



Government of the People's Republic of Bangladesh

Office of the Project Director
Sustainable Forests & Livelihoods (SUFAL) Project
Bangladesh Forest Department
Ban Bhaban, Agargaon, Dhaka-1207, Bangladesh

Terms of Reference

Selection of
Consulting Firm for Third-Party Monitoring (Main works including
Plantation)
(Package No. SD-32)

Bangladesh Forest Department

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1. Background of the Project

Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change with financial assistance from the World Bank (IDA) is implementing the Sustainable Forests and Livelihoods (SUFAL) Project from July 01, 2018 to June 30, 2023. The overall objective of the project is to improve collaborative forest management and increase access to alternative income generation activities for forest-dependent communities in targeted sites. This will be achieved by (i) improving public sector management of forest resources and increasing participation of communities in forest conservation and restoration and, (ii) reducing direct dependence and exploitation of forest resources by offering alternative livelihood sources to dependent communities and improving the enabling environment for trees outside forests. Together, these will result in the eventual improvement of forest cover and ecosystem functions, coastline protection and increased employment opportunities for some of the poorest and most vulnerable communities, including women and small ethnic communities. The project is implementing a number of activities which are grouped under the following four components:

Component-1: Strengthening Institutions, Information Systems and Training

Component-2: Strengthening Collaborative Forests and Protected Areas Management

Component-3: Increasing Access to Alternative Income Generating Activities (AIGAs) Forest Extension Service & Trees Outside Forests (ToF)

Component-4: Project Management, Monitoring, and Reporting

This project envisages improvement of BFD's organizational effectiveness by adopting improved policy and regulatory frameworks, infrastructure investment, management information systems upgrade, and capacity building of BFD officials. The project finances restoration of forest cover, areas additional tree planting outside forests, technology transfer, training, research and innovation support and engages forest dependent communities in collaborative forest management practices through Collaborative Forest Management Committees (CFMC). By and large, the project will enhance wildlife and Protected Area (PA) management practices and thereby improve forest conservation and wildlife protection in the country.

To assess and monitor the progress of the project interventions under 4 major components, 15 indicators (table 1) have been adopted in the results framework. A main focus of the planned monitoring is to assess forest restoration and plantation activities undertaken since the start of the project, using both remote sensing and field verification. While these performance indicators are pivotal to this assignment, adherence to planned environmental and social safeguards, gender and stakeholder communications is also covered in this scope of this work.

2. Objective of the Assignment

The overall objective of the assignment is to monitor the major activities of the project with respect to the results framework as given in table 1 of this document as well as the Project Appraisal Document (PAD) to provide specific, timely, accurate and quantifiable assessments of progress against performance indicators. This covers the physical and financial progress of the project on a quarterly basis, with respect to i) the *effectiveness* of the various initiatives undertaken by the project; (ii) *acceptability* to different stakeholders; (iii) longer-term *sustainability*. The consultant will prepare the baseline for the project based on the available information, and consider control groups and other means of establishing counterfactual positions as required to report progress and to establish the overall contribution of the project.

In general, progress will be assessed with respect to the baseline and counterfactual situations on a quarterly basis. The consultant will produce assessment reports as otherwise may be required for National and World Bank reporting purposes covering progress to date and ending one month before the project closure (May 2023). Since there has been a delay in initiating this activity the firm will, within six months of contract effective date, deliver the baseline evaluation together with the first monitoring report covering the cumulative progress of activity from project start to the date of effectiveness of the consultant's contract.

More specifically, as per the results framework of the project, this assignment includes:

- A. The monitoring indicators of results framework of the project activities by
 - i. Reviewing, monitoring, and recommending Project Development Objective (PDO) Indicators for improvement of the project implementation on physical and financial elements, on a half-yearly basis.
 - ii. Reviewing, monitoring, and recommending on Intermediate Results (IRs) Indicators for improvement of the project implementation on physical and financial elements, on a quarterly basis following Annual Development Plan (ADP).
- B. Further elaboration of monitoring results (PDO and IR of indicators) with respect to component-based activities of the project, on a quarterly basis.
- C. Documenting the lessons learned from good practices, including reporting as per national and WB requirements.

3. Scope of Services

The scope of monitoring will include quarterly monitoring of all the component-specific activities of the project, focusing on plantation program, infrastructure, AIGAs, fiduciary and safeguard issues as described in the PAD and Development Project Proposal (DPP) as well as in the relevant frameworks (e.g. Results Framework, Innovation Grants Manual, Community Operations Manual, Environmental and Social Management Framework, Gender Action Plan, Livelihoods Framework etc.) of the project.

A. Monitoring indicators of results framework include

- i. Half-yearly monitoring of project development objectives (PDO) indicators
Indicator 1 (PDO 1): Forest areas at targeted sites managed according to site specific collaborative management plans

This indicator measures the forest area in hectares, managed according to site specific collaborative management plans, in terms of forestry parameters, communities' inputs, and benefits sharing. Collaborative Forest Management (CFM) is a newly proposed forest

management practice, with the aim to give forest dependent communities a stake in the management and preservation of the quality of forests over the long term and to foster local stewardship of forests. In terms of capturing long-term outcomes, the indicator belongs to PPI clusters 2. Resilience (increased canopy cover, species diversity and multilayered stand structure to increase absorptive capacity) 3. Wood supply (improved stocking, increased plantation area) and 4. Biodiversity (use of indigenous species, protection of habitats).

The consultant will review and analyze the documentation related to intervened forests (e.g. Site-Specific Plan (SSP), Journals, plantation completion report, monitoring by Management Plan Divisions), conduct Remote Sensing and on-ground physical verification, as well as review the engagement of CFM with BFD for sustainably manage the forests.

Indicator 2 (PDO 2): Share of targeted forest-dependent people with access to alternative income generating activities

The indicator measures the percentage of targeted forest dependent people/households who have access to alternative income generating activities. This indicator is linked with Collaborative Forest Management (CFM), as communities begin to participate in CFM, AIGAs will help diversify livelihood opportunities, increase incomes and reduce unsustainable extraction of forest products and will enhance the coping capabilities for climate resilience. This indicator will be used to also measure improvements in women's access to income generating activities and other services provided by the AIGAs. Implementation will be assisted by NGOs that will mobilize, organize, and provide the necessary training to communities to prepare the AIGA plans, and support them during implementation.

The consultant will review, based on disaggregated data on gender and ethnicity, the process of selection of the project beneficiaries following a Community Driven Development (CDD) approach, review the AIGA plans of beneficiaries facilitated by the NGOs and analyze the well-being of communities and their reduced dependency on forests.

Indicator 3 (PDO 2): Collaborative forest management committees with increased monetary or non-monetary benefits from forests

This indicator measures the number of the collaborative forest management committees (CFMCs), who received monetary income or non-monetary benefits from forests, under the auspices of improved forest management or other project interventions. Non-monetary benefits include subsistence benefits that will be allocated to individual households. In terms of capturing long-term outcomes, the indicator belongs to PPI¹ clusters 1. Household income (increased level of monetary and nonmonetary income) 2. Resilience (new and diversified sources of income will improve the transformative capacity in resilience).

The consultant will review existing and potential sources of monetary and non-monetary benefits provisioned through the project. Furthermore, review of the approach to channel these resources to the CFMCs and future sustainability will also be examined.

¹ Predictive Proxy Indicators, as defined in the PROFOR working paper, Understanding Long Term Impacts in the Forest Sector: Predictive Proxy Indicators (<https://www.profor.info/content/understanding-long-term-impacts-forest-sector-predictive-proxy-indicators>).

Indicator 4 (PDO 2): Share of targeted forest-dependent people with rating ‘Satisfied’ or above on project interventions (livelihoods, forest management, other)

Satisfaction will be measured through a sample-based field survey using a semi-structured interview and provisioned in the project. Focus in perception survey will be on: forest management and governance, including collaborative management and livelihoods aspects. Rating scale: 1. Highly Satisfied 2. Satisfied 3. Moderately Satisfied 4. Moderately Unsatisfied 5. Unsatisfied 6. Highly Unsatisfied. Answers under 1. and 2. will aggregated as ‘Satisfied’.

The consultant will review the results and approach of the perception survey as well as conduct independent assessment to facilitate management decisions.

ii. Quarterly monitoring of intermediate results (IR) indicators

Indicator 5 (IR 1): Organizational, functional and gender review of BFD undertaken

This indicator reviews the BFD’s organizational and functional processes and follow-up actions will lay the foundation for improved management in the frame of increased involvement of forest-dependent communities in collaborative forest management.

The consultant will monitor the progress of the stages (1. Review completed, 2. Action plan developed and 3. Initiation of implementation of the action plan), in terms of PPI cluster 1: Household income (increased involvement by communities through collaborative forest management), and PPI-2: Resilience (improved extension and engagement with communities will increase adaptive, absorptive and transformative capacity in resilience).

Indicator 6 (IR 1): Digital site-specific management planning system established and operational: The project envisages establishment and operationalization of a digital site-specific management information system (MIS), adequately resourced with trained staff. The Bangladesh Forest Departments’ Forest Management Information System/ Bangladesh Forest Information System (FMIS/BFIS) would be integral part of the Resources Information Management System (RIMS) Unit, Development Planning Unit, Monitoring and Evaluation Unit and 3 Management Plan Divisions with necessary hardware, software, and human resources to plan, manage and monitor forest resources of the country.

The consultant will review the progress of development of the MIS platform of BFD relates to PPI-2. Resilience (improved coverage of data and information system includes signals and warnings).

Indicator 7 (IR 1): Number of staff trained: This indicator counts the number of Forest Department staff (disaggregated by sex) who received skill development training from the project. The project has proposed various types of training from long-term academic courses to short-term on-job field training.

The consultant will review training data including objectives, modules/materials and measure the outcomes of such trainings (e.g. increased knowledge or skills as a result of the training, and application of the training/skills in practical fields, etc.). Additionally, the project provisioned for 10,800 community stakeholders, 2,000 private nursery owners and 1,000 sawmill owners to be trained.

Indicator 8 (IR 2): Area restored or re/afforested in accordance with site-specific collaborative management plans: The project envisages forest restoration of degraded and

denuded forests, expansion of mangroves and increased tree cover in the Trees outside Forest (ToF) area, in Hill, Sal and Mangroves, including protected areas (annex 2). Accordingly, activity in an area totaling 78,930 ha is planned, following the prescription of site-specific collaborative management plans, in the frames of Assisted Natural Regeneration (ANR), enrichment plantation, mixed plantation with indigenous fast-growing species, mixed plantation with indigenous slow growing species, mangrove afforestation (on newly accreted lands) and in coastal districts and plantation for habitat restoration in the protected areas. The PMU will provide Site Specific Planning (SSP) information to the consultant relevant to re/afforestation/intervention sites.

The consultant will review the SSP, journals and other official documents as well as conduct quarterly monitoring of intervention sites using Remote Sensing and ground survey. The consultant will be expected to use an electronic form of data collection such as Open Data Kit or kobotoolbox² or to assist in data collection. Sites with 70% seedlings survival after 3 years of planting will be reported as successful intervention area and a report will be produced at project closure for all other sites still not yet fully established.

Indicator 9 (IR 2): Protected areas brought under enhanced management: The indicator measures the number of Protected Areas for which management plan has been implemented. The long-term visions of PA management plans are to protect and restore forest biodiversity in a manner that ensures it is actively supported and protected by local communities through co-management committees and enterprises who benefit from tourism, non-timber forest products, and soil and water conservation, and who adopt sustainable land management adapted to future climate changes in the landscape.

The plan focuses on the rehabilitation, protection and conservation of forests and constituent biodiversity, sustainable use of landscape areas to achieve conservation on a broader scale with the involvement of local people and other key stakeholders in co-management, resilience to climate change, sustainable ecotourism activities and livelihood diversification. The indicator relates to the PPI cluster 4. Biodiversity.

Indicator 10 (IR 2): Forest area brought under management plans: This indicator measures the area of degraded and denuded forestland and accreted coastal land in hectares brought under re/afforestation purpose based on assessment by following the given format of SSP and by engaging forest dependent communities who will form Collaborative Forest Management Committee (CFMC). The forest-dependent communities, through the CFMCs, will get increased access to alternative livelihood sources and contribute towards improvement of forest cover, ecosystem functions and coastline protection. The SSP covers information on Forest Beat, intervention site and landscape communities.

The consultant will review the process, quality and area covered under the site-specific plans developed for restoration interventions.

Indicator 11 (IR 3): Collaborative Forest Management Committees operational with own bank account and operating fund: The indicator counts the number of CFMCs who has an active bank account. The indicator captures strengthening of local institutions in forest management and to PPI clusters 1. Household income (increased involvement by communities through collaborative forest management) 2. Resilience (improved extension

² <https://www.kobotoolbox.org/>

and engagement with communities will increase adaptive, absorptive and transformative capacity in resilience).

Indicator 12 (IR 3): Households in targeted communities with programs for alternative income generating activities supported by the project: The indicator counts the number of households that have received support for AIGA. It relates to PPI clusters 1. Household income (increased level of monetary and nonmonetary income) 2. Resilience (new and diversified sources of income will improve the transformative capacity in resilience).

Indicator 13 (IR 3): Collaborative Forest Management Committees with at least 33 % female office bearers: This is a Gender indicator and counts the number of Committees (CFMCs) and their sub-committees, where female members consist at least 33% of the total membership and hold office-bearer positions.

The consultant will review and analysis the gender empowerment situations in the project activities e.g. leadership in CFM organization, livelihood development programs, etc.

Indicator 14 (IR 3): Share of households with improved Cookstoves: The indicator measures the ‘Percentage’ of targeted forest dependent households in CFM committees that use improved cook stoves to the CFMC members in collaboration with IDCOL. The indicators relate to PPI cluster 2. Resilience (reduction in firewood use).

Indicator 15 (IR 3): A market information system for Trees Outside Forest established and operational: BFD will develop a survey-based database on the demand and supply and forecast for of timbers in the value chain, including nurseries, tree growers, sawmills and exporters.

The consultant will review and analyze the survey findings and report for policy decisions to promote timber processing industries as well as to ease relevant policies, procedures, costs, and difficulty for tree growers, sawmill owners, and exporters.

Potential techniques which may be applied to assess and monitor indicators of the results framework includes interview surveys, Remote Sensing & GIS survey, field survey, and technical review. For field survey the consultant will be expected to use a free online field survey tool such as ODK or Kobotoolbox to assist in electronic data capture and sharing with PMU /World Bank team.

Table 1: Potential techniques for baseline, quarterly and half yearly assessment of project indicators.

Indicator Serial	Name of the indicator(s)	Unit of measure	Project Targets	Remarks	Interview surveys	Remote Sensing and GIS Survey	Field Survey	Document review
1	2	3	4	5	6	7	8	9
Dev Obj. 1	Improve collaborative forest management in targeted sites							
Indicator 1 (DO 1)	Forest areas at targeted sites are managed according to site-specific collaborative management plans.	Area (ha)	78,930		√	√	√	√
Dev Obj. 2	Increased benefits for Forest dependent communities							
Indicator 2 (DO 2)	Share of targeted forest-dependent people with access to alternative income generating activities.	Percentage	70% of 40,000 households		√		√	√
Indicator 3 (DO 2)	Collaborative Forest Management Committees with increased monetary or non-monetary benefits from forests.	Percentage	90% of 600 CFMCs		√		√	√
Indicator 4 (DO 2)	Share of targeted forest-dependent people with rating 'Satisfied' or above on project interventions (livelihoods, forest management, other).	Percentage	75% of 8,000 people	20% of 40,000 people shall be sampled as baseline and end line	√	√	√	√
IR 1	Strengthening Institutions, Information Systems and Training							
Indicator 5 (IR 1)	Organizational, functional and gender review of BFD undertaken.	Number	1	Review completed, action plan agreed and implementation begins	√			√
Indicator 6 (IR 1)	Digital site-specific management planning system established and operational.	Yes/No	Yes		√		√	√
Indicator 7 (IR 1)	Number of BFD personnel trained.	Participants	1,236		√			√
IR 2	Strengthening Collaborative Forest and Protected Area Management							
Indicator 8 (IR 2)	Forest area restored or re/afforested in accordance with site-specific collaborative management plans.	Area (ha)	78,930			√	√	√
Indicator 9 (IR 2)	Protected areas brought under enhanced management	Number	10		√	√	√	√
Indicator 10 (IR 2)	Forest areas brought under management Plans	Area (ha)	78,930		√	√	√	√
IR 3	Increasing access to Alternative Income Generating Activities							
Indicator 11 (IR 3)	Collaborative Forest Management Committees are operational with their own bank account and operating fund.	Number	600		√		√	√
Indicator 12 (IR 3)	Households in targeted communities with programs for alternative income generating activities supported by the project.	Number	40,000		√		√	
Indicator 13 (IR 3)	Collaborative Forest Management Committees with at least 33 % female office bearers.	Number	150		√			√
Indicator 14 (IR 3)	Share of households with improved cook stoves.	Percentage	30% (12,000)	30% of target hhs, 40,000	√		√	
Indicator 15 (IR3)	A market information system for Trees Outside Forests (ToF) established and operational.	Number	1	Survey completed and MIS operationalized		√	√	√

- B. Further elaboration of results of indicators (PDO and IRs) of Results Framework into component and sub-component-based monitoring and evaluation of implementation of Annual Development Program (ADP), COM and IGM, with respect to Relevance, Coherence, Effectiveness, Efficiency, Impact and Sustainability of project activities.

Component 1 Strengthening Institutions, Information Systems and Training

There are 5 sub-components under Component 1 of the project, which includes, Strengthening Organizational Capacity, Applied Research, Training, Strengthening Monitoring, Information Management Systems and Forest Inventory, and Communication and Outreach. The consulting firm will be responsible to monitor and evaluate major sub-component activities, as outlined below:

- Strengthening BFD organizational capacity includes functional Review of the long term need of Bangladesh Forest Department including review of legal reform needs, upgrading physical infrastructure of BFD HQ including equipment and logistics,
- Applied research includes MoU with BFRI for research collaboration and capacity building training, operating Innovation Grants,
- Short, medium and long-term training for BFD personnel and relevant stakeholders across project sub-components.
- Up-gradation of BFD's Resources Management Information Systems with software (and central geo-database), hardware and trained manpower; design and development of a new Forest Management Planning System, Expansion of BFD HQ, SSP using Free Open Source Software (FOSS); Establishment of National Forest Inventory Unit and updating of forest inventory.
- Development and implement communications and outreach strategy and build capacity, develop ecotourism facilities and observation of relevant days for building mass awareness.

Component 2 Strengthening Collaborative Forest and Protected Areas Management

There are 3 sub-components under Component 2 of the project, that includes, Institutionalizing Collaborative Forest Management, Restoration of Degraded Forests, Coastal Green Belt and Construction/ Renovation of Field Infrastructure, and Improving Protected Areas and Wildlife Management. The consulting firm will be responsible to monitor and evaluate major sub-component activities, as outlined below:

- Institutionalizing Collaborative Forest Management, includes draft Standard Operating Procedures (SOP) for collaborative forest management, Collaborative Forest Management (CFM) operational Rules, Integrated Forest Management Plans, strategy for invasive alien species, Red listing of Plants, introducing best practices of environmental and social safeguard, including Grievance Redress Mechanism (GRM) and gender sensitive functions, etc.
- Restoration of Degraded Forests, Coastal Green Belt and Construction/Renovation of Field Infrastructure, includes, SSP of the intervention sites, plantation completion report by concerned Divisional Forest Officers (DFO), seedling distribution records and infrastructure developed by the Public Works Department (PWD).
- Improving Protected Areas and Wildlife Management, includes, progress in species conservation, PA Management Plans.

Component 3 Increasing Access to Alternative Income Generating Activities (AIGA), Forest Extension Services and Trees Outside Forests

There are three sub-components under Component 3 of the project, including Community Mobilization and Organization, Alternative Income Generating Activities, and Extension Services and Trees Outside Forests. The consulting firm will be responsible to monitor and evaluate major sub-component activities, as outlined below:

- Community Mobilization and Organization, includes 7 Non-government organizations (NGO) activities covering community baseline, profiling and institutional capacity building of the Collaborative Forest Management Committees / Co-Management Committees (CFMC/CMC),
- Alternative Income Generating Activities includes development of livelihood strategy, bank account operations and financing of CFMCs/CMCs, real-time database for community operations, Spatial Monitoring and Reporting Tool (SMART) patrolling.
- Extension Services and Trees Outside Forests includes seedling distributions, model upazila and tissue culture, etc.

Component 4 Project Management, Monitoring and Reporting

There are 2 sub-components of the Component 4 of the project, including Project Management, and Monitoring, Reporting and Evaluation. The consulting firm will be responsible to monitor and evaluate major sub-component activities based on Annual Development Program (ADP) implementation, on quarterly basis, as outlined below:

- Improvement of the financial and procurement mechanism of Bangladesh Forest Department (BFD) through project cost centres, including Bangladesh Forest Research Institute (BFRI), Bangladesh National Herbarium (BNH), Public Works Department (PWD) and community institutions (CFMCs and CMCs),
- Monitoring and Evaluation Plan with Results Framework and project indicators, Social Satisfaction Survey, baseline and end-line.

The above subcomponents and corresponding activities to be assessed and monitored by using potential techniques, on a quarterly basis, as outlined below:

Table 2: Potential techniques for baseline and quarterly monitoring of project components and sub-components.

Project Components and sub-components	Review of indicators' monitoring Results	Interview surveys	Remote Sensing and GIS Survey	Field Survey	Document Review
1	2	3	4	5	6
Component 1: Strengthening Institutions, Information Systems and Training					
Sub-Component 1.1 Strengthening Organizational Capacity	Indicator 5	√			√
Sub-Component 1.2 Applied Research:	-	√		√	√
Sub-component 1.3 Training	Indicator 7	√			√
Sub Component 1.4 Strengthening information management systems and forest inventory:	Indicator 6 (SSP only)	√		√	√
Sub-component 1.5. Communication & Outreach:	-	√		√	√
Component 2: Strengthening Collaborative Forest and Protected Areas Management					
Sub-component 2.1 institutionalizing collaborative forest management (CFM):	Indicator 3 & 11	√		√	√
Social and Environmental Safeguards	-	√		√	√
Gender program	Indicator 13	√			√
Sub-Component 2.2: Restoration of Degraded and Denuded Forests, Coastal Greenbelt and Field Infrastructure:	Indicator 1, 8, & 10	√	√	√	√

Project Components and sub-components	Review of indicators' monitoring Results	Interview surveys	Remote Sensing and GIS Survey	Field Survey	Document Review
1	2	3	4	5	6
Sub-Component 2.3 Improving Protected Areas (PAs) and Wildlife Management:	Indicator 9	√	√	√	√
Component 3: Increasing Access to Alternative Income Generating Activities (AIGAs), Forest Extension Services & Trees outside Forests (TOF)					
Sub-Component 3.1 Community mobilization and organization:	Indicator 3	√		√	√
Sub-Component 3.2 Alternative Income Generation Activities (AIGAs):	Indicator 2, 11, 12 & 14	√		√	√
Sub-component 3.3 Extension services and Trees outside Forests (TOF):	Indicator 8 & 15		√	√	√
Component 4: Project Management, Monitoring and Reporting					
Sub-Component 4.1. Project Management:	-	√			√
Sub-component 4.2 Monitoring, Reporting and Evaluation:	Indicator 4	√	√	√	√

C. Documenting the lessons learned from good practices, including reporting as per national and World Bank requirements, annually.

The consultant shall produce reports to generate new knowledge based on lessons learned from good practice identification and interpretation. Thus, knowledge shall be transferred to the project audience.

4. Approach

The consultant will submit detailed technical and financial proposals for the assignment based on the scope of activities and approach as outlined in the ToR. Possible references for information includes Monitoring and Evaluation (M&E) Plan, the Project Implementation Plan (PIP), DPP, Project Appraisal Document (PAD) of the World Bank (WB), Environmental and Social Management Framework (ESMF), Resettlement Process Framework (RPF), Resettlement Policy Framework, Small Ethnic Community Development Framework, SSP, Pest Management Plan (PMP), Community Operations Manual (COM), Innovation Grants Manual (IGM), Livelihood Framework, Gender Action Plan and Project Procurement Strategy for Development (PPSD). The spatial extent of independent monitoring and sampling design will be framed in consultation with the Project Management Unit (PMU). The spatial scope (geographical coverage) of the assignment covers potential 31 cost centers of the project covering 25 Forest Divisions spanning over 28 civil Districts of the country (Annex 1) including BFRI, BNH and PWD under Memorandum of Understanding (MoU). Both qualitative and quantitative assessment and monitoring shall be conducted, depending on the nature of the project activities and corresponding performance indicators.

There are alternative sources of information to consider baseline for this assignment. These include data of the Site-Specific Planning of restoration / treated sites prior to the plantation, community profiling data, selected beneficiary list and data, data of household survey by the NGOs, Satisfaction survey, Internal Audit Reports, timber market information system based on a market study for wood chips, saw dust and other wood products including furniture by following demand and supply chain, Reports of the PMU consultants, Implementation Monitoring and Evaluation Division (IMED) reports and other project reports. Unless otherwise adequately available from above secondary sources, the consultant

shall develop and execute the baseline survey to complement monitoring and assessment of the assignment. By following the scope of services of this ToR, the consultant shall recommend the methodology for sampling, develop the sample frame, calculate the optimal sample size and propose extent of control plots and sampling of the baseline. The consultant will develop an annual survey plan according to statistical principles. During the project's mid-term review a follow-up survey may be undertaken in the sub-set of the Forest Conservation Villages (FCV) covered in the baseline survey in order to measure the project's progress towards the project's development objectives (DO) and intermediate results (IR), identify bottlenecks and necessary remedial measures.

Assessment and monitoring of the plantation activities will be conducted on quarterly basis throughout the project life by following implementation progress of the plantation establishment following the Annual Development Program (ADP) implementation of the project. The SSP, Nursery & Plantations Journals and Completion reports of the concerned DFOs will be the basis for assessment and monitoring of the plantation activities. If required, the consultant shall develop the baseline – using Remote Sensing/GIS technology.

Assessment and monitoring of the community activities will be conducted on quarterly basis throughout the project life by following the Community Operations Manual. NGO baseline reports will be the basis for monitoring community activities.

Whatever data is available to the consultant from secondary sources, a sample of control group should be prescribed with a minimum 60 Villages (FCV) (10% of 600 FCVs) from three major landscapes, and required number of households based on standard statistical method with a minimum 4,000 households (10% of 40,000 hhs). In selecting the control groups, care should be taken to ensure that the control groups have similar socio-economic characteristics to the "treatment" group (sample from the project areas). The sample should be grouped by landscape types (hill forest, plain land sal forest and coastal forest) and/or remoteness (distance from the nearest motor able road). The selection of the household sample should ensure that the sample is representative of all the different socio-economic groups within the FCVs.

In case of Project's Development Objective (PDO) indicators, quarterly monitoring will focus on the quality of the input and process. Both quantitative and qualitative analysis should be undertaken in assessing project results. The monitoring should:

- Assess the extent to which the project activities have been responsible for improving collaborative forest and PA management, incomes and livelihoods, empowerment and capacities of the CFMCs and their sub-committees, level of sensitization on institutional reform at local level;
- Assess the net impact of the 78,930 Ha of plantation in degraded and denuded hill, plain land and coastal forest area;
- Assess equity issues and distributional impacts of project investments in AIGAs (the inclusiveness of project interventions and the distribution of benefits across forest dependency of different socio-economic groups (landless, other vulnerable groups);
- Review and identify good practices of social and environmental safeguard issues as identified in the ESMF and other safeguards documents;

5. Transfer of knowledge

The consultant shall produce new knowledge based on lessons learned from good practices, including reporting as per national and World Bank requirements. Thus, knowledge shall be transferred to the project audience. BFD Field personnel who will be engaged with 3rd party monitoring exercises shall be enriched with new knowledge and capacity.

6. Data, Personnel, Facilities and Local Services to be provided by the Client

The PD shall arrange to provide the necessary information and data of the project (SSP, Community Profiling by NGOs, Beneficiary information, Innovation Grants Manual, Satisfaction survey, Internal Audit Reports, Market Survey, Reports of the PMU consultants, IMED Reports and other project reports etc.) as per the requirement of the consultant for preparing technical reports, progress reports. PD shall also inform all cost centers to provide necessary data and documents of the project as needed by the consultant in data collection. One Deputy Project Director (DPD) will be assigned to coordinate from the PMU. PD shall arrange BFD space in the field where necessary and subject to availability. All data collected including, socio-economic and institutional information, satellite imageries, photographs etc. shall be of project ownership and should be delivered to PMU, SUFAL Project at the end of the engagement.

7. List of Reports and Deliverables

The Consultant shall submit the following deliverables:

Sl	Reports	Duration
1.	Inception Report	Within 1 month of commencement of contract.
2.	Quarterly Progress Monitoring Report of the project implementation status	a) First report within 6 months of commencement of the contract. b) Subsequent Progress Reports on a quarterly basis.
3.	Half-yearly PDO reports	Every six-months, subject to the availability of study/research findings.
4.	Final Report	Before 2 months of project completion.

- **Inception report:** An inception report outlining methodology of the assignment and resource mobilization plan of the assignment outlining key issues needed further resolution by the Client for effective execution of the overall assignment, and presenting the finalized detailed work plan for the services period. The inception report shall be submitted within 1 month of commencement of services incorporating comments of the Client.
- **Quarterly Progress Monitoring Report of the project implementation status:** The consultant shall submit progress report of component and subcomponent wise implementation status following results framework on quarterly basis in softcopy and 3 hardcopies including photographs and video. The quarterly monitoring report should cover a comprehensive recommendation and suggest the changes to improve the project implementation quality on physical and financial elements. Since two and half years of the project have elapsed, the consultant should submit the first progress report covering baseline, mid-term evaluation of the project implementation status by following results framework for the period from inception of the project (July 2018) to the date of the Contract of this assignment covering monitoring reports of (i.) 4 PDO and (ii) 11 IR indicators. The first report shall be submitted within 6 months of commencement of services and subsequent Progress Reports shall be submitted on a quarterly basis. The consultant should ensure validation of the report by the Project Director before finalization.
- **Half-yearly PDO report:** The consultant shall submit progress report covering implementation status of PDO indicators of the project. The PDO indicators envisages outcomes of the project which might require specific studies on resilience of the ecosystem and communities, biodiversity, wood supply and household income outlined as predictive proxy indicator (PPI) measures. This reporting shall collate findings of different studies/research results under IGM

and service packages of the project. The consultant will submit progress report of the PDO indicators, subject to the availability of study/research findings.

- **Final report:** A compilation and synthesis of quarterly and annual reports as well as lessons learned from good practices as a result of project implementation. The report must contain the tabulation of the variables, the extent of missing data, overall results based on the collected information and other findings from the fieldwork including database, photographs and videos. This report shall be submitted before 2 months of project completion. The consultant should ensure validation of the report by the Project Director before finalization.

8. Team Composition & Qualification Requirements for the Key Experts

This consultancy will require a qualified firm or joint venture having adequate experience on monitoring system. Firm having international experience will be treated as added advantage. The firm should have 10 years of experience of having similar kind of work. The firm will carry out monitoring, with respect to the baseline and counterfactual situations, on quarterly and half-yearly basis at project close and as otherwise may be required for National and World Bank reporting purposes. The firm should have required facilities to conduct plantation monitoring using Remote Sensing and GIS techniques. For this assignment, the following Key Experts with appropriate qualification and demonstrated experience mentioned below is required to be available for this assignment.

Professional Key Experts' Involvement

Sl	Professional Key Experts
1.	Forest Resources Management cum Team Leader
2.	Monitoring and Evaluation Specialist
3.	Livelihoods Specialist
4.	Procurement Specialist
5.	Financial Management Specialist
6.	Remote Sensing and GIS Specialist
7.	Civil Engineer
8.	Environmental and Social Safeguards Specialist
9.	Program/Database Specialist

8.1. Forest Resources Management cum Team Leader

Academic qualification of the expert should be at least Masters in Forestry, Natural Resources Management or related field. S/he should have minimum 10 (ten) years of general working experience in monitoring and evaluation of programs in Government/ IDA funded development projects/International Organizations/ Donors etc. S/he should have job experiences of community engagement in natural resources management, social forestry and/or livelihood promotion activities. S/he should have the ability to interpret the forest ecology, wildlife conservation, PA management for enhancing and diversifying ecosystem services and align these benefits with sustainable livelihood framework of the project.

S/he shall serve as the Team Leader and coordinate with all other key experts in the team. S/he should provide advisory support to the team members and supervise their activities in analyzing field data during the contracted period. S/he should serve as the Focal Point for the assignment and coordinate with the Project Director and Chief Technical Advisor (CTA). S/he should lead all the activities in preparing reports.

8.2. Monitoring and Evaluation Specialist

Academic qualification of the expert should be at least Masters in Forestry or Natural Resources Management, or Statistics, or RS and GIS. S/he should have minimum 10 (ten) years of specific

working experiences in forestry project / Natural Resources Management (NRM) project monitoring and evaluation. S/he should have general working experience in monitoring and evaluation of programs in Government/ IDA funded development projects/International Organizations/ Donors etc. S/he must have experience in log-frame, output and outcome indicators and monitoring format development and other strategic approaches of the M&E. The experience in design and implement baseline, mid-term and impact assessment of development projects will be considered as additional qualification. Proficiency in statistical software and relational database, e.g. SPSS, MS Access, web-based database etc. is essential. S/he will assist the Team Leader (key expert) to review and analysis of PDO and IR indicators as well as play the pivotal role in conducting monitoring.

8.3. Livelihoods Specialist

Academic qualification of the expert should be at least Masters in Forestry/Environmental Science/Economics/Development Studies/Social Sciences. S/he should have minimum 5 (five) years of specific working experience in Forestry/ Natural Resources Management project, with specific focus in livelihoods development program. S/he should have 10 (ten) years general working experience in leading livelihood promotion of natural resource dependent communities in Government/ IDA funded development projects/International Organizations/ Donors etc. S/he should have the ability to interpret the structure and process of collaborative forest management and its institutions while engaging community in natural resources management and livelihood promotion. S/he shall have the ability to interpret the sustainable livelihood framework that shall promote ecosystem services benefits through degraded and denuded forest restoration.

S/he will assist the Team Leader (key expert) to review and analysis of PDO and IR indicators related to collaborative forest management and livelihood interventions of the project as well as play the pivotal role in conducting socio-economic survey of project beneficiaries, analyze the effectiveness of income-generating activities as well as assess reduced dependency on forests etc. required for quarterly reporting of project results.

8.4. Procurement Specialist

Academic qualification of the expert should be at least Masters in Procurement /Supply Chain Management/ Bachelor degree in any discipline, preferably with MCIPS certification. S/he should have at least 5 (five) years working experience in Procurement for any Government of Bangladesh (GoB)/ donor funded development project. S/he should have the ability to monitor and evaluate the procurement processes starting from bidding document preparation to the award of contract and ensuring the timely delivery of the goods and services, of the quality and quantity agreed upon. S/he will also review and analyze the bidding documents, Terms of Reference (ToR), Request for Proposal (RFP), bill of quantities (BOQ), Bid Evaluation Report (BER), Expression of Interest (EoI), Evaluation Report and shortlisting, Proposal Evaluation Report, Draft Negotiated Contract, Contract Amendment, resolution of procurement-related complaints of work of the planned professional services/equipment procurements following the prevailing norms and regulations, both at PMU and Cost Center level. S/he should advise and guide the functionality of procurement processes in accordance with World Bank Procurement Regulations for IPF Borrowers” (July 2016) (“Procurement Regulations”) the Bank’s Systematic Tracking and Exchanges in Procurement (STEP) and the Procurement Plans and all procurement transactions for the Project.

S/he should contribute monitoring procurement activities of the project and collaborate with the Team Leader in preparing monitoring progress reports.

8.5. Financial Management Specialist

Academic qualification of the expert should be at least Master in Accounting/Business Administration/Finance. S/he should have at least 10 (ten) years working experiences in Financial Management for any GoB/donor funded development project.

S/he should contribute towards ensuring authenticity and eligibility of transactions relating to the assignment and as well as their proper recording in the relevant books of accounts. S/he would assist by reviewing internal audit and external audit reports of the project at the PMU and Cost-Center level, making appropriate suggestions/clarifications with reference to the audit observations, and collaborating with the Team Leader in preparing monitoring progress reports of the project.

8.6. Remote Sensing and GIS Specialist

Academic qualification of the expert should be at least a Master's in Forestry/Remote Sensing/ GIS/ Geoinformation Science/Geography. S/he should have general working experiences of 10 (ten) years in forest/natural resources management and 5 (five) years specific working experience in Remote Sensing and GIS for forest monitoring. S/he should be capable in mapping, spatial analysis and monitor of plantation programs of the project. Experience in earth observation, assembling databases and managing information shall be preferred. Experience in data quality control and error checking of survey data and information.

S/he should contribute towards assessment and monitoring of all kinds of plantations raised in the project using Remote Sensing /GIS and field verification. S/he should progressively monitor the completed plantation area (approx. 78,930 ha) under the project. Side by side s/he should sample plantation sites for mid-term evaluation and impact assessment as outlined in the ToR. S/he should collaborate with Team Leader and Forest Monitoring & Evaluation Specialist in designing and implementing the tasks of plantation monitoring, and reporting of the project, including the use of open source field data collection tools such as ODK or kobotoolbox.

8.7. Civil Engineer

Academic qualification of the expert should be at least Bachelor's degree in Civil Engineering with minimum 10 (ten) years of supervisory experiences of building construction. S/he should have ability to understand building design specification and accordingly monitor the quality of infrastructure development works. S/he should collaborate with the Team Leader as well as Engineers of Public Works Department.

S/he should contribute towards monitoring infrastructure development of the project at different Cost Centers and collaborate with the Team Leader in preparing monitoring progress reports of the project.

8.8. Environmental and Social Safeguards Specialist

Academic qualification of the expert should be at least Master's degree in Forestry/ Environmental science/Social sciences/Anthropology/Gender. S/he should have 10 years of general experience in Forestry/ Natural resources management and 5 (five) years specific experience in environmental and social safeguards. Having professional experience in environmental impact study & implementation of environmental management plan including preparation of EIA, EMP reports etc. should be treated as added advantage. S/he should have acquainted with the national acts and rules and World Bank's environmental and social safeguard polices. S/he should understand the gender inclusive planning, implementing and monitoring of project activities and support team to assess and monitor such activities of the project. S/he should have an understanding of the project safeguard document on gender and ethnic minorities.

S/he should contribute towards monitoring implementation status of ESMF and associated safeguard framework of the project, with special reference to nursery and plantation program, infrastructure development and community development. S/he should collaborate with the Team Leader in preparing monitoring progress reports of the project.

8.9. Program / Database Specialist

Academic qualification of the expert should be at least Master's degree in Computer Sciences and Engineering/ Information System/ Database Management. S/he should have at least 5 years of technical experience on IT application in natural resources management and monitoring.

S/he should contribute towards electronic field data collection and reporting for the purposes of this consultancy (i.e. third party monitoring). This will include obtaining project datasets in conjunction with survey details collected independently using free online tools such as Open Data Kit (ODK) or kobotoolbox. S/he should collaborate with the Team Leader in preparing monitoring progress reports of the project.

9. Institutional Arrangement

The consultant will be based at the SUFAL PMU in Dhaka and will report directly to the Project Director, SUFAL Project. Up to 80 sqm office space at the PMU (6th floor, Bana Bhaban) will be made available for the consultant. Consultant may arrange on his own additional space, if required. Consultant should be equipped with Computers and necessary software set up to facilitate Remote Sensing and GIS based plantation assessment and monitoring, as well as household survey of this assignment. The consultant will assess the requirements of field equipment, based on which PMU may arrange necessary survey equipment for plantation monitoring (e.g. GPS, Tablet computers, clinometers/hypsometers, measuring tapes, diameter tapes etc.) subject to availability.

The consultant will work closely with other consultants working within the PMU. The consultant is expected to undertake the activities (scope of services) mentioned in the TOR in order to achieve the stated objectives and develop a field execution plan which should be approved by the Project Director.

Selected consultant will appoint necessary key and non-key experts to form a multi-disciplinary team for achieving the objective of the assignment. All the key experts should work having team spirit and collaborate with PD/DPD/DFO and other project staffs, including Range and Beat Officers. The consultant will be responsible for all field operations, including logistic arrangements for data collection and obtaining household consent. The consultant shall coordinate with the concerned Deputy Project Directors/Assistant Project Directors (DPD/ APD) during field implementation.

The consultant will contact local officials and village leaders to explain the project and obtain community consent for the baseline survey and monitoring. They will also obtain maps, lists, and other community records as required. Household surveys should be conducted through a single visit to the household. In exceptional cases (if respondents do not have time/are not at home/coding errors need to be verified) it may be necessary to return to the household on more than one occasion, but this should not be the norm. The consultant will prepare a brief fieldwork progress reports for Project Director on a periodic basis.

The consultant will conduct a base line survey at the beginning and will go for quarterly monitoring, mid-term review and finally for impact assessment by following a systematic procedure as outlined in the ToR, and acceptable to the World Bank as well as to PD. There should have data base of all kind of assessment and monitoring and should be shared with PMU on a regular basis. The deliverables (reports, raw and analyzed data, photographs, satellite imageries, GIS data, maps, video etc. with proper metadata) will be submitted in electronic and hardcopy while submitting monthly and quarterly progress reports, half-yearly monitoring report (IRs and PDOs) to the PD. Subject to agreement on the use of the platform, an online account on open data kit (ODK) or Kobotoolbox will be shared with WB team for viewing of incoming field data. Based on the observation of the Project Director, submitted monitoring reports should be finalized.

All travel costs for conducting field activities will be borne by the consultant. All field activities of the consultant should follow the approved plan by PD. The consultant must follow communication principles of the project and as such all communications for reporting to anyone should be made through the Project Director.

10. Duration

It is envisaged that Consultants services shall commence by July 2021, with project completion in June 2023.

Annex 1: Project Area Ecotypes

	Circle Name	Name of Forest Division	District	
1	2	3	4	
Hill Forest	Central Circle, Dhaka	Sylhet Forest Division	Hobigonj	
			Moulvibazar	
			Sunamgonj	
			Sylhet	
	Chattogram Circle	Chattogram North Forest Division	Chattogram	
			Chattogram South Forest Division	
			Cox's Bazar	
			Cox's Bazar North Forest Division	
		Cox's Bazar South Forest Division	Cox's Bazar	
Sal Forest	Central Circle, Dhaka	Dhaka Forest Division.	Dhaka	
			Gazipur	
			Mymensingh Forest Division	
			Jamalpur	
			Kishorgonj	
			Mymensingh	
			Nethrokona	
			Sherpur	
Coastal Mangroves	Chattogram Circle	Coastal Forest Division, Chattogram	Tangail Forest Division	
			Tangail	
	Coastal Circle, Barisal		Coastal Forest Division, Chattogram	Chattogram
				Cox's Bazar
				Bhola
				Laxmipur
				Noakhali
				Barguna
				Patuakhali
				Patuakhali
				Patuakhali
				Patuakhali
PA / Wildlife	Wildlife Circle	WM&NCD, Chattogram	Chattogram	
			WM&NCD, Dhaka	
			Gazipur	
			WM&NCD, Hobigonj	
			Hobigonj	
			WM&NCD, Moulvibazar	
			Moulvibazar	
			WM&NCD, Rajshahi	
Dinajpur				
Trees outside Forests (ToF)			Naogoan	
			Sherpur	
			WM&NCD, Sherpur	
			Sherpur	
			Social Forest Division, Barisal	
			Barisal	
			SF Circle, Bogra	
			Social Forest Division, Dinajpur	
			Dinajpur	
			Social Forest Circle	
			Panchagarh	
			Thakurgaon	
Social Forest Division, Rajshahi				
Naogoan				
Rajshahi				
SF Circle, Jessore				
Social Forest Division, Faridpur				
Faridpur				
Social Forest Circle				
Gopalganj				
Social Forest Division, Jessore				
Jessore				

Annex 2: Restoration (reforestation/afforestation types) target under the project

Sl	Plantation types	Unit	Afforestation (ha)	Strip Plantation (Km)	Seedling distribution (Lac)
1	2	3	4	5	6
1	Hills: Assisted Natural Regeneration with Enrichment	Hectare	2,890.00		
2	Hills: Stand Improvement with Indigenous Spp. after Sanitation Cutting	Hectare	5,790.00		
3	Hills: Enrichment Plantation	Hectare	6,490.00		
4	Hills: Mixed Plantation with Fast Growing Spp.	Hectare	13,880.00		
5	Hills: Mixed Plantation with Slow Growing Spp.	Hectare	6,160.00		
6	Hills: NTFP Under plantation - Medicinal herbs	Hectare	400.00		
7	Hills: NTFP Under plantation - Cane	Hectare	275.00		
8	Hills: Medicinal Tree plantation	Hectare	1,200.00		
9	Hills: Rare and Endangered Spp.	Hectare	600.00		
10	Hills: Bamboo plantation	Hectare	500.00		
11	Hills: Murta (Typha spp) Plantation	Hectare	500.00		
12	Hills: Teak Coppices Management (coppice)	Hectare	370.00		
13	PA: PA & Wildlife Corridor- Enrichment	Hectare	1,330.00		
14	PA: Habitat improvement – PAs	Hectare	2,500.00		
15	Sal: Enrichment Plantation by Sal Associates	Hectare	1,350.00		
16	Sal: Mixed Plantation with Fast Growing Spp.	Hectare	770.00		
17	Sal: Stand Improvement with line sowing & nurse crop (Sal Associates)	Hectare	2,940.00		
18	Sal: Sal Coppice Management	Hectare	2,160.00		
19	Sal: Rare and Endangered Spp. (Sal Associates etc.)	Hectare	1,060.00		
20	Sal: Murta Plantation	Hectare	100.00		
21	Sal: NTFP Under plantation - Medicinal herbs	Hectare	655.00		
22	Sal: NTFP Under plantation - Cane	Hectare	300.00		
23	Sal: Bamboo plantation	Hectare	500.00		
24	Mangroves: Coastal Mangrove Afforestation	Hectare	21,080.00		
25	Mangroves: Coastal Mangrove Enrichment Plantation	Hectare	2,700.00		
26	Mangroves: Golpata Plantation (seedling/km)	Seedling km		1,330.00	
27	Mangroves: Mound Plantation	Hectare	200.00		
28	Mangroves: Jhaw Plantation	Hectare	900.00		
29	ToF: Seedling raising for distribution	Lac Seedlings			51.00
30	ToF: Improve propagules for distribution	Lac Seedlings	7.50		
31	ToF: Strip Plantation	Seedling km		3,460.00	
32	ToF: Model Upazila	Lac Seedlings			5.00
	Total		77,607.50	4,790.00	56.00