Procurement reference № RUS/CQS-15

Terms of Reference

“Further development of the Methodology to Assess Volumes of Illegally Logged Timber in Russia”

1. General description

The “Program II for Improving Forest Law Enforcement and Governance (FLEG) in the European Neighborhood Policy Countries and Russia” (hereinafter, the Project) is a project being implemented by the World Wildlife Fund as part of the “Forest Law Enforcement and Governance in the ENPI East Countries-2” Program, and in partnership with the World Bank and the International Union for Conservation of Nature. The Programme participants are seven countries in Europe and North Asia – six European Neighborhood Policy countries (Armenia, Azerbaijan, Belarus, Georgia, Ukraine and Moldova) and the Russian Federation.

Both the project and the program ultimately target putting in place the enhanced forest governance arrangements through the effective implementation of the main priorities set out in St. Petersburg Ministerial Declaration and in Indicative Plan of Actions for the Europe and North Asia Forest Law Enforcement and Governance (ENA FLEG).

The Program has three specific Objectives listed below:

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 Assignment implies further development of an earlier prepared draft of the Methodology to Assess Volumes of Illegally Logged Timber in Russia through its testing in three pilot regions and extensive discussion with regional and federal experts.
2. Purpose

To test the draft of the Methodology to Assess Volumes of Illegally Logged Timber in Russia at the regional and national levels and improve it.

3. Scope of Services

3.1. To test the draft of the Methodology to Assess Volumes of Illegally Logged Timber in Russia provided by WWF Russia based on the balance method and statistics data of the three pilot regions: Primorski Krai, Irkutsk Region and Arkhangelsk Region. Note that one of the regions could be replaced by additional one if there is a need for that (e.g. failure in collaboration with regional authorities).

3.1.1. To collect required statistical and other data, specified in the Methodology.

3.1.2. To calculate a regional balance for each of the pilot regions.

3.1.3. To conduct a survey (questionnaire) of 8 to 10 leading experts of the forest sector in each region to find out discrepancies in the methodology and calculations, and statistics.

3.2. To arrange and carry out meetings (round-table meetings) to discuss the results of calculations of illegal loggings volumes in each of the pilot regions together with regional experts and federal agencies’ representatives.

3.2.1. To prepare and agree with the Client the following primary documents of round-table meetings: objectives of the meeting, program, list of participants, draft recommendations.

3.2.2. Send out invitations to participants.

3.2.3. To arrange round-table meeting, including plenary and discussion parts.

3.2.4. To finalize round-table meetings recommendations, taking into consideration remarks and proposals of the participants.

3.3. To prepare and submit to the Client proposals on further development/improvement of the draft of the Methodology to Assess Volumes of Illegally Logged Timber in Russia based on the balance method following the results of calculations of illegal loggings volumes in regions and regional round-table meetings held.

3.4. To develop the final version of the Methodology to Assess Volumes of Illegally Logged Timber in Russia in agreement with the Client.

3.5. To repeat calculation of volumes of illegally logged timber using the new improved procedure based on statistics data for the three regions and Russia as a whole (if the developed procedure would be proved to be applicable for the whole country in general).

3.6. To prepare an article for a professional journal based on the results of the fine tuning of the Methodology and calculations made.
4. Reporting and Approval Procedures
The total work duration is approximately 100 working days within 5 calendar months. The report should be prepared in a form of a draft publication (in Russian) and contain the following main sections:
1) English summary;
2) Description of an updated Methodology to Assess Volumes of Illegally Logged Timber in Russia;
3) Separate sections for each of the pilot regions with the description of the current situation and calculation of the regional wood balance;
4) Calculation of volumes of illegally harvested timber in Russia as a whole (if the developed procedure would be proved to be applicable for the whole country in general).

As supplements to the report the Consultant should submit to the Client an on-line tool (calculator) to calculate a volume of doubtful timber at regional level. In addition, the materials of every regional round-table meeting devoted to assessment procedure discussion, including the program, the list of participants and resolution adopted will be submitted to the Client too.

Nikolay Shmatkov as the project manager will be responsible for acceptance and approval of the report. The project manager shall give a response to the Consultant within five working days upon receipt of the report.

An article for the professional journal containing approximately 15 pages should be presented by the Consultant in Word Times New Roman 12 with enclosure of the list of references, illustrative material; including diagrams and photographs (use of photographs for publication should be agreed with their authors).

The report and the wording of an article should be sent in electronic format to the following e-mail address: NShmatkov@wwf.ru
If needed, the Consultant improves the wording of an article according to the remarks of the editorial board within 2 weeks after these remarks have been presented by the Client.

Literary editing and proofreading of articles are performed by a magazine employees, the final revision of an article is agreed with the Consultant.

5. Client’s Input
The Client provides the Consultant with the draft of the Methodology to Assess Volumes of Illegally Logged Timber in Russia which needs to be further developed.
The Client makes available to the Consultant the template, complying with the requirements of ENPI East FLEG II program to the report execution.

Costs connected with organization of regional round-table meetings are not referred to this inquiry and are paid by the Client separately.

6. Qualification requirements
- The Consultant shall have not less than 5 years of work experience in the field of tackling illegal loggings and turnover of illegally harvested timber, including dedicated business consulting, services in the field of voluntary forest certification, system ensuring legality of forest products supplies, increasing awareness of stakeholders on illegal loggings (for a non-governmental environmental or scientific-educational organization);
- The company shall have not less than two specialists, having a perfect command of the Russian language and core education in forest management, forestry engineering, economics or legal studies;
- Preferences will be given to companies which will be able to present documentary evidence of their experience in assessment of the volumes of illegal forest use at the regional or federal level.