TERMS OF REFERENCE

Assisting the consultant in conducting a full-scale TEEB study for the forestry sector of Ajara Autonomous Republic, Georgia (Senior Assisting Specialist)

a) 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 will be implemented in seven countries of the EU's European Neighborhood and Partnership Instrument (ENPI) 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. It will be carried out over a four-year period, with end disbursement date of December 31, 2016. The Program is supported by the European Commission contributing to a single-donor trust fund administered by the World Bank (WB). 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:

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).
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 Economics of Ecosystems and Biodiversity (TEEB) is one of the important components of the Program. TEEB is an international initiative promoting sustainable economies in which the values of biodiversity and ecosystem services are fully reflected in decision-making.

In the framework of the FLEG2 Program, it was decided to conduct full-scale TEEB study for the forestry sector of Ajara Autonomous Republic, Georgia. WWF-CauPO (hereafter – the Client) will hire an expert (hereafter – the Consultant) to implement this task. This expert will be assisted by two local specialists, one Senior Assisting Specialist and the other – Assisting Specialist. This ToR describes the assignment for the Senior Assisting Specialist.

**b) Objectives of the assignment**

The main objective of this assignment is to assist the Consultant in conducting a full-fledged TEEB study for forestry sector of Ajara Autonomous Republic and preparing relevant policy recommendations (see Annex 1). The outcomes of this study should help achieve sustainable forest management in Ajara.

This study would contribute to the fulfilment of the FLEG2 Program Development Objective “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”.

**c) Scope of services**

The Consultant who will actually conduct the study (see Annex 1) will need to spend considerable time in Ajara. Consequently, he/she will need substantial local assistance, particularly in collecting information and meeting stakeholders. The Senior Assisting Specialist (with the help of the other local assistant) will therefore provide following service:

**Assist the consultant in collecting background information on forestry sector of Ajara** – based on the instructions from the Consultant, obtaining relevant information (electronic as well as hard copies) from internet, libraries, various organizations, research institutes, through interviews, etc.; this will include socio-economic data, forest vegetation, forest products and services, the socio-economic and ecological functions of forests, and other relevant information; translating this information (or most important parts) into English, where necessary; transferring this information to the Consultant.

**Filling information gaps** – after analyzing the collected information and identification of the information gaps by the Consultant, collection of additional information to fill these gaps (as required by the Consultant).

**Helping the Consultant organize stakeholder meetings:**

a) **individual meetings with local authorities, local communities and other key stakeholders in Ajara** – based on the request and instructions from the Consultant,
contacting relevant authorities, communities and other stakeholders and arranging the meetings at the acceptable times for all parties; accompanying the Consultant at all these meetings and provision of interpretation service where necessary

b) **common high-level stakeholder meeting(s), most likely in Batumi** – based on the request from the Consultant, as well as the Project Coordinator (see below), contacting the potential participants (from Ajara) of the meeting, informing them about the time and venue of the meeting and arranging for their participation.

**Assessing and valuing selected ecosystem services (possibly by monetary valuation)** – accompanying the Consultant at field visits within Ajara and helping collect relevant data. Agreeing with and arranging these field visits jointly with the Directorate of Environment Protection and Natural resources and Forestry Agency of Ajara, where appropriate.

**Helping the consultant in keeping regular communication with key stakeholders, including members of Steering Committee (see Annex 1).**

The Senior Assisting Specialist will divide the load of work with the other assistant equally. However, the former will be responsible for guiding the latter. Both assistants will accompany the Consultant at each of his/her meeting in Ajara. In addition, the Senior Assisting Specialist will be responsible for reporting to the Project Coordinator on behalf of both assistants. The outcomes and outputs of this work will be: organized meetings, collected information and reports (the latter sent to the Project Coordinator). This should enable the Consultant to produce a high-quality full-scale TEEB study.

The overall duration of the assignment is expected to be carried out over a period of eight calendar months, including the time needed for stakeholder meeting organization, consultations, etc. The work is estimated to start in July 2015.

**d) Reporting and approval procedures**

The Senior Assisting Specialist will directly report to the Project Coordinator (Ilia Osepashvili, iosepashvili@wwfcaucasus.org) on behalf of both assistants. He/she will send the **First Interim Report** to the Project Coordinator after the completion of initial three steps of the study by the consultant (see Annex 1) within approximately two and a half calendar months from the beginning of the assignment. The report will contain brief description of information collected and a complete list of meetings (with brief meeting notes) of the Consultant with stakeholders, including the common stakeholder meeting.

The **Second Interim Report** will be sent after the completion of steps 4-6 of the study, within about six calendar months from the beginning of the assignment. The report will contain brief information about provided assistance to the Consultant.

The **Final Report** will be sent after further consultation with stakeholders and preparation of the final version. The report will include brief information about conducted work and summary of all
stakeholder meeting outcomes. It will be provided within approximately eight calendar months from the beginning of the assignment. All of the reports should be in MS Word format and should be sent to Ilia Osepashvili, Project Coordinator from WWF-CauPO (iosepashvili@wwfcaucasus.org).

The Coordinator will provide feedback to the Senior Assisting Specialist within a week after receiving each report. If no response is received by the Senior Assisting Specialist after the expiration of this period, the report will be deemed as accepted, unless a written request is provided by the Coordinator to allow for a few more days for the revision. The comments and requests for further information/corrections should be addressed by the Senior Assisting Specialist in a timely manner. After the satisfaction of the Coordinator with the quality of the reports (clearly expressed in a written form), the Senior Assisting Specialist may complete the remaining parts of the work. Only after the formal acceptance of the Final Report by the Coordinator (by signing the acceptance form by both parties - the Senior Assisting Specialist and the Coordinator) can the contract be considered as completed.

e) **WWF's Input**

The Client will provide all information available at their office, which will be essential for the completion of this assignment, free of charge. In addition, the Client will organize and fully cover the costs of the common stakeholder meeting, including translation and interpretation at that meeting. The costs of translation of drafts of the TEEB study will also be covered by the Client.

f) **Institutional arrangements**

WWF-CauPO Project Coordinator will be responsible for coordinating the Assistants' work. The Senior Assisting Specialist is directly accountable to the Coordinator and shall send reports to the latter. The Coordinator is authorized to evaluate these reports and either accept them or require further updates.

g) **Qualification requirements**

- University degree or equivalent in forestry or a related field
- At least five years of working experience in forestry or a related field
- Demonstrated good knowledge of the forestry sector of Ajara
- Experience in dealing with stakeholders in Ajara (e.g. organizing meetings, facilitating dialog)
- Strong communication, coordination and report writing skills
- Willingness and ability to stay in Ajara for much of the assignment completion period and to participate in field visits
- Working knowledge of English and Georgian.

h) **Additional information**
Applicants should specify to which position(s) they apply – Senior Assisting Specialist's, Assisting Specialist's or both. If application is made for both positions, the priority should be clearly indicated.

Annex 1 – extracts from the ToR for the consultant to conduct a full-scale TEEB study for the forestry sector of Ajara Autonomous Republic (Georgia)

Objectives of the assignment

The main objective of this assignment is to conduct a full-fledged TEEB study for forestry sector of Ajara Autonomous Republic and prepare relevant policy recommendations. The outcomes of this study should help achieve sustainable forest management in Ajara.

Scope of services

The study will be conducted in several steps:

- Step 1: Collect background information about natural conditions, forest resources and forestry sector of Ajara Autonomous Republic (AAR)
- Step 2: Conduct a high-level stakeholder meeting (preferably in Batumi, the capital city of AAR), in order to
  - Refine the objectives of the study
  - Identify the most important thematic areas to focus on (e.g. ecosystem functions to be valued, opportunities for development of forest-based sustainable livelihoods)
  - Identify information gaps
  - Establish a Steering Committee to facilitate coordination and cooperation between the consultant and decision-makers and
- Step 3: Select appropriate methods based on available information
- Step 4: Assess and value selected ecosystem services (possibly by monetary valuation)
- Step 5: Assess distributional impacts and implications for poverty alleviation in Ajara
- Step 6: Prepare the first draft of the study and make it available to the stakeholders
- Step 7: Based on the stakeholder comments, prepare the final draft.

Additional stakeholder meeting(s) might be held if deemed necessary. The consultant will need to spend time as much as necessary in Ajara in order to meet local stakeholders and collect relevant information. The study report should at minimum contain the following components:
1. Background information
2. Overall goal, specific objectives (e.g. to maximize benefits from forests in an ecologically sustainable way)
3. The list of identified most important ecosystem services of forests in Ajara (based on stakeholder meetings and workshop results)
4. Methodology of ecosystem assessment and valuation
5. The ecosystem assessment and valuation
6. Key questions addressed (e.g. is it necessary to protect more forest? Should more focus be given to wood or non-wood products and services of forests? etc.)
7. Policy recommendations (including on land use), ways of their implementation and potential benefits.

The overall size of the TEEB study will be up to 100 pages. Additional components/details will be provided by the consultant on the basis of the outcomes of stakeholder meeting and other sources of information. The outputs of this work will be: a) TEEB study (text, tables, maps, etc.) including policy recommendations on how to increase the levels of sustainability of forest management in Ajara, and b) stakeholder meeting report(s).

The overall duration of the assignment is expected to be carried out over a period of eight calendar months, including the time needed for stakeholder meeting organization, consultations, etc. The work is estimated to start in July 2015.