

## Terms of Reference (ToR)

<b>Position</b>	<b>: Junior Consultant Forestry (SD-79) (01)</b>
Type of Consultant	: Individual Consultant (National)
Type of Contract	: Time Based Contract
Duty Station	: PMU, Dhaka
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\$3.85 million for a period of 6 years 6 months (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 No 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.

The PMU has been established to implement the project involving officials from FD on deputation along with outsourcing staffs and consultants. This assignment is to contribute in technical report writing related to forestry activities of the project, compilation of data and analysis and support PMU for necessary communication with stakeholders.



## **Objectives of the Assignment**

The objective of the assignment is to contribute in technical report writing related to forestry activities of the project, compilation of data and analysis and support PMU for necessary communication with stakeholders.

## **Scope of the Services**

1. To prepare technical reports related to forestry activities on:
  - Analytical report writing on Afforestation, Reforestation, Restoration and SSP etc.;
  - Collaborative Forest Management;
2. Compilation of data and analysis for Integrated Forest Management Planning survey, social satisfaction survey- Baseline and End line, Forest Inventory reports etc.;
3. Assist in preparation of working paper and resolutions of PSC and PIC meeting, taking note during dialogue etc.
4. Assist in organizing meeting, workshop and seminar under PMU
5. Assist and coordinate different Deliverable Review and Comments giving committee on the submission of different reports/deliverables by the concerned firms/individual consultants
6. Undertake other activities as and when requested by the Project Director.

## **Data, Personnel, Facilities and Local Services to be provided by the Client**

The Project Director (PD) will arrange and provide necessary information and data as per requirement of the assignment. PD will also inform all concerned cost centers, including three Management Plan Divisions, to provide necessary support, personnel, data and documents as needed for conducting the report preparation. Additional supports from Deputy Project Director (DPD) and PMU team including Chief Technical Advisor and M&E Specialist will make available to the consultant.

## **List of Reports and Deliverables**

The Consultant will submit following reports:

1. An inception report and a work plan;
2. Monthly progress reports of the activities;
3. Final Report.

## **Ownership of the Data, Documents, and Equipment**

- SUFAL shall be the owner of all data, reports, documents, etc. prepared by the consultant and any equipment procured under the assignment.
- All the documents collected if any, must be handed over to SUFAL.
- All documents, reports and information from this assignment will be regarded as SUFAL's property, so the mentioned outputs or part of it cannot be sold or used in any case without prior permission of SUFAL.

## **Institutional Arrangement**

The consultant will be based at the SUFAL PMU in Dhaka with frequent field visit and will report directly to the Project Director, SUFAL Project. The Individual Consultant will work closely with other consultants working at the PMU and departmental officials. The consultant is expected to undertake the activities (scope of services) mentioned in the TOR in order to achieve the stated objectives. Under this consultancy travels are being envisaged. However, travels necessary for the exigencies of services to achieve the desired



objectives, may be under taken but with prior permission of the PD and in such cases only the actual costs will be reimbursement. The deliverables will be submitted on time by the consultant to the PD, SUFAL Project, BFD, Dhaka Bangladesh.

**Duration of the Assignment**

The duration of the assignment will be 12 (Twelve) months.

**Qualifications and Experiences**

1. At least Graduation in Forestry or Natural Resources Management .
2. Having 2 (two) years of field experiences of forest and natural resources management.
3. Experience of producing quality technical reports of forestry;

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