

## Terms of Reference



### **Call for Expressions of Interest: Development of Training manuals based on the REDD+ scheme**

**Type of Contract:** International Consultant

**Duration:** 40 working days

**Duty Station:** Home based/ Occasional travel in the region

**Expected Start date:** 07 November 2016

#### **1. Background**

The ECOWAS region is characterized by heavy dependence on the traditional use of biomass principally for cooking. According to the energy statistics, about 80% of the energy consumption of the region comes from solid biomass. This is contributing significantly to the negative impacts of deforestation and natural resources degradation which has high negative consequences on human development and communities' well-being.

From recent survey, the total land area under forest in West Africa was depleted from 53.4 Mio ha to 42.38 Mio ha between 1990 and 2005 (FAO, 2006), thus a loss of 11,041 ha or (21%) of the region's forest lands in fifteen years. Many of the forests are severely fragmented due to the encroachment of an expanding human population, demand for biomass energy and extensive conversion of land for agricultural purposes and for settlement. Demand for grazing lands and other economic and commercial activities have also played major roles in the degradation of the ecosystems. The wood resources are harvested unsustainably due to a lack of proper policies and regulatory frameworks and management of forest resources, among a host of other factors. This development has serious impact on increased climate change. As a consequence, the ECOWAS Energy Ministers in October 2012 adopted the ECOWAS Bioenergy Strategy, with one of the components now developed into a Bioenergy Policy document validated by the Experts from the ECOWAS

Member States as a measure to sustainably and efficiently manage the supply and demand side on wood resources.

ECREEE is also implementing the West African Clean Cooking Alliance (WACCA) initiative - looking at both, the supply and demand side management of sustainable biomass. Undertaking the REDD+ trainings and subsequent activities will have the goal to contribute to sensitization and capacity enhancement on:

- implementing policies and programs in these sub-sectors adequately to ensure sustainable harvesting, transformation and utilization of biomass resources so that local forests will regenerate;
- Effective and efficient management of the forest resources through participatory forest management by empowering the local communities;
- Providing opportunity to the rural people to harvest, transform and trade the biomass in a sustainable and efficient manner;
- Provide sustainable and efficient management tools for the sustainable exploitation and supply of woody resources;
- Ensuring sustainable supply of wood energy that benefit the rural people;
- Increased economic activity in the rural areas that results in poverty alleviation, and increase productive activities particularly for women and the youth; and
- Reduce the emission of GHG as a result of reduction in the use of traditional biomass.

As many as 60% of the population of the ECOWAS region live in the rural communities and around 80% of the entire population of 340 million still depends on solid biomass (firewood and charcoal) to meet their primary energy needs. The demand of charcoal and firewood from the urban centres is increasing constantly as a result of high fossil fuel costs and the drift of people from the rural areas to the urban centres. This has paved the way for many of the rural dwellers to resort to firewood and charcoal production as an alternative source of income. This is mainly through the sales of firewood and charcoal. Charcoal production is done indiscriminately from the local woodlots predominantly by local farmers who find extra income in the charcoal and fuel wood business by felling trees in their communal lands and converting them into charcoal.

The recently concluded Forest Resource Assessment indicates that there is a pressing need to undertake training and capacity building activities to disseminate information on the causes and consequences of deforestation, forest degradation and indiscriminate exploitation of forest resources. This

activity could increase awareness and knowledge of the target population in the sustainable management of forests.

## **2. Objective(s) of the Assignment**

The broad objective of this assignment is to develop training and capacity building materials to the knowledge and skills of the member states for adoption of sustainable management of forests that fosters sustainable regeneration and protection of the natural forest. Training manuals would be based on the REDD+ scheme and adapted for the specific situation in the respective ECOWAS countries.

## **3. Scope of Work**

The consultant will be expected to carry out the following tasks:

- Design specific training materials on REDD+ that will be used to disseminate Information, Education and Communication in a life-cycle of a tree (nursery, planting, caring, protecting the forest), sustainable harvesting, transformation processes such as into charcoal, pellets and other products, and trade.
- Conceptualize; develop layout, format scripts and design training materials for the print and electronic media (video, and leaflets, posters and flyers and brochures); and
- Test and validate the tools with the task force comprised of forestry, environment and biomass energy experts and other stakeholders.

**The geographic scope of the assignment** is the entire ECOWAS region. Hence the structure and contents of the materials should be submitted in English, French and Portuguese.

## **4. Expected Deliverables and Reporting Requirements**

The consultant is expected to provide the following outputs:

- (i) *Inception report* – outlining in detail the work/activities to be undertaken including methodology, implementation plan and timelines. It should also include an overview of the narrative summarizing the consultant's understanding of the scope and the intended goals of the training materials and an outline of the final report;
- (ii) Submission of the training materials in all the 3 official ECOWAS

- languages. All the materials should have key messages with the support of the task force;
- (iii) Design layout (for printing/production) of sustainable biomass actions (REDD+) project folder: brochure, leaflets, t-shirt and poster;
  - (iv) *Progress reports* – The consultant will deliver progress reports as agreed during the Inception meeting;
  - (v) *Taskforce validation workshop* - The consultant is expected to travel to a location to be determined by the ECREEE Bioenergy team to present findings and deliverables to a Taskforce workshop before the end of the assignment;
  - (vi) *Final report* - Final Report on Consultancy, which should show the methodology used, activities undertaken, successes, challenges, results (planned and unplanned), soft and hard copies of the materials and recommendations on how to address any lessons learnt.

To complete these aforementioned outputs, the consultant will be required to:

- Participate in an inception meeting at ECREEE's Secretariat in Praia, Cabo Verde OR could be remotely held with ECREEE team;
- Prepare an Inception Report within one week after the initial meeting;
- Collaborate with key stakeholders in the target countries to collect information, photo and video footages for the development of training materials and other activities;
- Conduct on-site visits, where necessary, to projects making use of fuelwood (firewood and charcoal) and areas of activities of the biomass energy producers in selected countries;
- Meet with the Task Force composed of selected experts for consultation and vetting purpose;
- Participate in a selected Taskforce/partner validation workshop of experts and adjust the materials based on feedback provided.

Note: All assignment outputs and deliverables will be property of the REDD+ programme.

## **5. Payment Schedule**

- 10% upon signature of the contract;
- 10% upon receipt and approval of inception report;
- 25% upon receipt of all drafts of IEC material;
- 25% upon receipt of all final versions of IEC material;
- 30%% upon receipt of a final report.

## **6. Proposal Submission Requirement**

a). *Technical proposal* not exceeding 10 pages in length (font size 12) with the

proposed approach and activities to be taken for the implementation and management of the assignment, including an operational work plan with timelines and track record of consultant/team, etc.

b). Financial offer/budget including breakdown of costs with man-days for each team members (if team approach is utilized);

c). Curriculum Vitae of consultant and of each member of the team (if a team approach is utilized);

d). Scanned copy of certificates including passport(s);

e). other supporting material deemed to be relevant to the proposal may be attached as an annex. Although annexes are useful, they will not be evaluated.

Note: There is no template for the proposal. Proposals should cover the above requirement.

### **7. Evaluation Criteria**

Proposals will be evaluated on the basis of:

a). Implementation methodology;

b). Experience of consultant/team; and

c). Cost effectiveness / price.

### **8. Qualification requirements**

The selected consultant/team will have a track record of at least five years of expertise in the development of communication strategy, disseminating and communication materials:

- Lead applicant should have at least a bachelor's degree in the field of public relations, journalism or marketing, or business management or similar field;
- At least an evidence of sound knowledge and understanding of issues of forestry and biomass energy demand and supply will be required;
- Familiarity with branding compliance and other marketing guidelines;
- Work experience in Sub-Saharan Africa and comprehensive knowledge of sustainable energy access issues;
- Proficiency in English and French, Portuguese would be an asset; and
- Excellent written, oral and interpersonal skills.

### **9. Client's Input and Counterpart Personnel**

Services, facilities and property to be made available to the Consultant by the Client:

- (i) The Consultant will provide own services, facilities and property sufficient for activity completion; and

- (ii) The Consultant will be provided with relevant documents and contacts in ECREEE's possession to facilitate the assignment;

Professional and support counterpart personnel to be assigned by the Client to the Consultant:

- (iii) The Consultant will be assigned a counterpart by ECREEE to streamline all technical aspects of this assignment; and
- (iv) The Consultant will work with a taskforce consisting of bioenergy experts and other stakeholders from Member States (MS).

**10. Application Deadline**

Interested and qualified consultants should send their application at the latest by 26 October 2016 to [bioenergy@ecreee.org](mailto:bioenergy@ecreee.org)

**11. Language of Work**

The contractor must have the capacity to work in both English and French. The output for this assignment should be submitted in English, French and Portuguese.

**12. Level of Effort**

This assignment is expected to last 40 days of professional staff time from the start of the assignment

No.	Item	Indicative days	Location
1	Inception Meeting and report	1	At site or Remote via Skype
2	Baseline; stock-taking, information gathering and interfacing with key stakeholders and resource people	10	Home base
3	Submit material design and script for the documentary; template for brochure; poster; and t-shirt to ECREEE for approval	10	Home base

4	Submit draft materials (video, audio message, design brochures, posters, t-shirts) for comments	07	Home base
5	Taskforce meeting	2	TBD
6	Submit edited and final materials	8	Home base
7	Present a complete work to task force	2	ECREEE Secretariat
	<b>Total number of days</b>	<b>40</b>	

**ECREEE Secretariat**

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