

# Terms of Reference

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

## 1. Introduction and background

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

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

This Project will create more enabling conditions for control on forests related crime, including innovative information system, as well as the improvement of the monitoring mechanisms through practical sets of indicators and surveys. Based on detailed analyses and lessons learned of the outdated and mostly not implemented regional/national policy documents and action plans related to this or similar issues, new national action plans will recommend more efficient regulatory, monitoring, control and supervision actions for combating forest related crimes and corruption activities.

## 2. Tasks, responsibility and activities of the consultant

The specific tasks envisaged in this ToR is related to Activities:

- 4.1: Training on use of portal and monitoring mechanisms
- 4.2: Training on development of indicators for fight against crime and corruption
- 4.3: Training on best practices for combating forest related corruption

Related to the Activities, the consultant will need to prepare and deliver **two day trainings** in the four project countries to the relevant stakeholders, on topics specified further below.

The consultant(s) will prepare and use appropriate tools to deliver the trainings and prepare the webinars, that will provide to the relevant stakeholders expected knowledge on the topics on international level and on level of the project countries.

The following deliverables are expected from the consultant:

- Providing training programme;
- Training materials;
- Delivery of trainings in each of the four project countries;

- Preparation and delivery of **two webinars**, one on methodologies and one on indicators to monitor illegal activities in forestry;
- The specific training topics are as listed below (the list is non-exclusive):
  - Methodologies and indicators to monitor illegal activities in forestry;
  - Transparency in forestry and environmental management sector;
  - Communication in forestry and environment sector, in particular improvement of regional cooperation;
  - Policy and legal options to fight crime and corruption in forestry in the region with recommendations on gaps in existing legislation;
  - Best practices in combating corruption and crime in forestry (international processes, best examples, etc) and use of modern technology;
  - Lobby and advocacy;
  - Data management of stakeholders in forestry sector to decision makers

Deliverables need to be prepared in English and/or if possible on local languages of the Balkan region (to be specified with the selected trainer (s)).

Due to the situation with the Covid-19, traditional conducting of trainings is still questionable. The consultant(s) probably will be required to present/conduct the prepared trainings through certain online models such as Zoom, Microsoft Teams, Skype, etc.

### **3. Time frame**

The timeframe for implementation of the consultancy work, for activity 4.1, 4.2 & 4.3 will be in period from 01.09.2020 till 30.11.2020.

### **4. Financials and facilities**

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

The consultant should provide estimation of days needed for conducting the requested service, which includes the preparation, the actual conducting of trainings and delivery of the webinars, as well as the day fee.

Details will be arranged in the Agreement between the project and the consultant. The consultant will be obliged to pay all related taxes.

Expenses for travel and accommodation, if needed, during conducting the trainings will be covered by the project based on the CNVP Per Diem Policy.

### **5. Eligibility/Qualification of Consultants**

The consultant should have the following qualifications in general:

- Master degree or higher in Forestry or related field
- Minimum of 10 years of experience in the field of forest management, forestry economics and policy
- Extensive knowledge in training delivery and preparation of webinars
- Previous consultancy work concerning illegal activities in forestry and other activities related to forest crime and corruption

- Previous work related to national forest policies and illegal activities in the Western Balkan region
- Good understanding of forestry sector in the Western Balkan region
- Knowledgeable of main stakeholders, institutional processes and forest management in the Western Balkan region

## **8. Contacts**

Contact person for this Consultancy engagement will be:

- Direct contact and organisation: Voislav Todorov, CNVP Macedonia, [voislav.todorov@cnvp-eu.org](mailto:voislav.todorov@cnvp-eu.org)

## **Annexes ToR**

- a. Time writing format

Annex a. Time writing format

## Consultant – Time writing format

Month: \_\_\_\_\_ Organisation: \_\_\_\_\_

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

Submitted by: \_\_\_\_\_, signature \_\_\_\_\_

Approved by: \_\_\_\_\_, signature \_\_\_\_\_