



TERMS OF REFERENCE

PROJECT: Belize, Selva Maya Natural Resources Protection Project (KfW/IUCN)
ACTIVITY: Development of a Management Plan Framework for forest reserves in Belize.

1. Background and Justification:

Selva Maya is a strategic block of important natural ecosystems. It is the second largest tropical forest of America, after the Amazon rainforest. It possesses an extraordinary diversity of endemic and endangered species, as well as important sites of historical and cultural heritage.

This landscape located between Belize, Guatemala and the southeast of Mexico, covers 42,300 square kilometers in a corridor of protected natural areas in which different categories of management converge. In some cases, these areas are separated by international boundaries but united by conservation and sustainable management efforts by governments, civil society and cooperation agencies, among other relevant actors.

The interest in protecting Selva Maya is reflected in the laws and initiatives of the three countries. For protected areas to have the desired effect, it is necessary to strengthen the capacity of institutions, their representatives and implementers at the local level and the communities in the region. In addition, it is necessary to handle the pressure that comes from increasing population, migration and unsustainable land use.

In this regard, on October 10th of 2010, the Government of the Federal Republic of Germany and the Central American Commission for Environment and Development (CCAD, for its acronym in Spanish) celebrated the Financial Cooperation Contribution Contract. In 2014, the Governments of Belize, Guatemala and Mexico, together with KfW, during the XLII Special Meeting of CCAD, elected the Regional Office for Mexico, Central America and the Caribbean (ORMACC, for its acronym in Spanish) of IUCN as the organization responsible for financial implementation and technical support of the Project " Selva Maya Natural Resources Protection Project, SMP", whose objective is to maintain the ecosystemic functions and cultural values of the Selva Maya that promotes the well-being of its people and offers environmental services of global importance.

The area of intervention is focused on Selva Maya protected areas of Mexico, Guatemala and Belize and the implementation of the project will be coordinated and co-executed by the protected areas entities of each country:

- In Belize, by the Ministry of Agriculture, Fisheries, Forestry, the Environment and Sustainable Development (MAFFESD);
- In Mexico, the National Commission of Protected Natural Areas (CONANP, as per the Spanish acronym) will be the leading entity, in particular the Yucatan Peninsula and the Mexican Caribbean directorate;
- In Guatemala, it is the National Council of Protected Areas (CONAP, as per the Spanish acronym) through its Regional Office in Petén.

The following is a brief description of the program:

Basic Concepts

The SMP aims to improve the management effectiveness of the Selva Maya Protected Areas, its connectivity, and strengthen coordination capacity between Belize, Guatemala and Mexico for conservation and sustainable management actions of the Selva Maya.

Protected areas prioritized for the project implementation in Belize

Areas of work are grouped into 2 blocks and a private protected area:

- Block 1: Maya Ruins Caracol, Chiquibul National Park, Chiquibul Forest Reserve, Vaca Forest Reserve;
- Block 2: Mountain Pine Ridge Forest Reserve, Noj Kaax Meen Elijio Panti National Park;
- Private area: Rio Bravo Conservation and Management Area (RBCMA)

1. Objective of the consultancy

General

- Develop the Forest Department's capacity in the effective management of forest reserves through the development and adoption of a management plan framework.

Specific

- Review the existing management plan frameworks of other countries and provide advice on the formulation of management plans specific to Belize's Forest Reserve need
- Develop the Management Plan Framework and validate it with the main stakeholders involved in the sustainable management of forest reserves

Strengthen capacities of Forest Department personnel in the review, data collection and analysis of management plans.

2. Deliverables

The Consultant will deliver the following products

Product 1. Inception Report

- Literature review
- Identify key stakeholders and roles
- Present a draft structure of the management plan framework to the Forest Department (FD) and IUCN for its approval before stakeholders consultation
- Develop a consultation meeting with key stakeholders to express concerns or approval on the approach of the consultant in the formulation of the management plan framework.
- Report of each meeting including face-to-face and distance sessions.
- Digital memory of each session: attendance lists, photographs in JPG format from 720p to 1080p (with copy rights and uses).

Product 2. Final Management Plan Framework

Based on the inception report and consultation process with main stakeholders, the draft management plan framework must be developed including the following:

- Review existing checklist for management plans
- Draft new checklist
- Standardized review and approval process (score cards, outline of standards/ criteria to be met (with thresholds)).
- Draft management plan framework

The draft management plan framework must be submitted to the Forest Department for comments

Once all comment are integrated, the management plan framework must be validated by the FD and stakeholders

For final approval, a tracking sheet must be included within the final management plan framework showing that the last comments received in the validation workshop have been incorporated.

Product 3 . Forest Department personnel training report

Training proposal must be developed and validated by the FD and IUCN. It must include:

- Training strategy: general objective, specific objectives, content and expected learning results.
- The topics to include in the training sessions are:
 - Data Collection
 - Data cleansing and validation
 - Data Analysis and Interpretation
 - Presentation of results

- Standards to be met for Management Plans
- Review process of Management Plans (submission, review and approval)
- Once the training proposal is approved by the FD and IUCN, a schedule of trainings must be presented and coordinated with the FD and the National Project Coordinator.
- Training Report: summary of results, attendance lists, photographs in JPEG format from 720p to 1080p (with copy rights and uses).

Product 5. Final report.

The final report should encompass the methodology undertaken for the completion of this consultancy. Attach the generated products, all pictures and meeting reports as annexes.

The final report should be presented using the following format:

- Arial 11
- Page numbers on the bottom right hand corner of the page
- Consultancy's name at the header,
- Name and position (component developed) of the consultants or list the names and positions of the consultants that participated in the consultancy

Products from the consultancy, will be submitted in the following manner: two hard copies and one digital copies (in MS Word version) on USB according to the dates and payment conditions indicated below.

If in any report submitted by the Consultant, reference is made to third party documents, reports, studies, articles or chapters of books, manuals or handbooks, these sources have to be clearly disclosed in footnotes (minimum: title, author, year, institution) and where applicable, a full list of references has to be included in the report. In general, intellectual property of third parties has to be respected and treated accordingly.

3. Activities, programming, delivery schedule

3.1 Activities and programming

Specific goal	Key Activities	Month and weeks																												
		1				2				3				4				5				6				7				
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
Review the existing management plan frameworks of other countries and provide advice on the formulation of management plans specific to Belize's Forest Reserve need	Literature review	█	█																											
	Develop a workplan in consultation with Forest Department	█	█																											
	Identify key stakeholders and their roles	█	█																											
	Develop consultation framework			█	█	█																								
	Draft and submit inception report to the FD					█	█																							
	Incorporate comments from FD and finalize inception report						█	█	█																					
Develop the Management Plan Framework for Forest Reserves and validate it with the main stakeholders involved in the sustainable management of forest reserves	Literature review					█	█	█	█	█	█	█																		
	Stakeholder Consultation					█	█	█	█	█	█	█																		
	Draft management Plan Framework												█	█	█															
	Submit draft management plan framework to FD for comments													█	█	█														
	Validate management plan framework with FD and stakeholders																█	█	█	█										
	Incorporate comments																	█	█	█										
	Final management plan framework																		█	█	█									
Design training proposal																										█	█	█		

4.2 Schedule for the delivery and payment of products

The total cost of the consultancy will be implemented according to the following table:

Outputs	Percentage	Delivery date
Product 1. Inception Report	20 %	Week 7
Product 2. Final Management plan document that includes other supplementary documents and minutes of stakeholder consultation.	50%	Week 19
Product 3. Forest Department personnel training report and the Product 4. Final Report	30%	Week 28

5 Duration and conditions of the consultancy

5.1 Period of the consultancy

Duration: 7 months

Start / End Date: November 26, 2018- June 25 2019.

Location: Belmopan, Belize

Supervisor: (German Lopez – Forest Officer) and Trinational and National Coordinator of the KfW-IUCN Project in Belize

5.2 Reporting

The consultant will be responsible for maintaining contact with the Project Coordinator and the FD to ensure the proper execution of each of the stages of work, including consultation meetings and training workshops, among others.

5.3 Other expenses

- The consultant will assume his/her medical and life insurance.
- The consultant will cover transportation costs from the city where he/she resides to the site hosting the course, as well as lodging, food and local transportation.
- The consultant will assume the corresponding taxes.
- The consultant must have invoices and own bank account, assuming the costs of bank transfer when applicable.
- The consultant must have proper computer equipment

5.4 Form of work

The follow-up of the activities of the work plan will be carried out through meetings with the Forest Department team, the KfW-IUCN National Project Coordinator, and key actors involved in the process. It is suggested that it be at least one every two weeks, or according to the schedule agreed at the beginning of the consultancy. Minutes of such sessions must be recorded.

In undertaking this assignment, the Consultant is expected to work closely with the staff of the Forest Department.

Completion of the consultancy

- Review all documents developed with Forest Department personnel.
- Official presentation of the results of the consultancy with Forest Department staff and Trinational and National Liaison (KfW/IUCN Selva Maya Project).

6 Qualifications and experience

- Education:

Minimum Bachelor's degree in Forestry, Natural Resources Management or related field.

- Skills and experience:

At least 5 years' experience in formulating sustainable management plans

Experience in delivering training courses

Knowledge of Belize's Environmental and Forestry Laws.

Experience in participatory processes and facilitation of consultation processes

Ability to coordinate teams

- Attitudes:

Responsibility and professionalism

- Others:

Good management of information technologies (basic Word package, e-mail)

7 Direct beneficiaries

- Forest Department

8 Technical and financial offer

Those interested should present the technical offer and budget proposal that responds to the contents of these Terms of Reference no later than November 20, 2018. The proposal should be addressed to the Project Coordinator, to the Forest Department specialist German Lopez, and to Mrs. Nayari Diaz Perez, Executive Director Protected Areas Conservation Trust, to the following emails: ximena.leiva@iucn.org, sfm.manager@forest.gov.bz and ed@pactbelize.org

- The technical offer and the budget should be presented separately. The budget should include: honorarium calculated by effective working days, indicate whether it includes GST or not and income tax
- Administrative costs (telephone, stationeries, taxes, etc.) are to be included in the remuneration costs, calculated by effective working days.
- In the event that the consultant needs to travel or organize meetings, workshops or consultations in order to fulfil the present consultancy, the travel expenses and logistic cost should be included in the technical and financial offer.
- The consultancy is expected to be carried out over 60 working days (including all members of the consultancy team) over a period of seven months (the final product is expected to be approved by the beginning of June 2019)

9 Responsible for monitoring the use of the product

Forest Department