Collaborative Forest Management Specialist and other staff involved with management of social activities
- Provide advisory support to NGO for helping communities for collaborative forest management; ensuing adequate gender balance, representation from ethnic minorities, deprived groups, etc.
- Implement electronic means of data collection on beneficiaries, groups, etc. using the Open Data Kit framework, together with GIS Consultant
- Advise, educate, train and support communities in forming six community-based committees, which will undertake different functions related to their involvement in forestry and income generating activities under the SUFAL Project;
- Serve as resource person in developing capacities of communities in managing/administering the functioning of different committees, financial management, accounting and financial reporting, loan disbursement and realization, participation in alternative income generating activities, procurement of goods, forest restoration, plantation establishment and protection;
- Build capacities of communities in property handling project funds, disbursements, recovery, financial control, maintenance of account and timely financial reporting;
- Help NGOs for developing capacities of communities for administering funds available for lending to its members and collection of repayments from borrowers;
- Assist Sr. Livelihoods Specialist to identify and support the design and implementation of alternative income generating activities. Help community members in planning proper use





of funds borrowed from the project for a viable and relevant income generating activity, including market analyses;

- Assist NGOs to educate the communities in procuring goods and services for project related activities;
- Participate the community meetings, assist in recording of the meeting minutes, arrange follow-ups, etc. in connection with the spirit of collaborative forest management and the protection of natural resources;
- Assist, educate and train the community on keeping close liaison with local beat and range offices and if required to approach the DFO's office;
- Every action of the NGO must have prior approval of the DFO/PD;
- Any other task assigned by the Project Director as and when required.

### **Transfer of knowledge (Training) where appropriate**

While undertaking the activities as stated under 'scope of services' of this TOR, the CMO will undertake major capacity building exercise and transfer of technology and know-how to the communities.

### **List of reports, schedule of deliveries, period of performance**

**The CMO is required to submit the following interim reports /documents.**

1. Guide NGOs to prepare inception report and work plan;
2. Review and validate the baseline survey of community (house to house) dependence on forests and economic conditions of forest dependent households close to forest areas;
3. Supervise in the preparation and implementation of community mobilization and training plans;
4. Facilitating community participation in collaborative forest management;
5. Supervise day to day activities of NGOs;
6. Support the design and implementation of AIGAs;
7. Maintain liaison with DFOs;
8. Support to procurement of goods and services for the project by communities.

### **Data, personnel, facilities and local services to be provided by the client,**

The PD and CTA will provide necessary information as per requirement of the CMO. PD will also inform all cost centers to provide necessary data and documents as needed for the tasks assigned to the CMO.



## **Institutional Arrangement**

The consultants can use office space of PMU in Dhaka/Field Office if needed and will report directly to the Project Director, SUFAL Project, BFD, Dhaka Bangladesh. The Individual Consultants will work closely with concerned DPD at the PMU. The consultant is expected to undertake the activities (scope of services) mentioned in the TOR in order to achieve the stated objectives.

## **Qualifications & pre-requisites (This qualification requirements will not be part of ToR but will be used in REoI and Evaluation)**

- Masters in Forestry/Social Science/Economics/Marine Science or relevant degree;
- Proven working experience and ability to work with natural resources dependent communities, particularly with forest dependent communities in Bangladesh;
- Experience in community mobilization, promoting resource independent income generating activities;
- Experience of working in donor funded projects and forestry department implemented activities;
- Extensive knowledge on social norms, collaborative forest management, social forestry, etc.;
- Ability to provide training and capacity building in various aspects of a community involved project on natural resources development, protection and AIGAs;

## **Conditions for application:**

- During the term of the contract the consultant shall not be associated with any other Government agency, consulting firm or private business entities.