



Terms of Reference

Consultancy Title: DEVELOPMENT OF A SADC REGIONAL FORESTRY STRATEGY AND IMPLEMENTATION PLAN

Institution: SADC Secretariat

Department: SADC Food, Agriculture and Natural Resources Directorate

Contact Address: The Director
Food Agriculture and Natural Resources
New CBD
Plot No. 54385
SADC HOUSE
Private Bag 0095
Gaborone
Botswana

(Nyambe Harsen Nyambe nnyambe@sadc.int)

Tender Deadline : 25th August 2009

Commencement : 1 September 2009

Duration : 30 Days

Evaluation Criteria : See Annex A

1. Background

The Southern African Development Community (SADC) Common Agenda is the attainment of the SADC Mission to promote sustainable and equitable economic growth to fight poverty in the region and achieve deeper regional cooperation and integration. It aims at ensuring good governance, strengthened regional capacity, and durable peace and security in the region. The SADC Secretariat ensures alignment, harmonization and streamlining of operational procedures, rules and practices in the delivery of development assistance to SADC and guarantees synergies and complementariness of support at the national and regional levels.

SADC Member States adopted, in 2004, a 15-years regional development strategy: the Regional Indicative Strategic Development Plan (RISDP). The RISDP is a comprehensive, poverty oriented strategy to consolidate and design the regional integration process. With this plan SADC is committed to the Millennium Development Goals and defines itself as a central implementation organ for the New Partnership for Africa's Development (NEPAD).

The Goal of the RISDP is poverty reduction in SADC Member States and the integration of markets. In 2007 the plan was confirmed and re-prioritized, with the highest priority areas being (1) trade and economic liberalization, and (2) infrastructure and services to support regional integration. As a precondition for regional integration the area (3) peace and security also received high priority. Under the area (4) special programmes with a regional dimension, fall topics such as HIV/AIDS, gender, food security and management of natural resources. As a principle for the implementation of such programmes, SADC pursues only those activities that contribute to regional integration and/or strengthen the capacities necessary to reach the SADC goals.

The SADC Secretariat understands its role explicitly not as that of an implementing organization but rather as a facilitator of regional cooperation and integration. Implementation of regionally agreed and adopted strategies lies with the Member States.

1.1 Sustainable Forest Management as a contribution to the SADC Agenda: poverty alleviation and regional integration

Forests cover 357 million hectares or about 33 percent of the SADC region. They are home to a rich biodiversity, and millions of people live within the forests and woodlands which directly support their livelihoods. Furthermore, millions of people in towns and cities benefit from forest products such as charcoal, honey, bush-meat, and construction materials. Therefore, the trans-boundary conservation and management of forests are essential contributions not only to the protection of the biodiversity, but also to conflict prevention between Member States and to the socio-economic development of SADC Member States and thus, ultimately, to poverty alleviation. Regional approaches for policy harmonization as well as trans-

boundary forest conservation and sustainable use concepts are important tools for the attainment of regional integration.

The basic regional policy for sustainable management of forests in the SADC region is the Protocol on Forestry. It is a set of rules or principles agreed upon by the SADC Member States on how to integrate and cooperate among themselves in order to commonly conserve and manage the SADC forests and woodlands for the benefit of the SADC people to alleviate poverty. Fourteen (14) Member States have signed the Protocol and so far 9 have ratified it. In this protocol Member States are called upon, among others, to:

- Assist and support each other to address issues of common concern,
- Promote the sustainable management of shared forests,
- Facilitate the gathering and monitoring of information, and the sharing and dissemination of information, expertise and technology concerning forests; and
- Harmonize approaches to sustainable forest management, forest policy, legislation and enforcement, and issues of international concern.

In order to implement the Protocol on Forestry, Member States decided at the 24th meeting of the Technical Committee on Forestry, in 2007, to develop a SADC Regional Strategy on Forestry. With initial technical support from FAO this technical committee meeting resulted in the production of the document: “Towards Implementation of the Southern African Development Community (SADC) Protocol on Forestry: a SADC Regional Forestry Strategy”.

1.2 The political process towards the development of the Forestry Strategy and Implementation Plan for the SADC Protocol on Forestry

The Technical Committee on Forestry views the development of a regional forestry strategy and action plan to implement the Protocol on Forestry as a priority. Therefore, at its meeting of July 2008 in Windhoek, Namibia, it set up a working group to spearhead the development of a regional forestry strategy. The working group consists of eight Member States: Democratic Republic of the Congo, Mozambique, Namibia, South Africa, United Republic of Tanzania, Zambia, Mauritius and Seychelles. The latter two Member States volunteered to join the Working Group at the first meeting of the SADC Forestry Stakeholder Forum held in November 2008, Gaborone Botswana. Terms of reference for the Forestry Strategy Working Group were drawn up at this meeting and are available.

A second Forestry Stakeholder Forum meeting was held in May 2009, Gaborone, Botswana. At this meeting the document: “Towards Implementation of the Southern African Development Community (SADC) Protocol on Forestry: a SADC Regional Forestry Strategy” was reviewed and consolidated. Thematic areas were revised and prioritized according to criteria such as their addressing SADC’s goal, mandate and core result areas; strong regional value-added and spill over potentials; high likelihood for impact and high potential for synergies between

Member States. The suggestions made by the Forum will form an important input to the development of the Forestry Strategy and Implementation Plan.

The envisaged forestry strategy is expected, among others, to outline: the vision, goal and objectives of a regional strategy on forestry to foster cooperation and integration with regard to sustainable forest management; the scope with broader strategic areas, strategies and activities to address identified constraints to sustainable forest management; and an implementation framework. Furthermore, a 5-10 year short-medium term implementation plan shall provide the activities and actions that the SADC Secretariat should take to make the Strategy a reality. It should also contain proposals for national and regional projects under the scope of the Strategy and the kind of input that SADC Secretariat should provide to support Member States in their implementation efforts.

2. Objectives of the consultancy

The overall aim of the consultancy is to produce a **“Regional Forestry Strategy and Implementation Plan”** Document for the SADC forestry sector which will serve as the vehicle for implementation of the Protocol on Forestry.

3. Services to be delivered by the Consultant

- Review regional documentation with regard to forestry in the SADC region. The documents to be reviewed are not limited to but include: SADC Declaration and Treaty; Protocol on Forestry; Protocol on Wildlife Conservation and Law Enforcement; Protocol on Shared Water Courses; The SADC Regional Indicative Strategic Development Plan (RISDP); Millennium Development Goals; SADC Policy and Strategy for the Environment and Sustainable Development; NEPAD Environment Action Plan; United Nations Forum on Forestry Voluntary Instrument; SADC Regional Biodiversity Strategy; Towards Implementation of the Southern African Development Community (SADC) Protocol on Forestry: A SADC Regional Forestry Strategy; Rio Conventions; SADC report to UNFF8; SADC report on REDD to UNFCCC; Business Plan for Food, Agriculture and Natural Resources Directorate; and any other relevant documents,
- Consult relevant stakeholders, including Directorates/Departments of Forestry, NGOs in Forestry, Private Sector and Academia on forestry development issues in the region arising from the above reviews,
- Present a table of content for the Strategy and discuss it with FANR Directorate,
- From the consultations conduct a situation analysis of the forestry sector in the SADC Region,
- From the consultations, review of regional workshop documents, and of other papers conduct an analysis of regional constraints, opportunities, and threats

with special emphasis to the regional value-added from cooperation integration among Member States,

- Prioritize the constraints identified,
- Develop Vision, Mission, Values and Objectives,
- Formulate the scope with its strategic areas or lines that the Strategy should follow,
- Formulate strategies and activities to address the constraints identified,
- Formulate an implementation framework that outlines the regional and national framework within which implementation should happen,
- Develop a 5-10 year short-medium term implementation plan (in the form of a logical framework) that provides those activities and actions that the SADC Secretariat should take to make the Strategy a reality,
- Develop proposals for national and regional projects under the scope of the Strategy and the kind of input that SADC Secretariat should provide to support Member States in their implementation efforts,
- The consultant will incorporate all comments made by the working group, the Technical Committee on Forestry and the SADC Secretariat, and
- The consultant will participate as a resource person at the meeting of the Forestry Strategy Working Group, October 6, 2009.

4. Main output

The main output of the consultancy is the “SADC Regional Forestry Strategy and Implementation Plan” Document.

5. Duration and time schedule

The consultancy is estimated to be conducted within the time frame of 30 working days, spread up to 30 November 2009. However, the bulk of the assignment must be completed by 30 September 2009. Some days will be reserved for the consultant to present the document to the Forestry Strategy Working Group.

- Consultations and field visits, September 2009
- Submit zero draft to SADC Secretariat by September 21, 2009
- Participate as a resource person in the Forestry Strategy Working Group meeting and review the draft strategy document, October 6, 2009
- Submission of the first (1st) draft document to SADC Secretariat, November 1 2009
- Submission of the second (2nd) draft document November 12, 2009
- Submit the final Strategy document to the SADC Secretariat, November 30 2009.

6. Time frame for consultancy

• Elaboration of zero draft of Strategy and Implementation Plan	8 days
• Elaboration of first draft of Strategy and Implementation Plan	4 days
• Elaboration of second draft of Strategy and Implementation Plan	2 days
• Elaboration of final draft of Strategy and Implementation Plan	1 day
• Coordination and discussion with SADC Secretariat	5 days
• Travelling and participation at Forestry Strategy Working Group	10 days
Total	30 days

7. Qualifications and experience

The following qualifications and experience will be required:

- MSc or PhD degree in Forestry, Natural Resources Economics or related field,
- More than ten (10) years working experience in the field of Forestry or Natural Resources Management,
- Designated experience in strategic planning, programme/project and/or policy formulation,
- Experience in the topics, discussions and negotiations in international environmental agreements (CBD, UNFCCC, UNFF) is an asset,
- Knowledge of the SADC region, and
- Fluency in English.

8. Reporting and implementation arrangements

The consultant will enter into a contract with the GTZ-SADC Forestry Programme and will report to the Director of Food Agriculture and Natural Resources through the Senior Programme Manager – Natural Resources Management. The consultant will also work closely with the Working Group on the Forestry Strategy and Implementation Plan for the SADC Protocol on Forestry.

The SADC Secretariat shall ensure timely provision of the necessary feedback on deliverables and assisting with logistical support, and validation and approval of the output documents.

The Secretariat will be responsible for ensuring the approval of the final report through the SADC approval hierarchy.

8. Duty station

The consultant will work from his /her home country with visits to SADC Secretariat in Gaborone, Botswana.

9. Application

Applications must be in English, and entail the following:

- Technical proposal detailing how the consultant intends to undertake the assignment. The proposal shall elaborate, according to Annex A: Evaluation criteria: the understanding especially of these terms of reference; the proposed methodology; the qualifications and experience of proposed personnel for the assignment; and the experience of the company/individual. Furthermore, the consultant(s) must indicate the activities to be undertaken in a work plan and must spell out specific milestones.
- Financial proposal detailing Consultancy fees (USD/Day) and other expenses relating to the assignment. The financial proposal shall not include travel and organization of workshops.

10. Consultants selection process

The SADC evaluation Criteria in Annex A will be used to select the successful consultant.

ANNEX A: TENDER EVALUATION CRITERIA

Project: CONSULTANCY TO DEVELOP A SADC REGIONAL FORESTRY STRATEGY AND IMPLEMENTATION PLAN

Tenderer: _____

Evaluator: _____

		Marks awarded	Maximum Score
Understanding			
1	Of the SADC and related Institutions		5
2	Of the general environment which SADC works, both locally and regionally		5
3	Of the Terms of Reference		10
Subtotal			20
Proposed Methodology			
4	Address all points in the Terms of Reference		5
5	Creativity and bringing all issues to light		10
6	Sensitivity to the specific nature of SADC institutions, and proposed approach in achieving the results		10
7	Feasibility of the allocated time and scheduling		5
8	Identification and understanding of requested results and deliverables		10
Subtotal			40
Qualifications and Experience of Proposed Personnel			
9	With regional and international diplomatic organizations		5
10	With Similar activities within the region		5
11	Working at similar levels to address similar strategic issues		10
12	relevant to the proposed activity		10
Subtotal			30
Experience of the Company/ Individual			
13	With regional and international organizations		2
14	With similar activities within the region or internationally		2
15	Relevance to the activity		6
Subtotal			10
Total			100