Government of Belize
Ministry of Agriculture, Fisheries, Forestry, the Environment and Sustainable Development
REDD+ Readiness Preparation Grant (P152415)

Terms of Reference
Technical Coordinator (REDD+)

1. Background

Belize has the highest percentage of forest cover in both Central America and the Caribbean (1,727,600 ha—61.6 percent as a percentage of land, 37 percent of which are primary forests, 2012). Much of the terrestrial area of Belize represents a significant portion of the Mesoamerican Biological Corridor, which stretches from Mexico to Panama. The country faces serious challenges that not only threaten the natural ecosystems, but also adversely affects the poorer population that are dependent on the forests and the national economic growth prospects.

Forest cover in Belize decreased from 72.9 percent in 1989 to 61.6 percent in 2012 and the trend is expected to continue. Main threats to the forests include the expansion of agriculture, housing, and tourism developments. Some areas are also damaged by illegal logging, looting of archeological sites, hunting, and poaching, done by communities from across the national border. Pressure on Protected Areas has been increasingly high in recent years, especially from agricultural expansion, which has resulted in the de-reservation of some Protected Areas. Belize has an opportunity to capture and deploy climate finance via REDD+ to reverse this trend while improving livelihoods, building resilience and reducing poverty.

Belize submitted the Readiness Preparation Proposal (R-PP) to the Participants Committee (PC) of the Forest Carbon Partnership Facility (FCPF) in July 2013 and was selected into the FCPF as one of the Qualified Eligible REDD Countries. Subsequently, the World Bank signed a Country Participation Agreement with Belize in October 2014 to implement a project for Readiness Preparation.

The Grant would support the measures identified in the Second National Communication to the UNFCCC, such as the introduction of forest management plans, the promotion of agro-forestry and a REDD+ program, the restoration of abandoned agricultural lands, the establishment and maintenance of PAs, and the development of a national forest fire response team.

2. Grant Description

The R-PP lays out a roadmap for the country to become ready for a future REDD+ financing mechanism. The objective of the REDD+ Readiness Preparation Grant is to assist Belize in carrying out Readiness Preparation through a participatory and inclusive process in order to strengthen their capacity to participate in future REDD+ carbon payment transactions. The components of the Preparation Grant are:

1 Cherrington et al., 2012 “Forest Cover and Deforestation in Belize, 2010-2012”
1) **Component 1: REDD+ Organization Framework, Consultation and Grievance Redress.** This component will support: (1.1) Establishing and operationalizing of: (a) a multi-stakeholder participatory platform for REDD+ implementation, and (b) a REDD+ coordination unit (R+CU) within the Ministry of Agriculture, Forestry, Fisheries, the Environment and Sustainable Development (MAFFESD) to coordinate the implementation of Readiness Preparation Activities; (1.2) Designing and carrying out of: (a) a communications and information dissemination strategy at the national level, and (b) the Stakeholder Consultation and Participation Plan at the national level; and (1.3) Designing and operationalizing or, if applicable, strengthening existing feedback, grievance and redress mechanisms to meet the needs of people who might be affected by REDD+.

2) **Component 2: Preparation of REDD+ Strategy.** This component will support: (2.1) Identifying and analyzing the main direct and indirect causes of deforestation and forest degradation in the Belizean territory; (2.2) Assessing land tenure, natural resource rights and land use patterns as part of Belize’s Integrated Planning Framework for Land and Resource Management with a particular focus on Indigenous Peoples, both at the local and national levels; (2.3) Designing of: (a) effective strategic options for REDD+, including the mainstreaming of REDD+ into different sectors of the economy; and (b) an implementation framework for REDD+; (2.4) Preparation of a Strategic Environmental and Social Assessment (SESA) Work Plan and carrying out of SESA in accordance with the terms of such Work Plan, including diagnostic studies to assess the key risks of the strategic options under Component 2.3(a) above; and (2.5) Preparation of an environmental and social management framework (ESMF), including, if applicable, an Indigenous Planning Peoples Framework (IPPF), a Resettlement Policy Framework (RPF) and a Process Framework (RP), all in accordance with the World Bank’s Safeguards Policies.

3) **Component 3: Development of a National Forest Reference Emission Level and a Forest Reference Level.** This component will support designing a national reference emissions level for the forest sector in the Belizean territory through (3.1) designing and establishing a reference scenario model; and (3.2) developing reference models.

4) **Component 4: Design of National Forest Monitoring and Safeguards Systems.** This component will support designing and implementing at the national level: (4.1) a forest monitoring system for the measuring, reporting, and verification (MRV) of greenhouse gases (GHGs) emission reductions; and (4.2) an information system for non-carbon benefits from REDD+ activities, safeguards and governance in relation to REDD+.

5) **Component 5: Design of Monitoring and Evaluation Framework.** This component will support designing and implementing a framework to monitor and evaluate the Readiness Preparation Activities under Components 1 through 4 above.

A REDD+ Coordination Unit (R+CU) will be established and administered by the MAFFESDI. It comprises a REDD+ Programme Director, Technical Coordinator, Social Specialist, Environmental Specialist, Administrative Officer, and Procurement Officer. The Protected Areas Conservation Trust (PACT) will form part of the R+CU as the fiduciary agent of the proposed Grant. In order to provide an enabling environment for the facilitation of REDD+ activities, the REDD+ Coordination Unit will be housed in the MAFFESDI for operational and technical purposes. The R+CU is envisioned to be the permanent operational secretariat for REDD+ nationally. The REDD+ Program Director will head the R+CU and will report directly to Chief Executive Officer of MAFFESDI.
The R+CU will work closely with the National Climate Change Office (NCCO) in planning and executing REDD+ activities. The R+CU will therefore be responsible for:

1. Coordination and day-to-day management of all REDD+ Readiness activities described in the Readiness Preparation Proposal Assessment Note;
2. Promoting the mainstreaming of REDD+ initiatives, activities and products into various sectors of the economy;
3. Development of proposals for national REDD+ pilot initiatives;
4. Planning and oversight of relevant research and studies as part of readiness activities.
5. Promoting collaboration and partnerships with local and national institutions towards achieving the objectives of the REDD+ Strategy;
6. Promoting bi-lateral and multi-lateral collaboration for REDD+ in Belize;
7. Support public awareness of REDD+ in Belize and present REDD+ at national and international fora; and
8. Other relevant REDD+ related activities that may arise.

3. Objective of the Consultancy

The overall objective of the assignment is to manage the technical and operational aspects of the REDD+ Readiness Preparation activities on a day-to-day basis.

The consultant will collect all the necessary inputs, work closely with relevant stakeholders, including representatives of the governments, NGOs, national agencies, communities and others.

4. Scope of Work

Coordinating and management tasks

1. Coordinate the implementation of REDD+ Readiness activities especially from a technical perspective, in close coordination with the Program Director, ensuring compliance with the procedures and terms outlined in the Grant Agreement, Subsidiary Agreement between the Government of Belize and PACT, Operations Manual, the World Bank environmental and social safeguards policies, and any other relevant documents associated with the Grant;
2. Draft the annual work plans and the procurement plans with the support from PACT (the Procurement Officer) and assist and support PACT in updating the Procurement Plan as necessary;
3. Prepare TOR for consultants and specifications for goods, services and non-consulting services for REDD+ Readiness activities and support the selection process of service providers together with PACT;
4. Oversee consultants for REDD+ Readiness activities on a day to day basis and monitor the progress of implementation and ensure that deliverables are submitted on time and satisfactory and that the proper consultation is conducted in line with the WB’s social and environmental safeguards;
5. Contribute technically to all REDD+ Readiness activities, including providing inputs related to policy and institutional development and the communications strategy;
6. Ensure technical coordination with related activities supported by other donors or government agencies;
7. Ensure that technical activities are fully mainstreamed into the national development agenda and contributing to national development processes;
8. Organize, facilitate and provide technical and logistical support to and participate in meetings relevant to REDD+ Readiness, including the BNCCC (Belize National Climate Change Committee), Project Steering Committee (PSC) and the Technical Expert Group (TEG).
9. Lead the planning, organization and convening of workshops/meetings for stakeholders relevant to the national REDD+ Programme;
10. Identify and mobilize potential technical partners;
11. Ensure the grant is having an optimal impact on capacity building, both of individuals and institutions;
12. Support the preparation of the Readiness Package based on a process of national consultation and information gathered during the REDD+ Readiness activities.
13. Support the Programme Director as required and any other emerging activities relevant to REDD+.

Training and Capacity Building
14. Coordinate and supervise consultants hired under the Grant for technical training and capacity building activities.
15. Monitor the outcomes of training and capacity building activities and collect feedback from these activities.
16. Coordinate and participate in the training and capacity building activities, including those related to the implementation framework of REDD+, strategy, consultations and participation, monitoring systems and other technical aspects.

Monitoring and Reporting
17. Draft the monitoring and evaluation plan for the Readiness activities including the budget and mechanism for data collection and responsibilities;
18. Prepare draft annual work plans and the procurement plan to be presented to the REDD+ Program Director;
19. Prepare draft progress reports quarterly and annually to be presented to the REDD+ Program Director.
20. Assist in coordinating the mid-term review and the end of project evaluation and draft respective reports.
21. Assist in organizing evaluations by the PSC and missions of the World Bank;
22. Keep good records of grant documents in a systematic filing system (in hard copy and soft copy);
23. Assist the Program Director in regular reporting to the CEO of MAFFESDI and the PSC on up-to-date progress and problems.
24. Approve consultant and supplier payment claims before forwarding to PACT.

5. Deliverables: These deliverables are to be finalized with the Program Director for further submission to PSC and/or the World Bank:
   - Draft Annual Work Plans and draft Procurement Plan with clear timelines
   - Draft monitoring and evaluation plan of the readiness activities with clearly defined timeframe to achieve results indicators.
• Review of the documents to be developed under the Readiness activities, including but not limited to REDD+ Strategy; REDD+ Communications and Information Dissemination Strategy, REDD+ Stakeholder Consultation and Participation Plan; Feedback and Grievance Redress Mechanism, Benefit Sharing Mechanism, SESA Workplan, National Forest Reference and Emission Level, National Forest Monitoring System, Non-Carbon Monitoring System.
• Reports on consultations/meetings with stakeholders and follow up measures;
• Applicable plans based on the WBs social and environmental safeguards;
• Draft Terms of Reference (ToR) for individual and firm consultancy services, the procurement of goods, organization of training, seminars, etc.;
• Draft Semiannual and annual progress reports.
• Draft Mid-Term Progress Report and the Completion Report.
• Draft Readiness Package (Training to be conducted by consultants).

6. Qualifications, experience and competences

Education:
• Master’s degree in forestry, natural resources management, environmental economics or related fields.

General Experience:
• At least 10 years of proven experience in the forestry or natural resource management, environmental economics or related fields.

Specific experience:
• 5 years of demonstrated working experience in the REDD+ and/or forestry related activities;
• Two years of team management in the area of forestry or natural resources management;
• Proven management experience including supervision of staff, consultants and coordination of project teams in a multi-disciplinary environment;
• Demonstrated knowledge of donor project management practices and modalities;
• Two years of working in the field of sustainable agriculture or sustainable forestry management including production systems;
• Sound knowledge of environmental policies and regulations in Belize with knowledge of interacting with rural communities including indigenous peoples highly desired;
• Familiarity with measuring, reporting and verification (MRV) for carbon accounting desirable;
• Knowledge of spatial analysis and GIS highly desirable;

Personal Characteristics:
  a. Demonstrated ability to work with diverse stakeholders;
  b. Strong inter-personal skills, especially oral communication skills;
  c. Proactive, results oriented and excellent in teamwork, capable of solving complex problems with creativity and independent judgment;
  d. Computer literate and fully knowledgeable of software packages;
  e. Proficiency in both spoken and written English and knowledge of Spanish would be an asset;
7. **Supervision**
The REDD+ Technical Coordinator will be supervised by the REDD+ Program Director and, in the absence of the Program Director, reports directly to the CEO of the MAFFESDI. He/she will supervise the consultant team hired under the project.
8. Location
The REDD+ Technical Coordinator will be located in the Ministry of Agriculture, Fisheries, Forestry, the Environment, Sustainable Development and Immigration. The MAFFESDI will provide an office space, computer and work items to perform the required tasks and provide all necessary information and documentation and remote access if support outside traditional office hours is required.

9. Payment Arrangements
The salary of the contract commensurate with experience and qualifications, and will be paid in Belizean dollars.

10. Estimated Starting Date and Duration
Start date will be effective at contract signature. A contract will be renewed annually based on an assessment of performance and requires full time commitment.

11. Presentation of Resumes
Those interested in filling the vacancy for the position of REDD+ Technical Coordinator should send a statement of capability and CV along with three references to email: XXXXXXX or printed to the address XXXXXXX. by (day. month, 2017).

Applications will be reviewed by a Selection Committee. Those shortlisted will be invited to an interview with the Committee. The evaluation will be made taking into account the selection criteria and respective capabilities. Due diligence will be done to validate the information included in the CV or the information provided during the interviews.

12. Relevant Documents
The consultant should familiarize with the following documents:

B. Readiness Preparation Proposal Assessment Note
C. Legal Agreements
   1. Grant Agreement between the Government and the World Bank
   2. Subsidiary Agreement between the Government and PACT
D. Operational Manual
E. World Bank Integrated Safeguards Data Sheet