TERMS OF REFERENCE
FOR THE PROVISION OF
LOGISTIC SERVICE FOR SUMMER CAMP

Background

The European Commission financed European Neighbourhood and Partnership Instrument – East Countries - Forest Law Enforcement and Governance (ENPI East FLEG) Program second phase will promote the development of improved forest law enforcement and governance arrangements in seven targeted countries: Azerbaijan, Armenia, Georgia, Moldova, Ukraine, Belarus and Russia. The project’s core funding is provided through a grant agreement from the European Commission to the World Bank. The project is being undertaken as a partnership among the World Bank, IUCN and WWF. IUCN and WWF received sub-grants from the World Bank and are key implementation partners. Each of the three partnered program implementation organizations is responsible for its own set of specified project activities and deliverables. Three broad categories of stakeholder groups are targeted by the project: government (line departments, parliamentarians, local authorities and the judiciary); civil society (NGOs, community organizations and forest-dependent communities); and the private sector (particularly timber companies). The program defines the policy, legal, institutional and economic obstacles to improved forest governance (including the control of illegal logging); test pilot innovative approaches to overcoming these obstacles; enhance the capacity of key stakeholders to implement forest governance reforms; and disseminate the lessons learned at national, regional and global levels.

The Program will be carried out over a four year period, from January 2013 through December 2017. The Program supports the participating countries to strengthen forest governance through improving implementation of relevant international processes, enhancing their forest policy, legislation and institutional arrangements, and developing, testing and evaluating sustainable forest management models at the local level on a pilot basis for future replication. The three specific Program Development Objectives are 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);
- 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); and,
- 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 Azerbaijan ENPI East FLEG II Program is implemented by three participating agencies: The World Bank, IUCN and WWF.

Objective of the Assignment

The objective of the Assignment is to provide logistical and organizational support for conducting 7 day summer camp to be hosted in the Gakh region, Azerbaijan.

Scope of Work and Outputs

Under the guidance of the WB Azerbaijan Country Programme Coordinator and in consultation with the Program Coordination Team (PCT), the Logistics Company will undertake the following tasks:

i. Propose and agree with the National Country Programme Coordinator the venue in the Gakh region for the 7 day summer camp. The selected venue should provide for the accommodation and conference space for about 24 participants including 13 school students from Azerbaijan and 9 international participants from FLEG countries, National Country Coordinator and Forest Education Consultant;

ii. Arrange for the prompt advertising of the summer camp event both at the national and international level:
iii. Provide all necessary conference equipment, including audio and visual equipment and stationery for the workshop to be conducted during the summer camp;

iv. Provide in-country transportation services to all summer camp participants, including to and from airports in Baku and Ganja, transportation to the training session facilities and site visits as per the summer camp program;

v. Ensure health care services are available for the summer camp participants during the entire period of 7 days from July 10 to 17, 2015;

vi. Provide catering and medical services for all participants (trainees and trainers), including three time meals and two tea/coffee breaks on a daily basis during the entire duration of the summer camp;

vii. Provide for printing, copying and binding of training materials (training packages to be available for all the participants in English and Russian) based on the content to be provided by the FLEG II Programme consultants;

viii. Provide any other logistic services as might be needed during the period of the summer camp.

Reporting

The assignment will be closely coordinated by the National Programme Coordinator and Forest Education consultant. The Company shall agree with him the working plan indicating exact types and timing for the delivery of the services.

Qualification Requirements

General qualification requirements are as follows:

- At least 3 year experience in providing logistical services for the organization of training sessions, conferences and other similar events both in and out of Baku;
- Good knowledge on the availability and quality of required facilities in Baku and the rural districts;
- Fluency in Azerbaijani and Russian language. Knowledge of English is an asset;
- Proven experience in managing event budgets.

Implementation Arrangements and Timing

The expected level of effort is up to 60 days to be implemented during the 3 month period from May 10, 2015 to August 10, 2015, including 3 trips to the Qakh district and 7 days summer camp in the Qakh district of Azerbaijan. The indicative schedule for the trips should be as follows:

- 3 trips to Qakh during the 1st and 2nd week of the assignment,
- During the 4th-5th week (including the period of the summer camp).