

Terms of Reference

For the Consultancy services in frame of
Regional action for combating forest crime and corruption project,
Ref. number: RER-18/0008

1. Introduction and background

CNVP (Connecting Natural Values & People Foundation) offers advisory services to rural people through providing quality services in rural development, environment, forestry and biomass as renewable energy, to increase the capacity of local actors to achieve their own sustainable development.

Norwegian Ministry of Foreign Affairs has granted the project: Regional action for combating forest crime and corruption (Project). In frame of the Project a consultancy services are envisaged with aim for achieving the general objective of the project towards good governance in forestry sector in the part of the Western Balkan (WB) region (Bosnia and Herzegovina, North Macedonia, Montenegro and Serbia).

This Project will create more enabling conditions for control on forests related crime, including introduction of innovative information system, as well as improvement of monitoring mechanisms through practical sets of indicators and surveys. New national action plans will recommend more efficient regulatory, monitoring, control and supervision actions for combating forest related crimes and corruption activities.

2. Tasks, responsibility and activities

The specific tasks envisaged in this ToR is related to Activity 3.2 and Activity 3.3. Related to Activity 3.2, the consultant will need to conduct a comprehensive survey of national reports and data related to illegal activities in forestry. The consultant will prepare and use appropriate tools to deliver the study that will provide to project team more reliable estimates on the extent and causes of illegal activities, in the project countries.

The following deliverables are expected for Activity 3.2:

- Preparation of outline of the study; 1 day (the document outline should be sent to the project team for review/approval, in first two weeks)
- Desk research on content related to the document i.e. screening on available national reports or data on illegal logging - desk research; 4 days
- Compilation of available data for the four project countries (including results from the interviews); 1 days
- Writing the document; 3 days
- Consultation with the project team and delivering of final document; 1 days

Related to Activity 3.3, the consultant will need to develop a document that will define national methodologies to monitor illegal activities in the four project countries. The

document should be developed including baseline reports with indicators related to illegal activities in forestry.

The following deliverables are expected for Activity 3.3:

- Defining the illegal activities in forestry per country; 2 days
- Developing a baseline reports with set of indicators for illegal activities in forestry for the four project countries (separate for each country); 6 days
- Development of national methodologies (based on defined indicators) to monitor illegal activities for the four project countries, taking in to consideration ongoing processes on national or international level (FLEGT, EUTR, etc...); 10 days
- Consultation with the project team, review and delivering of final document; 2 days

Deliverables need to be prepared in English.

3. Time frame

The timeframe for implementation of the consultancy work, for activity 3.2 will be in period from 15.09.2019 till 30.11.2019, with total of 10 consultancy days. The deliverables should be sent not later than 15th of November 2019.

For activity 3.3 timeframe for implementation of the consultancy work will be in period from 01.12.2019 till 15.04.2020, with total of 20 consultancy days. The deliverables should be sent not later than 25th of March 2020.

4. Financials and facilities

The financial arrangements are to be set out in the Agreement, to which these ToR will be an Annex.

The total number of days for the consultant is:

- For activity 3.2 is 10 (ten) days;
- For activity 3.3 is 20 (twenty) days;

Which includes the preparation, the actual writing of the document and providing the final study. The consultant will be obliged to pay all related taxes.

5. Eligibility/Qualification of Consultants

The consultant should have the following qualifications in general:

- Master degree or higher in Forestry or related field
- Minimum of 10 years of experience in the field of forest management, forestry economics and policy
- Previous consultancy work concerning illegal activities in forestry and other activities related to forest crime and corruption
- Previous work related to national forest policies and illegal activities in the Western Balkan region
- Good understanding of forestry sector in the Western Balkan region

- Knowledgeable of main stakeholders, institutional processes and forest management in the Western Balkan region

8. Contacts

Contact person for this Consultancy engagement will be:

- Direct contact and organisation: Voislav Todorov, CNVP Macedonia,
- Final responsibility: Anela Stavrevska, Director CNVP Macedonia

Annexes ToR

- a. Time writing format

Annex a. Time writing format

Consultant – Time writing format

Month: _____ Organisation: _____

	Activity	Name person involved	Working hours, spent per (sub) category per day							TOTAL hours	Remarks/location
			Mon	Tue	Wed	Thu	Fri	Sat	Sun		
WEEK 1											
	TOTAL HOURS:										
WEEK 2											
	TOTAL HOURS										
WEEK 3											
	TOTAL HOURS										
WEEK 4											
	TOTAL HOURS										
WEEK 5											
	TOTAL HOURS										

Submitted by: _____, signature _____

Approved by: _____, signature _____

