

TERMS OF REFERENCE

Provision of GIS Service to help the Senior Consultant in Preparation of a Sustainable Forest Management Plan for Chokhatauri Forest Management Unit, Georgia

PP reference number: ADA-GEO-IC3

a) Background

1. The “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 has been implemented in seven countries: Armenia, Georgia, Belarus, Georgia, Moldova, Ukraine, and the Russian Federation. It builds on initiatives undertaken under the first EU funded FLEG Program. The Program has been supported by the European Commission (EC) 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).
2. Austrian Development Cooperation (ADC) provides additional funds to support Program activities in Armenia and Georgia. This is based on the Administration Agreement for the Trust Fund between the WB and ADC. The objectives of this Trust Fund are to support Armenia and Georgia in strengthening forest governance through enhancing forest policies, legislation and institutions, participating in international forestry-related processes, and developing and testing sustainable forest management models at the local level for future replication.
3. The EC-supported activities of the Program have been completed within four year period, which has ended on December 31, 2016. For the ADC-supported activities in Georgia, a one-year no-cost extension was provided, ending on 31 December 2017. The component on sustainable forest management planning will be implemented during this extension period.
4. Sustainable forest management planning is one of the important components of the Program. It is essential to prepare and implement sustainable and innovative forest management plans for the forest management units operating in Georgia. These plans should be multipurpose, covering social, economic and ecological aspects. They should also be based on optimal functional zoning of the forest management unit, safeguarding maximum socio-economic benefits without jeopardizing biodiversity and ecological functions of natural ecosystems.
5. This assignment involves preparation of a sustainable forest management plan for Chokhatauri forest management unit (FMU) in Georgia. This FMU has been selected because local management regime, socio-economic conditions and natural forest types are characteristic of much of the country. These circumstances create favorable conditions for implementing similar activities in other FMUs in Georgia.

6. As the first step, the World Bank will support a forest inventory in Chokhatauri FMU. This will be followed by functional zoning of forests supported by IUCN and preparation of the Forest Management Plan (based on the inventory and zoning) supported by WWF-CauPO within this management unit.
7. This ToR outlines the assignment for the GIS expert who will be contracted by WWF-CauPO (hereafter – the Client) to assist the Senior Consultant (for the latter, the PP reference number is: ADA-GEO-IC1) in the preparation of the forest management plan (FMP) for Chokhatauri FMU. The GIS expert and the Senior Consultant will work as a team. The Senior Consultant has been contracted by the Client separately under this Program. The latter will be eventually responsible for submitting the FMP.

b) Objectives of the assignment

8. The objective of this assignment is to help the Senior Consultant by further processing GIS maps and necessary attribute information received from the inventory team as well as IUCN (see above).
9. The outputs of this activity will be GIS maps and respective attribute tables in electronic format (in Georgia, as the FMP in general). The maps shall be prepared and submitted in GIS format (e.g. shape files) as well as in the format (e.g. JPEG or equivalent) which would allow their direct incorporation into the FMP. The maps will be incorporated into the FMP by the Senior Consultant. The maps will have forest compartments as smallest units. Although the scope of work is basically known (see below), the final number of maps, their scale and size, will be determined in close consultation with the Senior Consultant and Project Coordinator.

c) Scope of services

10. The target territory is located in Chokhatauri Municipality of Georgia, covering about 52,500 ha of state forest fund forests managed by NFA. The proposed FMP will include all of Chokhatauri FMU. Further details on the components of the FMP are given in the ToR prepared and approved for the Senior Consultant.
11. Overall duration of the assignment will be 20 working days. Work will start in the week of 20 November. No field visits to Chokhatauri FMU are envisaged. The following stages of work are recommended:
 - a) Agreeing relevant steps with the Senior Consultant (as well as the Project Coordinator, WWF) in detail, in the form of the work plan.
 - b) Receiving relevant GIS databases (maps, attribute tables, descriptions, etc.) from the inventory team and from the IUCN.
 - c) Analysing and processing this information (including digitizing, if necessary) and producing initial versions of thematic GIS maps (e.g. map of forest species, ages, roads, silvicultural interventions, etc.).
 - d) Revising the maps and other relevant information based on the comments of the stakeholders and producing final outputs suitable for the incorporation into the FMP (after the conversion into JPEG or equivalent formats).

12. The GIS expert, together with the Senior Consultant, will attend the common stakeholder meeting in Tbilisi, planned for the discussion of the initial draft of the FMP. The meeting will last one day and will be held at the beginning of December 2017.

d) Reporting and Approval Procedures

13. The GIS expert will send the detailed Work Plan on the implementation of the activities envisaged by this ToR to the Project Coordinator within about five calendar days from the beginning of the assignment. The Final Report will be sent within about twenty calendar days from the beginning of the assignment. The report shall include the outputs mentioned in Section B above as well as information on the conducted work and used methods. The reports should be sent to Iliia Osepashvili, Project Coordinator from WWF-Caucasus Programme Office (iosepashvili@wwfcaucasus.org).
14. The Coordinator will provide feedback to the GIS expert within four working days after receiving the Work Plan and Final Report. If no response is received by the GIS expert after the expiration of this period, the report will be deemed as accepted. The comments and requests for further information/corrections should be addressed by the GIS expert in a timely manner. Only after the formal acceptance of the Final Report by the Coordinator (by signing the acceptance form by both parties - the GIS expert and Coordinator) can the contract be considered as completed.

e) WWF's Input

15. The Client will provide all information and facilities available at their office, which might be useful for the completion of this assignment, free of charge. The Client will also organize the common stakeholder meeting in Tbilisi. The costs of the meeting will be fully covered by the Client.

f) Institutional arrangements

16. The assignment should be conducted in close cooperation with the Senior Consultant, Georgian National Forestry Agency and Project Coordinator, WWF-Caucasus. The latter, through the Senior Consultant, will be responsible for supervising the GIS expert's work. The GIS expert should send all applicable reports to the Project Coordinator. The Coordinator is authorized to evaluate the GIS expert's reports and either accept them or require further updates.

g) Qualification requirements

- University degree or equivalent in Geography or a related field, which has included GIS in the curriculum/training program, or training certificate in GIS
- Minimum of three years of experience in the use of GIS programmes, which includes digitising, mapping and data analysis, preferably in forestry or a related field
- Good communication skills
- Fluency in Georgian; knowledge of English would be an asset.