

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)

Specialist for the Development of a Benefits Sharing Mechanism for REDD+ Implementation in Guyana

I. Background /Context

Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

As part of the component 2d titles: REDD+ Implementation Framework, under the RPP; it is required that a benefits sharing mechanism be put in place that will be equitable and mutually agreeable by parties involved. This is to facilitate the sharing of benefits received by Guyana from the REDD+ indicatives and activities, amongst all stakeholders and stakeholder groups, in an equally agreeable manner.

II. Scope of work in the Development of a Benefits Sharing Mechanism for REDD+ Implementation in Guyana

The GFC seeks the services of an individual consultant/ firm to develop an equitable and mutually agreeable Benefits Sharing Mechanism for REDD+ Implementation in Guyana for Amerindian Communities and for other stakeholders (mining, forestry, etc). The consultations and stakeholder engagement elements in this Contract are expected to be executed in close synergy with Component 1b of Guyana's RPP Activities. The Consultant/ Firm will be expected to complete the following:

- a. **Examine benefit sharing arrangements in other REDD+ programs around the world that may serve as examples of best practices and lessons learned, and provide a review of applicable mechanisms and tools that have made benefit sharing arrangements from other countries successful.** It is expected that from the examination of existing models, a set of requirements of international best practices for benefits sharing will be identified. This will then be translated into a set of requirements for the development of a benefits sharing mechanism for REDD+ in Guyana.
- b. **Examine and Assess existing models in Guyana for benefits sharing mechanisms and identify models applicable to REDD+ implementation** - there are a number of models for benefits sharing that are proposed and being implemented. The Consultant or Firm is expected to examine and assess the suitability of these models for implementation within Guyana's local context, in keeping with the approach of the LCDS including in areas of calculation of payments, definition of forests, the MRVS among other relevant areas.
- c. **Identify any institutional (legal or organizational) changes that may be required to implement the mechanism.** Identify key enabling actions to prioritize. Review laws that may enable or, conversely, pose a challenge to, benefit sharing mechanism implementation. If needed suggest new laws that enable the functioning of a benefit sharing mechanism.
- d. **Conduct Stakeholder Consultation & Engagement Sessions-** the consultant/ firm is expected to engage relevant stakeholders directly through a number of consultations and stakeholder engagement sessions. The consultations and stakeholder engagement elements in this Contract are expected to be executed in close synergy with Component 1b (Country Organization and Consultations for REDD+ Readiness) of Guyana's RPP, and benefit greatly from this process. Translation facilities for consultations and discussions with IPs should be facilitated in order to ensure participation of all stakeholders.
- e. **Identify financing mechanisms that will ensure long term sustainability** Propose a funding plan to ensure sufficient resources are mobilized to implement the enabling actions required
- f. **Identify areas where capacities should be built to ensure the sustainability of the Mechanism-** an assessment of capacities should be conducted of the local stakeholders that will be involved not only on the implementation of the benefits sharing mechanism, but also in the management of benefits received. A Capacity Building Plan should be developed to target such areas for relevant stakeholders involved both at the Government as well as community level. This is expected to contribute to the long term sustainability of the Mechanism.
- g. **Roll out a plan for the benefit sharing mechanism** – The consultant will engage with stakeholders and agree on a concrete benefit sharing mechanism establishment

that defines the way it will operate, who will be responsible for its proper functioning, how benefits will be shared and distributed. The plan may be implemented in a piloting approach before coming into full-scale operation with appropriate monitoring, reporting and verification systems.

- h. **Design an equitable benefits sharing mechanism for REDD+ in Guyana-** the proposed mechanism must be designed with complete operational plans, based on outcomes of the activities detailed above. It should detail the management and implementation team needed to begin operations. The design should include a draft of the flow of monetary and non monetary benefits to beneficiaries. It is expected that this mechanism will be transparent and accountable and promotes equitable distribution of benefits. Further, it must respect traditional social structures and reach vulnerable groups. It should include Amerindian Communities and forestry and mining stakeholders, with consideration of their particular needs and interests. Prepare the institutional set-up and start pre-launch promotion

III. Profile of Specialist(s)

- a. **Qualifications** – At least an MSc/MA degree in Anthropology, Sociology, Environmental/Forest Economics, Social Economics, or relevant field and equivalent professional work experience. It is highly recommended that this consultancy will be developed by a multidisciplinary team.
- b. **Experience** - Previous experience in the development of benefits sharing mechanisms especially at the national level. It is imperative that the candidate has knowledge of REDD+ and its international best practices. Knowledge and experience in issues relating or relevant to REDD+, the FCPF process and procedures as well as issues relevant to the socio-economic conditions in Guyana would be an added advantage. Experience working in Guyana and in particular with indigenous peoples is required
- c. **Skills and Abilities-** Candidate must possess excellent oral and written English communication skills; and must be able to articulate ideas in a clear and concise fashion, as many stakeholder groups with varying level of interest and understanding will be involved.
- d. **Technological Awareness-** Candidate must have the ability to make effective use of required computer software and other equipment relevant to the successful completion of the post.
- e. **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization is a necessity. Ability to provide effective support in relation to work conducted by colleagues.
- f. **Availability:** The Specialist is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process.

The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. Therefore the Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and the national REDD+ Framework being implemented by GFC. The management of GFC will through the Project Coordinator approve:

- Work plan
- Schedule of Stakeholder Consultation & Engagement Sessions
- Final report on deliverables
- Benefit sharing mechanism for REDD+

The management of GFC will identify staff members to be trained as a part of this assignment. The Consultant will receive full logistical support from the GFC.

V. Outputs and Schedule of Payments

- a) Work plan in collaboration with the GFC Project Team, detailing activities and outputs for the duration of the assignment
- b) Paper on the requirements of international best practices for benefits sharing and the options in the REDD+ context for Guyana.
- c) Report on examination and assessment of existing international and national benefits sharing mechanisms and identification of models applicable to REDD+ implementation in Guyana
- d) Report on Stakeholder Consultation & Engagement Sessions & Feedback received
- e) Paper identifying any institutional (legal or organizational) changes that may be required to implement the mechanism; and the financing mechanisms that will ensure long term sustainability;
- f) Design of an equitable benefits sharing mechanism and an action plan to roll out the benefits sharing mechanism for REDD+ in Guyana including a capacity building plan for relevant stakeholders

I. Schedule and Duration

The work of this project is expected to be conducted over a 24 months period, commencing July 2014.

II. Remuneration

The fee and duration of time for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference –

**Consultants to Analyze Land Tenure and Carbon Ownership to inform the allocation of
Benefits and Rights for the Implementation of REDD+ in Guyana**

I. Background /Context

As one of the largest remaining blocks of primary tropical forest on Earth, the Guiana Shield Eco-Region play a critical role in mitigating climate change. The Eco-Region contains both the highest percent of primary forest cover (over 90% is intact tropical forest) and the lowest human population density of any major tropical area. Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The development of the institutional framework that will coordinate the REDD+ programmes and ensure multi-stakeholder participation during the implementation phase, is a primary component as outlined in Component 2c of Guyana's R-PP, December 2012. The design of the REDD+ Implementation Framework will be characterized by inclusiveness and participation, starting from the coordination and participation mechanisms that are being put in place for the Readiness preparation phase, and building upon experiences as the process progresses.

An important aspect of the REDD+ Implementation Framework is that of the review and addressing of relevant aspects of carbon ownership and valuation. The REDD+ Implementation Framework will seek to incorporate forest carbon valuations into land use policies and decisions as well as development and investment projects across various sectors.

Community-based forest management is carried out by rural communities in many REDD+ countries. One of its proven benefits is to reduce the rate of deforestation and to increase the biomass levels of existing forested areas, thereby, increasing the rate of uptake of carbon dioxide from the atmosphere and reducing the risk of climate change. However, if carbon payments are to act as an incentive to communities to manage their forests sustainably, there has to be some guarantee that these communities will receive adequate financial compensation for the work and sacrifices they undertake. International trade in carbon credits could bring money and economic growth to those communities managing forests, plus the additional benefits mentioned above. However, for this to happen there needs to be increased clarity about who owns the carbon. If a community successfully manages a forest so that additional carbon is sequestered, do they have ownership rights over this sequestered carbon, and are these rights secured? Are they empowered to sell the carbon credits that they gain as a result of this management?

II. Scope of work:

The GFC seeks to engage the service of an individual consultant to analyze land tenure and carbon ownership in Guyana. The objectives of the consultancy is provide information and recommendations related to carbon ownership and the allocation of benefits and rights related to carbon offset payments. The consultations and stakeholder engagement elements in this Contract are expected to be executed in close synergy with Component 1b of Guyana's RPP Activities. The Consultant/ Firm will be expected to complete the following:

- a. Analyze the current situation of carbon rights in Guyana.** Identify who currently is likely to hold forest and non-forest carbon rights in Guyana by undertaking an analysis of the current legal and regulatory framework in Guyana. Identify any uncertainties in the current legal and regulatory framework with regard to defining and allocating carbon rights. The analysis should encompass land-use laws, forest laws, policies regarding customary law, inheritance and succession laws, and contract laws. In the event that carbon rights are not explicitly defined and recognized in national legislation, determine whether or not there are other rights that implicitly form the basis for carbon rights. Within the scope of this analysis, identify the existing rights that indigenous communities and other forest communities have to land, forest resources, and environmental services, and determine the extent to which the current framework provides reasonably secure entitlement to a benefit from forest products and services consistent with a REDD+ regime.

Identify the likely carbon rights associated with different types of land tenure within forest areas in Guyana. Identify the variations in the type and duration of tenure, including outright ownership; contractual or traditional usufruct; perpetual, long-term, or short-term; codified in statutory law or based in customary law; whether the rights may or

may not be documented and recorded in a national registry; transferrable, inheritable, or devisable by will. Determine also the degree of security for different land tenure/carbon rights based on the capacity for legal enforcement in Guyana.

- b. **Prepare a comparative review of how carbon rights and benefits are shared in REDD+ countries**, identifying the strengths and weaknesses of each.
- c. **Develop a proposal for a system for the allocation carbon rights and benefits for implementation of REDD+ in Guyana**, taking into account different land tenure and land use types. Include recommendations that should be taken into account for drafting and amending carbon rights legislation in order to clarify the ownership and allocation of carbon rights (Note that the Consultant will not be required to draft legislation but rather to identify the sections and clauses that may require amendment and indicate the technical aspects that should be taken into account in reviewing).

Prepare a draft version of the carbon allocation proposal document, to be presented to and discussed with and representatives of stakeholder groups. Prepare culturally-appropriate communication and outreach materials describing the proposed carbon allocation system. Conduct workshops with stakeholders to discuss and obtain feedback on the proposed carbon allocation system. Prepare a final version of the carbon allocation proposal taking into account the comments and feedback obtained from the stakeholder workshops.

III. Profile of Consultants

- a. **Qualifications** – A PhD in, Environmental/Forest Economics, Ecology, Forestry/Forest Management, Natural Resources Management, Land Administration, or a related field, with a strong prominence on development of land tenure management, carbon accounting and knowledge of REDD+.
- b. **Experience** - Previous experience in the development of strategies especially at the national level would be an advantage. It is imperative that the candidate has knowledge of REDD+ and its international requirements. Knowledge and experience in issues relating or relevant to REDD+, the FCFP process and procedures as well as the socio-economic conditions in Guyana would be an added advantage.
- c. **Skills and Abilities-** Candidate must possess excellent oral and written English communication skills for training in areas such as REDD+ and strategy development. The Candidate must be able to articulate ideas in a clear and concise fashion that target different educational level of understanding, and should be willing to facilitate a few trips to the hinterland region of the country.
- d. **Technological Awareness-** Candidate must have the ability to make effective use of required computer software and other equipment relevant to the successful completion of the post.
- e. **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- f. **Availability:** The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

a. The role of GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process.

The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. Therefore the Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and the national REDD+ Framework being implemented by GFC. The management of GFC will through the Project Coordinator approve:

- Work plan
- Dissemination materials
- Stakeholder consultation and engagement
- Final report on assignment

The management of GFC will identify staff members to be trained as a part of this assignment. The Consultant will receive full logistical support from the GFC.

b. The Role of the Consultants

- i. Prepare an Inception Report with detailed work plan, in collaboration with the GFC Project Team, detailing activities and outputs for the duration of the assignment.
- ii. Organize a strategy undertaking an approach that is participatory, inclusive and will integrate all levels of stakeholders.
- iii. Execute the work plans to achieve the desired deliverables within the schedule timeline.
- iv. Prepare final reports detailing findings and recommendation on complete execution of the assignment.

V. Reporting & Timelines

Outputs & Deliverables

The deliverables to be accomplished during this assignment are:

- i) An Inception Report within 2 weeks of commencing the consultancy, presenting a detailed work plan and including a description of the strategy and action plan for stakeholder consultations.

- ii) A draft report containing: an analysis of the current situation of carbon rights in Guyana; a comparative review of how carbon rights and benefits are shared in REDD+ countries, identifying the strengths and weaknesses of each; and a proposal for a system for the allocation carbon rights and benefits for implementation of REDD+ in Guyana.
- iii) A document describing the stakeholder meetings and workshops to present and discuss the draft document.
- iv) A final version of the report taking into account the feedback and comments obtained through the stakeholder meetings and workshops.

Payments:

30% of contract amount upon signing;

30% of contract amount upon delivery of an acceptable draft document

40% of contract amount upon delivery of an acceptable final version of the document.

VI. Schedule and Duration

The work of this project is expected to be conducted over a 9 months period, commencing July 2014.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference –

Consultant to Conduct an Assessment of Investment and Capacity Needs to Implement REDD+ in Guyana

I. Background/Context

As one of the largest remaining blocks of primary tropical forest on Earth, the Guiana Shield Eco-Region play a critical role in mitigating climate change. The Eco-Region contains both the highest percent of primary forest cover (over 90% is intact tropical forest) and the lowest human population density of any major tropical area. Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

In order to be able to successfully implement REDD+, Guyana will require an assessment of the investment requirements needs to build local capacities as well as conduct a capacity needs assessment of local capabilities, as outlined in Component 2c of Guyana's R-PP, December 2012. It is recognized that more investment and capacity building will be necessary to enable Guyana to be effectively able to sustain national level activities in the implementation of a forest carbon financing mechanism. Guyana will seek to learn from, and share experiences with other countries that are preparing for this initiative and will work closely with local and international organizations to facilitate the smooth and successful transition to a state of 'readiness'.

The assessment aims to develop a road map outlining the necessary capacity requirements needed to engage in such a system as well as attach a cost to these requirements. This Road

map will serve to pinpoint the areas where capacity building is required, for both government and nongovernment partners, and seek to list the expected outcomes and capacity improvements for these different phases. This capacity building process will help provide the foundations for the eligibility to participate in a forest carbon financing mechanism, such as REDD+.

II. Scope of work: Examine Investment and Capacity needs for REDD+ Readiness.

The GFC seeks to engage the services of an individual consultant (or firm) to Examine Investment and Capacity needs for REDD+ Readiness. The consultations and stakeholder engagement elements in this Contract are expected to be executed in close synergy with Component 1b of Guyana's RPP Activities. As such the following activities must be completed:

- a) **Develop an investment and capacity building plan for institutions** - it is intended that this investment and capacity building will be necessary to enable Guyana to be effectively able to sustain national level activities in the implementation of REDD+. Capacity building plan should include training in methodologies to measure and monitor drivers of forest area change, use of GPS technologies for tracking and monitoring forest fires, planning and management of resources derived from the performance based REDD+ payments to the communities.
 - i. Develop a capacity building plan will include the necessary investments, technologies and knowledge needed to enhance alternative economic activities in line with community traditional practices.
 - ii. Develop a program to target investment and capacity building need of communities to reduce deforestation and forest degradation. Assist Amerindian communities in the development of alternative economic activities whilst respecting their rights as Amerindian to preserve their traditions and culture.
 - iii. Develop a training and education program for miners on REDD + as well as sustainable use of forest resources for mining.
 - iv. Develop program to promote the use of more sustainable agricultural practices in order to minimize the effect of the effects of agriculture on the forest resources, as well as to promote the use of more efficient technologies.
 - v. New infrastructural development across the country has implications for Guyana's forests. A capacity building and support plan needs to be developed to promote a better understanding of REDD + & implications of infrastructural development on REDD + as well as to promote better planning oversight and implementation of projects.
- b) Assess current capacity and identify the institutional strengthening investments necessary to increase that capacity of implementing agencies and key partners such as: GFC, GGMC, GL&SC, EPA and other relevant authorities, stakeholders and communities including Amerindian villages. The ability of the GFC, GGMC, GL&SC and EPA to

conduct activities in forests during readiness implementation must be assessed to determine the investments that will be needed to execute this task effectively.

- c) **Estimate the financial resources required to carry out capacity building, training and development of institutional capabilities.** In order to ensure the long term sustainability of the activities, a cost must first be attached to the activities of capacity building, training and development of institutional capabilities.

d) Development of a long term sustainability plan

Capacity building will be a long term, continued effort that is not expected to be completed within the next three years. Preparation plans will aim to create basic capacity needed to: Coordinate REDD + efforts in the country, including effective consultations with communities and the development of a benefits sharing system ; and Monitor GHG emissions compared with the reference baseline

- e) **Identify potential sources of funding and organizations/institutions that will be able to provide the technical assistance necessary to help Guyana in her efforts to implement the REDD+ as outlined in Guyanas LCDS, R-PP and MRV System Road Map.** To ensure the continuity of capacity building training and institutional development, sources of funding must be identified and accessed.

- f) **Develop capacity building road map for national and community level needs to engage in REDD+ activities-** this road map will outline the necessary capacity requirements needed to engage in REDD+ as well as attach a cost to these requirements. It will serve to pinpoint the areas where capacity building is required, for both government and nongovernment partners, and seek to list the expected outcomes and capacity improvements for these different phases.

III. Profile of Consultant

- a) **Qualifications:** An MSc degree in Economics, Resource Economics, Business Management or relevant field and equivalent professional work experience.
- b) **Experience:** Candidates must possess a minimum of 5 years proven work experience at the national and/ or international in the area of REDD+ or Climate Change. Experience working with natural resource agencies in Guyana is preferred.
- c) **Skills and Abilities:** Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise style. Preference will be given to persons being able to communicate in culturally appropriate way with forest communities of Guyana.
- d) **Technological Awareness:** Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.

- e) Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- f) Availability: The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. Therefore:

The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials.

The management of GFC will, through the Project Coordinator, approve the:

- Work plan
- Reports on assessments conducted, and
- Final report on assignment.

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the investment and capacity analysis. The Consultant will receive full logistical support at pre approved level, from the GFC.

b. The Role of the Consultant

- I. Prepare a work plan in collaboration with GFC management, detailing activities and outputs for the duration of the assignment.
- II. Work along with the GFC, GGMC, GL&SC. MNRE, REDD Secretariat and other relevant stakeholders in planning and executing all aspects of this assignment.
- III. Prepare a final report detailing findings and recommendation on complete execution of the assignment.

V. Reporting & Timelines

Outputs & Deliverables

- I. Document with the identification of sources of funding and of organizations and contacts that will provide the technical assistance of national and local institutions, including Amerindian villages and communities
- II. Investment and capacity building plan for institutions as described in the scope of work of this terms of reference.
- III. Estimate of financial resources required for capacity building, training and development of institutional capabilities & identification of potential sources of funding -
- IV. Minutes of meetings with relevant organizations with the compilation of capacity needs and budget needs
- V. Capacity building Road Map for national and community level needs, including Amerindian villages and communities to engage in REDD+ activities -

VI. Schedule and Duration

The work of the Consultant is expected to be conducted over a 24 month period, commencing January 2014.

VII. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission

Implementation of Guyana's Readiness Preparation Proposal (R-PP)

Terms of Reference – Consultant to Develop a Communication and Outreach Strategy and Action Plan, Develop Communication and Outreach Materials and Conduct National Consultation and Outreach Activities on REDD+ & Readiness Activities in Guyana

I. Background/Context

As one of the largest remaining blocks of primary tropical forest on Earth, the Guiana Shield Eco-Region play a critical role in mitigating climate change. The Eco-Region contains both the highest percent of primary forest cover (over 90% is intact tropical forest) and the lowest human population density of any major tropical area. Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

In proceeding with the implementation of REDD+, the GFC, through the REDD Secretariat, in collaboration with the National Tshao Council and a number of partners are tasked with conducting consultation and outreach activities under the guiding principle of sharing information to promote knowledge sharing, raise awareness, engage society and as a result develop a true participatory REDD+ preparation process. The GoG is cognizant of the fact that the long-term success of both the Low Carbon Development Strategy and Readiness preparation activities will depend on broad-based, inclusive domestic support. Furthermore

the Government has firmly stated that the forest dependent stakeholders, especially Amerindian stakeholders from both titled and untitled communities must be consulted during the Readiness Preparation phase. Issues affecting these stakeholders will be recorded and taken into consideration during the readiness phase. The GoG is therefore committed to implementing a robust consultation, participation, and outreach plan geared towards gathering information, issues and opinions from relevant stakeholders and processing these so that possible solutions can be formulated or amended to address the concerns of stakeholders. Furthermore, this activity will inform the relevant stakeholders, provide training, seek inputs and address issues and concerns raised by stakeholders through a continuous, iterative two way process of outreach programmes, consultations and dialogue, incorporation of ideas and effective dissemination of relevant information. The stakeholder Consultation and Participation Plan will be based on the principle of Free, Prior and Informed Consent (FPIC). In recognizing this, the Consultation and Participation Plan is viewed as a vital component for the successful implementation of REDD+.

The strategic objectives of this plan are as follows:

- To gather information, issues and opinions from key stakeholders and processing it so that possible solutions and policies can be formulated or amended to address concerns of key relevant stakeholders;
- To use the existing participatory mechanisms in place to enhance the active engagement of the relevant stakeholder groups;
- To build a two-way communication process through which stakeholders feel informed about and get the opportunity to fully engage in REDD+ implementation.
- In the conducting of the consultation and outreach activities planned under the R-PP, there will be close coordination and collaboration amongst executing bodies.

The GoG is committed to an inclusive R-PP preparatory process through the partnering with NGOs and other organizations to implement the consultation and participation process. As previously discussed, the inclusion and feedback from stakeholders is integral to the success of REDD+ implementation nationally, especially in areas such as:

- participation in REDD+ activities,
- the design and delivery of a benefits sharing mechanism as well as REDD+ consultations
- the selection of national REDD+ Strategies
- design of the MRV System & demonstration activities under the MRV System
- capacity building and training that would be required to effectively implement REDD+ activities at the community level

Amerindian Sensitization Mechanisms: The National Toshias Council (NTC) is a Constitutional Body, that is the democratically elected by national representatives of Amerindian Villages and Communities. The GoG has engaged the NTC in execution of

activities under both the LCDS & Readiness Preparation. The NTC has been identified to conduct consultation and outreach activities with Amerindian communities on REDD+ and Readiness Preparation on behalf of the GoG, in coordination with the Amerindian NGOs. Further, the NTC has been identified to be integrally involved in various aspects of REDD+ implementation, including the MRV System. The NTC is currently represented at both the levels of the MSSC as well as the MRVS Steering Committee. The MSSC of the LCDS, which was established to, among other functions, oversee the consultation process of the LCDS, would also be used as platform for the REDD+ consultations.

The services of a Consultant are required to Develop a Communication and Outreach Strategy and Action Plan, Develop Communication and Outreach Materials and Conduct National Consultation and Outreach Activities on REDD+ & Readiness Activities in Guyana.

II. Scope of work

Conduct Consultation and Stakeholder Engagement on REDD+ & Readiness Activities in Guyana. The planning and conducting of these sessions will be performed in conformance with the Operating Principles for Consultation, Participation and Outreach, outlined in Component 1b of Guyana's RPP, December 2012. In particular the consultancy will aim at gathering and analysing information, issues and opinions from key stakeholders so that possible solutions and policies can be formulated or amended on the Readiness preparation and implementation. The Consultant/ Firm will be expected to complete the following:

2.1 Develop a Stakeholder Consultation and Engagement Strategy and Action Plan. This activity will be conducted in collaboration with the GFC, Office of Climate Change, Ministry of Amerindian Affairs, National Toshias Council (NTC), GGMC, GL&SC, Parks Authority, Amerindian NGOs including private sector groups, and focused on coordination, policy and decision making.

In developing the Communications Strategy, the Consultant should address how to achieve the following objectives:

- Build confidence among key stakeholders in REDD+ in an effort to leverage endorsement and support for informed decision-making;
- Improve access and sharing of information among UN-REDD Programme partners and key stakeholders at international, national, provincial and district levels;
- Generate a clear understanding about REDD+ and how it can contribute to climate change mitigation, and the roles of the key stakeholders;

In developing the Stakeholder Consultation and Engagement Strategy and Action Plan, the Consultant should undertake the following:

- a) **Conduct an analysis of stakeholders and develop a stakeholder map.** The Consultant, in collaboration with the GFC will conduct a stakeholder research and analysis in order to identify national stakeholders and stakeholder groups that are likely to be affected by the implementation of REDD+. This activity will ensure that

the diversity of national stakeholders needs is recognized. This will include but not limited to: Internal staff of GFC, RS, NRWG, and MSSC. Other agencies including: OCC, Ministries of Natural Resource and Environment, Ministry of Agriculture Amerindian Affairs, Public Works, Housing, Finance, local government, energy, land administration, mining, EPA. Within the private sector the consultant will reach: loggers and miners associations Forest Producers Association, Guyana Gold and Diamond Miners, Association, Private Sector Commission (PSC), etc; Civil Society Organizations and community organizations & NGOs including Trade Unions Congress (TUC), Federation of Independent Trade Unions of Guyana (FITUG) will also be consulted. In addition academia, students and young professionals, Indigenous NGOs, the Extractives Industries Transparency Initiative (EITI), Amerindian villages and communities, and other forest dependent communities, including miners.

Target audiences (stakeholders) are to be identified at international, national, provincial, district and local levels. Approaches and messages are to be designed and tailored to achieve maximum resonance and relevance for each particular group. Based on discussions with key stakeholders, the Consultant should present an overview of the main audience categories which the Communications Strategy needs to reach, together with the specific interests, concerns, needs and issues and aspirations that must be addressed.

b) Undertake Baseline Survey of Stakeholder Awareness, Knowledge and Attitudes.

A baseline survey is to be carried out to determine the baseline level of awareness and knowledge of and attitudes towards REDD+. The baseline survey will provide baseline data for future comparison, which will be used to determine the extent to which the expected outcomes (to be defined in the Communication and Outreach Strategy) have been achieved. The Consultant will propose the approach that will be used to define the sample frame and undertake and analyse the data. A stratified random sampling approach should be used to obtain statistically significant results at least at the 90% confidence level for each strata of the sample, plus or minus 5%.

c) Assess current Stakeholder Engagement processes. The Consultant will undertake a participatory analysis of Guyana's current situation of REDD+ stakeholder engagement mechanisms and process. A reflective or continuum dialogue approach is to be used whereby the information gathered during the analysis is the result of a shared learning dialogue where constructive feedback is used to describe the existing stakeholder engagement progress, identify gaps and recommend priorities for joint action and key criteria to build a sustainable and reliable participatory process. The final result of the application of this methodology will provide the initial inputs to move toward building an action plan for Stakeholder Engagement and then to define the process for measuring and monitoring the on-going effectiveness of the that Stakeholder Engagement Strategy and Action Plan. 1919

d) **Develop the REDD+ Communication and Outreach Strategy:** Taking into account the information obtain from activities (i) and (ii) above, develop the REDD+ Communication and Outreach Strategy. The Strategy should include, amongst other elements:

- A clear and concise description of outcomes that the Communications Strategy needs to achieve.
- Well articulated key messages that are to guide and inform the Communication Strategy;
- Recommended modes of communication (communications components) at international, national, provincial, district and local levels;
- The identification of the critical elements for success;
- The operational norms between key stakeholders at different scales regarding how experiences will be documented, published and disseminated;

Based on the critical elements for success that have been identified assess and validate whether the following five key disciplines are relevant to the Strategy in Guyana and refine or modify as necessary to reflect the situation in Guyana:

- Public relations and image building: The communications strategy should serve to define the mission while establishing and maintaining a positive image and identity for the Programme;
- Brand management: The strategy needs to create a strong and credible brand identity, establishing a consistent and distinctive image, that provides the Programme with a robust personality among key stakeholders.
- Media relations: It is important for positive awareness to be built among the key stakeholders by generating valuable third-party endorsement within the Indonesian media
- Issues management: The complexity of the Programme necessitates constant and careful assessment of a wide range of issues associated with REDD, taking into consideration the many different opinions and expressed by various constituents
- Stakeholder engagement: The communications strategy should shape the Programme's outreach to all of its key stakeholders, ensuring that engagement is properly targeting, meaningful and understandable to each critical audience

The Communication Strategy should include a description of the **salient findings**. Based on the interviews conducted by the Consultant among key stakeholders, prepare a summary of the salient findings that informed or provided direction for the development of the Strategy.

The Communication Strategy should include a section on the **communication tools**. Identify the communication tools and/or media to be employed, such as: publications; newsletters; Q&A's; key messages; speaking points; background briefs and fact sheets on key topics; on-line "media centre"; photo and video library; media "ambassadors"; media contract plan; journalist briefings; press release; email/text message alerts.

For each communication tool/medium, define the following:

- Purpose/G Goal: What exactly does the communication tool/media aim to achieve?
- Audience: Precisely who are the target audiences for the communication tool/media?
- Tone/Approach: What are the guidelines to ensure that each communication tool/media is appropriately crafted for the particular audience(s) in terms of the way it is presented and written.
- Language: In which language(s) will the communication tool/media be prepared?
- Branding/Design: What are the guidelines to ensure that the material accurately reflect the overall design image and style of the Programme?
- Quality: What are the guidelines to ensure quality?

The Communication Strategy should include a section dealing with the **Communication Channels**. Identify which communication channels will be used and describe how they will be used, including: Conventional media (television, radio and television), internet (taking into account web presence, content delivery and updating, search engine optimization; use of social media; online events); and direct dialogue (exhibitions, workshops, conferences). Describe the strategy to provide guidance on how the communication channels included that comprise the strategy will be used.

Workshops will be key stakeholders will be held to obtain input and feedback from stakeholders on the elements the Strategy and Action Plan. The workshops should bring together government agencies, partner organizations, Amerindian groups and other stakeholders. The goal is to arrive at a consensually agreed upon strategy and work plan.

2.1 Develop a Comprehensive Stakeholder Engagement and Outreach Action Plan for REDD+

Based on the approved Communication and Outreach Strategy, develop a detailed action plan, including a description of activities, corresponding budget, calendar for implementation, responsible entity, milestones, expected outputs. The Action Plan should include a Gantt chart indicating planned start and planned end dates for activities; responsible entity. The Action Plan should also include a results matrix showing inputs, outputs, and outcomes. A detailed cost table is also required.

For development of both the Strategy and the Action Plan, it is estimated that the Consultant will facilitate around 7 “cluster” workshops bringing together representatives of Amerindian communities and villages. Each cluster workshop is expected to have approximately 40-50 participants. In addition, it is expected that 4 meetings would be held with approximately 30 persons per meeting with other stakeholders.

2.3 Develop a monitoring and evaluation system that will enable the measurement and monitoring of the effectiveness of the Stakeholder Engagement Action Plan, including

measurement of the extent which the outputs have been completed and the preliminary outcomes are being or have been achieved.

2.4 Develop Communication and Outreach Materials.

The Consultant will develop information materials will be developed on the REDD+ process. The Consultant will be responsible for preparing of the materials and producing them. The content, specific information, and format will all be informed by and consistent with the approved Communication Strategy and Action Plan.

The materials should be developed in a user-friendly format, so that relevant stakeholders, especially the Amerindian villages and communities will be able to fully understand its content and therefore make informed decisions based on the content of the materials. The materials must be culturally appropriate. Further, it is the intention of the GoG for these materials to be translated to reflect the main national dialects of Indigenous Peoples of Guyana.

As part of the process of developing the communications and outreach materials, draft versions will be validated for user-friendliness and comprehensibility by each stakeholder group.

It is estimated that the Consultant will prepare materials for 150 communities comprising around 6 information packs per community.

The communication and outreach materials will be used during the National Consultation and Outreach process, described in Section 2.5. Every effort should be made to send relevant materials to stakeholders at least 30 days before a given, scheduled consultation process is to be held.

The content of the communication and outreach materials may include among other possible topics:

- Deforestation and forest degradation main causes and effects;
- REDD+ details and links to the LCDS, benefits sharing of incentives, impacts and risks, strategy etc;
- Land use, land rights and alternative livelihoods;
- Training needs;
- The link between community activities and practices and the effective achievement of planned objective;
- Implementation, monitoring and verification of a REDD+ scheme;
- Implications on the environment in which livelihoods are earned (mining/logging/hinterland farming/ etc.) by the predicted impacts of climate change for Guyana;
- How reliable are these predictions, and what could be done to minimize these risks;
- Implications of reductions in emissions of forest carbon for forest dependent livelihood;
- Implementation of such reductions, in terms of when ,where, and how will they be verified;
- Areas of training and mentoring available, from whom, where, when and at what cost, and in compliance with the instruments;
- Individual, community and national involvement in the above;

- The structure and modalities in the design of the REDD+ benefits sharing mechanism.

2.5 Conduct National Consultation and Outreach Activities (Cluster Consultations)

The Consultant will undertake Consultation and Outreach Activities. It is estimated that as part of this process the Consultant will facilitate around 45 meetings and conduct 30 workshops

The Consultation and Outreach Activities are expected to adhere to the following principles:

- (i) Consultation and awareness sessions planned under the R-PP will be executed by the GFC in collaboration with the Office of Climate Change. The NTC and Amerindian NGOs will also liaise closely with the OCC and the GFC in conducting consultations/awareness sessions. Further, the NTC will be provided with technical guidance from both the OCC & GFC on the more technical aspects of REDD+ implementation, prior to their commencement of their series of REDD+ consultations;
- (ii) The consultation and participation process will be built upon the principle of: free, prior and informed consent;
- (iii) targeted consultations will be held with the relevant stakeholders identified from the stakeholder analysis including Amerindian communities and villages;
- (iv) The consultation and outreach program will be documented and analyzed to determine how stakeholder input will be used, what strategies should be put in place, and which ones should be amended;
- (v) NTC, NGOs and other partners will be engaged to disseminate information amongst stakeholders, so that they fully understand the opportunity and the responsibility of promoting the dialogue within the community, and that the consultations held will indeed represent the understanding and the will of stakeholders affected by REDD+;
- (vi) Consultations will be conducted at the village and community, regional and national levels; Reports from consultations will be sent back to stakeholders in a timely manner and feedback will be sought on the content of the reports;
- (vii) Consultations will be implemented in a timely manner, with the proper materials, and to achieve pre-determined objectives/products. Translators will be available during consultations with indigenous communities.
- (viii) An appropriate feedback mechanism will be developed to allow for sufficient exchange of views, opinions and recommendations.

The Consultant will conduct a series of these sessions should use the existing participatory mechanisms and will be built upon the principle of free, prior and informed consent (FPIC); and targeted consultations will be held with the relevant stakeholders identified from the stakeholder analysis including Amerindian communities and villages. Sessions will be executed by the GFC in collaboration with the Office of Climate Change (OCC), Ministry of Amerindian Affairs, the National Toshaos Council (NTC), Amerindian NGOs and other stakeholder groups, including the private sector. The NTC & NGOs will liaise closely with the OCC and the GFC in conducting sessions. Further, the NTC will be provided with technical guidance from both the OCC & GFC on the

more technical aspects of REDD+ implementation, prior to their commencement of their series of REDD+ consultations.

Technical staff from the GFC/OCC will support the consultation process, working with stakeholder groups closely to support technical questions and issues regarding REDD+ activities and proposed REDD+ framework. Further, the GFC will seek to support the NTC and participating NGOs with advice on REDD+ as mutually agreed upon between the two entities. Wherever needed, expert support will be solicited to support both the GFC and NTC in this regard.

The expected overall outcomes of consultations are:

- (i) Higher levels of understanding of the concept of REDD+, the roles that different stakeholders will play in REDD+ as well as the benefits, risks and challenges that arise from the implementation of a REDD+ Strategy;
- (ii) Active involvement of stakeholders in REDD+ process;
- (iii) Involvement of stakeholders in development and implementation of the MRV System, the benefits sharing mechanism, REDD+ candidate activities, etc;
- (iv) Opposition/ concerns are well documented and integrated to the extent possible, in the readiness phase;
- (v) Development of an appropriate Communications Strategy;
- (vi) Stakeholders involved in the development of an equitable benefits sharing mechanism;
- (vii) A final REDD+ strategy based on broad consultation with stakeholders

III. Profile of Consultant

- a) Academic Qualifications: The Consultation and Outreach Consultancy will be carried out by a team of three Consultants, including a team leader and two other consultants. Each consultant must have at minimum an MSc degree in Anthropology, Sociology, Economics, Forestry, Communication, Journalism, Public Relations or other relevant field.
- b) Professional Experience: Candidates should have substantive and proven experience in leading stakeholder engagement processes. The Team Leader must possess a minimum of 10 years proven experience at the national and/ or international level, specifically in working with indigenous and/or forest communities. Experience working with forest based communities in Guyana is preferred. Candidates with knowledge of FPIC, UNDRIP, UN human rights principles and guidelines or other international best practice guidance will be beneficial. Experience in consultations of development projects with local communities is preferred. The other two consultants must possess at least 5 years professional work experience in the communications and outreach in a developing country context, preferably working with indigenous and/or forest communities.
- c) Skills and Abilities: Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and

concise style. Preference will be given to persons who have proven ability at being able to communicate in culturally appropriate way with forest communities of Guyana.

- d) Technological Awareness: Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.
- e) Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- f) Availability: The Consultants are expected to make themselves available in accordance with the agreed work plan of the project. The consultants will be required to work in remote and isolated villages for several days to engage in consultations with villagers and indigenous communities.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process.

The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will, through the Project Coordinator, approve the:

- Work plan
- Consultation and stakeholder engagement presentations and additional material
- Reports on the consultation and stakeholder engagement sessions conducted and feedback received, and
- Final report.

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. GFC will ensure that staff selected has been trained appropriately to implement the consultations. The Consultant will receive

full logistical support at pre approved level, from the GFC. All or some of the organizations: GFC, OCC, GGMC, GL&SC , Parks Authority, EPA, MNRE will accompany the consultant in the most critical areas, as to be able to support in decision making

GFC will be in charge of supporting the consultant in engaging the NTC, NGO's and other partners to disseminate information amongst stakeholders. GFC will also support outreach with its field stations located around the country.

Feedback collected from the consultation sessions will be compiled first by the RS and the NTC. The compiled feed back will then be forwarded to the NRWG for analysis of REDD+ implementation. In turn, recommendations will be sent to the MSSC for consideration and incorporation into guiding documents where applicable.

b. The Role of the Consultant

The Consultant will work along with the GFC, REDD Secretariat and other relevant stakeholders in planning and executing consultation and stakeholder engagement activities for relevant stakeholders including loggers, miners and women groups

- Prepare a draft Consultation and Outreach plan to be written together with NRWG, NTC and Amerindian NGOS; The draft plan will be validated with key stakeholders.
- Prepare a final work plan in collaboration with GFC management, detailing activities and outputs for the duration of the assignment.
- Develop an appropriate feedback mechanism to allow for sufficient exchange of views opinions and recommendations, and it will serve to inform of the outcomes and how inputs from consultations will be used.
- Develop outreach presentations and materials needed that are culturally appropriate.
- Coordinate the translation of documents in the appropriate language and send relevant materials to stakeholders at least 30 days before any given consultation
- Execute and report on training sessions with stakeholders in culturally appropriate ways, in collaboration with the GFC and REDD Secretariat.
- The Consultant is expected to conduct at least 30 workshops and 20 meetings, with relevant stakeholders.

The Consultant will prepare a final report detailing findings and recommendation on complete execution of the assignment.

V. Reporting & Timelines

Outputs & Deliverables

- a. An inception report presented within 4 weeks after initiation of the consultancy, presenting a revised workplan;

- b. A report presenting the Stakeholder Analysis and Stakeholder Map;
- c. A report on the participatory planning workshops that were held to shape the communication and outreach strategy and action plan. A report presenting the results of the Baseline Survey of Stakeholder Awareness, Knowledge and Attitudes. The report is to include a description of the methodology and an annex with the survey questionnaires.
- d. A draft version and final version of the REDD+ Communication and Outreach Strategy
- e. A draft version and final version of the REDD+ Communication and Outreach Action Plan
- f. Development of consultations and stakeholder engagement materials
- g. A document describing the monitoring and evaluation system referred to in Section 2.3 of these Terms of Reference.
- h. The Communication and Outreach Materials referred to in Section 2.4 of these Terms of Reference.
- i. A Report on each session/cluster workshop or meeting describing the topics discussed, materials disseminated, main outcomes; recommendations or next steps; and a signed list of participants including name, community or entity, and gender.

VI. Schedule and Duration

The work of the Consultation and Outreach Specialist is expected to be conducted over a 36 month period, commencing in January 2014.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference – Field Assistant for Implementation of Guyana's REDD+ Activities

I. Background /Context

As one of the largest remaining blocks of primary tropical forest on Earth, the Guiana Shield Eco-Region play a critical role in mitigating climate change. The Eco-Region contains both the highest percent of primary forest cover (over 90% is intact tropical forest) and the lowest human population density of any major tropical area. Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements for the implementation of Readiness activities as detailed in the R-PP is made up of several components. An important activity is that of providing support to the REDD Secretariat in the implementation of REDD+ readiness activities.

II. Scope of work: Field Assistant

The GFC seeks to engage the services of an individual consultant to conduct activities as Field Assistant for Implementation of Guyana's REDD+ Activities. The Consultant will be expected to complete the following:

- a) Conducting research under the supervision of the Team Leader
- b) Manage tools, equipment and other resources allocated and ensure that field equipment is maintained in good working condition

- c) Assist in all aspects of field work as described in the procedures or as instructed by the Team Leader
- d) Assist in providing on the ground training to new staff

III. Profile of Consultant

- a) Qualifications: At least 5 CXC subjects, including Mathematics and English A.
- g) Experience: Candidates must possess a minimum of 2 years proven field experience and good working knowledge of Guyana's forest. Experience and knowledge of the local of Guyana is preferred.
- h) Skills and Abilities: Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise style. Preference will be given to persons being able to communicate in culturally appropriate way with forest communities of Guyana
- i) Technological Awareness: Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.
- j) Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- k) Availability: The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process.

The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will, through the Project Coordinator, approve the:

- Reports on execution of activities and outcomes, and
- Final report

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. The Consultant will receive full logistical support at pre approved level, from the GFC

b. The Role of the Consultant

- i. The Consultant will work along with the GFC and REDD Secretariat and other relevant stakeholders in planning and executing activities related to Guyana's Forest Carbon monitoring System.
- ii. Prepare a work plan in collaboration with GFC management, detailing activities and outputs for the duration of the assignment.
- iii. Plan for and organise logistics for the conducting of field activities.

V. Schedule and Duration

The work of the Consultation and Outreach Specialist is expected to be conducted over a 24 month period, commencing July 2014.

VI. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference –
Institutional Strengthening and Capacity Building Support
of the
Indigenous NGO

I. Background /Context

Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements for the implementation of Readiness activities as detailed in the R-PP is comprised of several components. As a readiness activity, this project is funded by the FCPF, and aims to develop REDD+ implementation arrangements.

The Guyana Forestry Commission, a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC.

The four main indigenous NGOs of Guyana are: the Guyanese Organisation of Indigenous People (GOIP), the Amerindian Action Movement of Guyana (TAAMOG), the Amerindian Peoples' Association (APA) and the National Amerindian Development Foundation (NADF).

These NGOs will place a key role in supporting continuous REDD+ consultation and engagement process with Amerindian and other forest dependent stakeholders in accordance with the principles of civic engagement and community empowerment.

To help ensure the success of the consultation and engagement process, it is imperative that the capacity of the and the four main indigenous NGOs be strengthened in a sustainability fashion.

Institutional strengthening and capacity-building is required for the four main Indigenous NGOs to strengthen their capacity to effectively represent their constituents during REDD+ as well as to undertake and facilitate inclusive and participatory engagement with Amerindian and other forest dependent stakeholders during the REDD+ readiness process.

II. Consultancy Objectives

The general objective is to strengthen the capacity the four main indigenous NGOs to effectively support continuous REDD+ consultation and engagement activities with Amerindian and other forest dependent stakeholders in accordance with the principles of civic engagement and community empowerment.

III. Main Activities

- i. Identify the activities that the NGO will be required to undertake during REDD+ readiness and REDD+ implementation;
- ii. Establish and implement within the NGO a program of institutional capacity building including providing support for governance, financial management, and other institutional activities as defined by the NGO. Identify the specific areas in which the NGO require training and capacity-building in order to effectively consult in REDD+ readiness and REDD+ implementation. Develop recommendations for institutional strengthening and capacity building, including a calendar of activities a detailed budget and technical specifications for any office and communication equipment that may be identified. The recommendations should be practical.
- iii. Establish and implement within the NGO a needs based training program to improve understanding of the main concepts involved in REDD+.
 - a. Using a modular approach, develop detailed curricula for institutional strengthening and capacity building workshops and training sessions geared to the specific needs of the respective entities. Prepare training materials. The workshops and training sessions should include practical, relevant and material with clear and concise explanations and useful examples to illustrate concepts, approaches and ideas. Each module should include a checklist of items covered and practical exercises to enable participants to practice and master new concepts, approaches and ideas.
 - b. Prepare a report describing each workshop and training session and including an annex with the names, organizations, job titles, age and gender of participants.
- iv. Assess the current institutional capacity of the four NGOs to effectively fulfil their respective mandates during REDD+ readiness and REDD+ implementation. With a focus on the specific areas of capability relevant to REDD+ readiness and

implementation, assess the capacity of each entity in terms of strategic and operational planning; organizational management; technical capacity; personnel management; communications; financial administration and internal control.

- v. Identify the specific areas in which the respective entities require training and capacity-building in order to effectively participate in REDD+ readiness and REDD+ implementation. Develop recommendations for institutional strengthening and capacity building, including a calendar of activities a detailed budget and technical specifications for any office and communication equipment that may be identified. The recommendations should be practical, and consensually arrived at with each of the respective entities.
- a) **Identification of main stakeholders to be targeted** and development of a schedule for conducting of consultation and stakeholder engagement sessions- each NGO is expected to identify the villages and communities within the administrative regions of Guyana that they intend to target during these sessions. It is further expected that a schedule will be developed and circulated among the group of NGOs as well as the GFC.

IV. Outputs and Schedule of Payments

The following products will be produced:

- i. An advanced draft version of the institutional assessment of each of the five entities. A separate report for each entity should be prepared.
- ii. A separate workshop with each of the five entities to present and discuss the findings and recommendations presented in the advanced draft version of the institutional assessment;
- iii. A final version of the institutional assessments
- iv. Curricula and training materials organized in a modular format;
- v. A Final Report summarizing the activities undertaken and including a description of each workshop and training session and including an annex with the names, organizations, job titles, age and gender of participants.

The services will be contracted for a lump-sum and will be paid in the following manner:

- 25% on signature of the Contract;
- 25% upon receipt of the advanced draft report of the institutional assessment mentioned in item (ii) above;
- 25% upon receipt of the final version of the institutional assessments referred to in item (iv) and the curricula and training materials referred to in item (v); and
- 25% upon acceptance by the GFC of the Final Report mentioned in item (vi) above.

Every report must be submitted to the GFC in one electronic file. Report should include cover, main document, and all annexes. (Zip files won't be accepted as final reports, due to regulations from the Records Management Section of the Inter-American Development Bank).

V. Authority and Responsibility

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The REDD Secretariat will administer the contract on behalf of the GFC. The GFC, through the Project Coordinator of the REDD Secretariat, will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will, through the Project Coordinator, approve the products indicated in Section 4, above.

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions.

VI. Schedule and Duration

The work of the Consultant is expected to be conducted over a 36 month period, commencing January 2014.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference –
Institutional Strengthening and Capacity Building Support
of the National Toshiha Council

I. Background /Context

Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements for the implementation of Readiness activities as detailed in the R-PP is comprised of several components. As a readiness activity, this project is funded by the FCPF, and aims to develop REDD+ implementation arrangements.

The Guyana Forestry Commission, a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC.

The National Toshiha Council (NTC) is a major stakeholder involved in the implementation of REDD+ and the LCDS as well as in the implementation of the Monitoring Reporting & Verification System (MRVS). Further, it will be responsible for the conducting of consultation and stakeholder engagement sessions with stakeholders on these areas.

To help ensure the success of the consultation and engagement process, it is imperative that the capacity of the NTC be strengthened in a sustainability fashion.

Institutional strengthening and capacity-building consultant is required to for the National Toshaos Council to strengthen their capacity to effectively represent their constituents during REDD+ as well as to undertake and facilitate inclusive and participatory engagement with Amerindian and other forest dependent stakeholders during the REDD+ readiness process.

II. Consultancy Objectives

The general objective is to strengthen the capacity of the National Toshaos Council to effectively support continuous REDD+ consultation and engagement activities with Amerindian and other forest dependent stakeholders in accordance with the principles of civic engagement and community empowerment.

III. Main Activities

- i. Identify the activities that the NTC will be required to undertake during REDD+ readiness and REDD+ implementation;
- ii. Provide office space for three permanent staff of the NTC and space for meetings of up to 20 Council Members
- iii. Ensure transparent selection of and provide financial support to three permanent administrative staff members to support the activities of the NTC, to provide translation services for documents relating to the national REDD+ program, and to cover the salary costs for attending national meetings relating to REDD+
- iv. Establish and implement within the NTC a program of institutional capacity building including providing support for governance, financial management, and other institutional activities as defined by the NTC. Identify the specific areas in which the NTC require training and capacity-building in order to effectively participate in REDD+ readiness and REDD+ implementation. Develop recommendations for institutional strengthening and capacity building, including a calendar of activities a detailed budget and technical specifications for any office and communication equipment that may be identified. The recommendations should be practical.
- v. Establish and implement within the NTC a needs based training program to improve understanding of the main concepts involved in REDD+.
 - a. Using a modular approach, develop detailed curricula for institutional strengthening and capacity building workshops and training sessions geared to the specific needs of the respective entities. Prepare training materials. The workshops and training sessions should include practical, relevant and material with clear and concise explanations and useful examples to illustrate concepts, approaches and ideas. Each module should include a checklist of items covered and practical exercises to enable participants to practice and master new concepts, approaches and ideas.

- b. Prepare a report describing each workshop and training session and including an annex with the names, organizations, job titles, age and gender of participants.
- vi. Assess the current institutional capacity of the NTC to effectively fulfil their respective mandates during REDD+ readiness and REDD+ implementation. With a focus on the specific areas of capability relevant to REDD+ readiness and implementation, assess the capacity in terms of strategic and operational planning; organizational management; technical capacity; personnel management; communications; financial administration and internal control.

IV. Outputs and Schedule of Payments

The following products will be produced:

- i. An advanced draft version of the institutional assessment of the NTC. A separate report for each entity should be prepared.
- ii. A separate workshop to present and discuss the findings and recommendations presented in the advanced draft version of the institutional assessment;
- iii. A final version of the institutional assessments,
- iv. Curricula and training materials organized in a modular format;
- v. A Final Report summarizing the activities undertaken and including a description of each workshop and training session and including an annex with the names, organizations, job titles, age and gender of participants.

The services will be contracted for a lump-sum and will be paid in the following manner:

- 25% on signature of the Contract;
- 25% upon receipt of the advanced draft report of the institutional assessment mentioned in item (ii) above;
- 25% upon receipt of the final version of the institutional assessments referred to in item (iv) and the curricula and training materials referred to in item (v); and
- 25% upon acceptance by the GFC of the Final Report mentioned in item (vi) above.

Every report must be submitted to the GFC in one electronic file. Report should include cover, main document, and all annexes. (Zip files won't be accepted as final reports, due to regulations from the Records Management Section of the Inter-American Development Bank).

V. Authority and Responsibility

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The REDD Secretariat will administer the contract on behalf of the GFC. The GFC, through the Project Coordinator of the REDD Secretariat, will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will, through the Project Coordinator, approve the consultancy products indicated in Section 4, above.

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions.

VI. Schedule and Duration

The work of the Consultant is expected to be conducted over a 36 month period, commencing January 2014.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference –
Consultant for the Development of a Conflict Resolution Strategy and Action Plan for
REDD+ Implementation in Guyana

I. Background/Context

Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's Readiness Preparation Proposal (R-PP) under the Forest Carbon Partnership Facility (FCPF).

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

REDD+ aims to provide financial compensation to land users for avoidance of forest loss and degradation in exchange for off-setting carbon dioxide emissions. The mechanism is expected to generate a valuable stream of funding for forest conservation and sustainable forest management in Guyana. During the implementation of REDD+, however, potential conflict may arise in relation to issues such as land, forest and carbon tenure, the distribution of benefits, and application of social safeguards, among others.

In the setting up of National Readiness Management Arrangements (Component 1a of Guyana's R-PP, December 2012), a major activity to be undertaken is that of the development of an appropriate National Conflict Resolution Mechanism for REDD+ Implementation in Guyana. This mechanism will provide an enabling environment for receiving and facilitating resolution of queries and grievances from affected communities or

stakeholders related specifically to REDD-plus related matters. It is intended for this mechanism to focus on flexible problem solving approaches to the resolution of any disputes that may arise through the use of options such as fact finding, dialogue, facilitation and or mediation.

II. Scope of work in the Development of a Conflict Resolution Strategy and Action Plan for REDD+ Implementation in Guyana

The GFC seeks to engage the services of a Consultant to develop a Conflict Resolution Strategy for REDD+ Implementation in Guyana. The objective of the consultancy is to develop a strategy that will result in the implementation of accessible, transparent, fair, affordable and effective and efficient conflict resolution mechanism for issues that may arise during the implementation of REDD+ in Guyana.

The Consultant will be expected to complete the following tasks:

- a) **Undertake Situation Analysis of the REDD+ Conflict Environment.** As background to inform the design of the conflict resolution strategy, undertake a situation analysis of existing and potential future sources of socio-economic, environmental and political conflict related to the implementation of REDD+. Identify the types of conflict and the stakeholder groups that may be affected by each type of conflict. Using a risk-based approach, develop an analytic matrix to represent the importance or ranking of each type of conflict, taking into account the probability of occurrence and severity of impact (social, environmental, economic, political). Identify the various stakeholder groups that may be affected by each conflict type.

Drawing on best practices in the conflict resolution mechanisms employed during the implementation of REDD+ in other countries, identify the conflict resolution mechanisms that are relevant to each conflict type, indicating the have been employed successfully in Guyana and/or elsewhere in similar contexts.

Identify and assess the formal & informal conflict resolution mechanisms that are currently used in Guyana. Undertake a Strengths, Weakness, Opportunity, Threat (SWOT) analysis of those existing mechanisms with a view to identifying viable options for conflict resolution mechanisms during REDD+ implementation.

In the event that the effective implementation of a given conflict resolution mechanism, identified as a possible tool for Guyana's conflict resolution strategy, has regulatory or legislative implications, review the corresponding regulatory or legislative framework to assess its adequacy and provide specific recommendations, if necessary, for activities to strengthen the regulatory or legislative framework.

The information required to inform the analysis will be compiled from desk review of relevant documentation and meetings, discussions and workshops with stakeholder groups and key informants from government, private sector, indigenous NGOs, indigenous, forest-based communities and academia. The consultations and stakeholder engagement elements in this Contract are expected to be executed in close synergy with Component 1b of Guyana's R-PP Activities.

- b) **Develop a Conflict Resolution Strategy and Action Plan** for REDD+ Implementation in Guyana. The strategy should include the following elements: (i) Vision statement; (ii) Strategic objectives; (iii) Identification of main activities required to achieve strategic objectives; (iv) Milestones and expected outputs, outcomes and results corresponding to each strategic objective and its associated activities; (v) Identification of investments required to implement activities including timetable and budget; (vi) proposals for efficient and effective conflict resolution mechanisms for stakeholders to seek redress.

With regard to item (iv), above, the Consultant should define the scope and functions of the proposed Conflict Resolution Mechanisms for REDD+ Implementation in Guyana, ensuring that the mechanisms that will effectively address the relevant REDD+ matters relevant to all of these actors. The mechanisms must be designed in collaboration with the Government of Guyana.

A suite of possible functions that can be considered for the mechanism includes: fact-finding, dialogue, facilitation and or mediation. Definition of these functions must be appropriate to the local context, given the challenges of predictability with respect to the length of time and resources that are needed for the resolution of disputes. The mechanism should maintain policies with clear timeframes for dispute resolution and consider alternative, interim options if a complaint/ conflict cannot be resolved within the stipulated timeframe. Moreover, the mechanism should be reflective of and in consonance with, the legislative structures in place in Guyana.

The Conflict Resolution Strategy and Action Plan should include a detailed description of a registry system for receipt and reporting on grievance resolution processes. The Conflict Resolution Strategy and Action Plan should be informed by the situation analysis described in Task (a) and should address the following aspects:

- Human resources requirements including training and capacity-building in techniques for socio-environmental conflict resolution in the Context of REDD+
 - Physical, and financial requirements
 - Institutional Framework
 - Regulatory and Legislative Framework
 - Communication and Outreach (Interaction with and between stakeholders)
 - Institutional and financial sustainability
- c) **Prepare an advanced draft version** of the Conflict Resolution Strategy and Action Plan for presentation to and discussion with stakeholders. Prepare a PowerPoint presentation and hand-out materials for distribution at a stakeholder workshops.
- d) **Develop & implement a plan for information sharing and consultation on the proposed Conflict Resolution Strategy and Action Plan.** Hold workshops with representatives of stakeholder groups to present, discuss, validate, refine and, to the extent possible, achieve consensus on the Conflict Resolution Strategy and Action Plan. The consultations and stakeholder engagement elements in this Contract are expected to be executed in close synergy with Component 1b of Guyana's RPP Activities. The consultant is expected to develop and execute this plan in collaboration with the GFC & REDD Secretariat. A report describing the stakeholder

workshops will be prepared, including an annex with the names, organization or entity, gender and contact information of participants will be included.

- e) **Prepare a final version** of the Conflict Resolution Strategy and Action Plan taking into account the comments received during the stakeholder workshops.
- f) **Design a registry system for the submission and receipt of grievances and reporting on the grievance resolution processes.** The registry system should include a web-based component as well physical option. The web-based design should include a description of functionality including use-cases, as well as the preparation of terms of reference for the development of the web-based solutions, including budget. Some of the key considerations of the grievance process include
 - who can submit a complaint;
 - who can receive and evaluate a complaint;
 - what actions and remedies can be taken in the case of a violation; and
 - how can outcomes be reported.

Define the structure, functionality and governance of the process, taking into account customary grievance approaches where feasible. The proposal should indicate steps that will incorporate the best practice for creating grievance mechanisms, which includes public dialogue and consultation with stakeholders. The process for resolution of conflicts would likely cover six steps: grievance uptake; grievance sorting and processing; acknowledgement and follow-up; grievance verification, investigation and action; grievance monitoring and evaluation; and feedback/communication .

- g) **Prepare the detailed design and Operations Manual for the Conflict Resolution Mechanisms for REDD+ Implementation in Guyana.** Prepare a detailed design of the conflict resolution mechanisms. Prepare an Operations Manual describing the steps, tasks and activities corresponding to each mechanism, identifying the party or parties responsible for each step, with recommended timelines taking into account current or proposed institutional capacity.

III. Profile of Consultant

- a) **Qualifications:** At least an MSc/MA degree in Anthropology, Sociology, Conflict Management, Conflict Analysis and Resolution or relevant field and equivalent professional work experience.
- b) **Experience:** Candidates must possess a minimum of 5 years proven experience at the national and/ or international level, specifically in working with indigenous and/or forest based communities, logging and mining stakeholder groups. Knowledge and experience in issues relating or relevant to REDD+, the FCFP process and procedures as well as the socio-economic conditions in Guyana would be an added advantage. Further, candidates with knowledge of FPIC, UNDRIP, UN human rights principles and guidelines or other international best practice guidance will be beneficial. Experience working in Guyana in a related area will be of benefit.
- c) **Skills and Abilities:** Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and

concise style. Preference will be given to persons being able to communicate in culturally appropriate way with forest communities of Guyana.

- d) Technological Awareness: Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.
- e) Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- f) Availability: The Consultant/Firm is expected to be available throughout the duration of the project.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this Agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, forest legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. Therefore:

The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will, through the Project Coordinator, approve the:

- Work plan
- Consultation and stakeholder engagement presentations and additional material on the conflict resolution Strategy for REDD+ Implementation in Guyana
- Reports on the consultation and stakeholder engagement sessions conducted and feedback received, and
- Final report.

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. Further, the Consultant will receive full logistical support at pre-approved level, from the GFC.

b. The Role of the Consultant

- I. Prepare a work plan in collaboration with GFC management, detailing activities and outputs for the duration of the assignment.
- II. Work along with the GFC, REDD Secretariat and other relevant stakeholders in planning and executing all aspects of this assignment, including consultation and stakeholder engagement to share information on the proposed mechanism and to garner feedback.
- III. Ensure that the mechanism is developed in compliance with the guidance outlined in the Common Approach to Environmental and Social Safeguards for Multiple Delivery Partners, August 9, 2012
- IV. Execute and report on consultation sessions with stakeholder groups in culturally appropriate ways, in collaboration with the GFC and REDD Secretariat, in discussing the details of the mechanism.
- V. Execute the work plans to achieve the desired results within the schedule timeline.
- VI. Development a National Conflict Resolution Strategy for REDD+, incorporating stakeholder feedback received, to be submitted to the GFC for approval.

V. Reporting & Timelines

Outputs & Deliverables

- a) Rapid assessment of existing formal & informal feedback and grievance redress mechanisms
- b) Definition of the Scope and Functions of the proposed Conflict Resolution Mechanism for REDD+ in Guyana
- c) Design Components of the proposed Conflict Resolution Mechanism for REDD+ in Guyana
- d) Development & implementation of Plan for information sharing and consultation on the proposed mechanism

VI. Schedule and Duration

The work of the Consultant is expected to be conducted over a 20 month period, commencing January 2014.

VII. Outputs and Schedule of Payments

The consultant will produce the following products:

- vi. An inception report presenting the detailed work plan for the consultancy;
- vii. A draft version of the Conflict Resolution Strategy and Action Plan for REDD+ implementation.
- viii. A report on the stakeholder workshops held to discuss the draft Conflict Resolution Strategy and Action Plan.
- ix. A final version of the Conflict Resolution Strategy and Action Plan;
- x. A document describing the registry system for the submission and receipt of grievances and reporting on the grievance resolution process.
- xi. A document presenting the detailed design and Operations Manual for the conflict resolution mechanisms for REDD+ implementation.

The consultancy services will be contracted for a lump-sum and will be paid in the following manner:

- 30% on signature of the Contract;
- 30% upon receipt of products mentioned in items (ii), (iii) and (iv), above;
- 40% upon receipt of the final version of the documents referred to in item (v) and (vi), above.

Every report must be submitted to the GFC in one electronic file. Report should include cover, main document, and all annexes. (Zip files won't be accepted as final reports, due to regulations from the Records Management Section of the Inter-American Development Bank).

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference - Consultant to Conduct an Assessment of Investment and Capacity
Needs to Implement REDD+ in Guyana

I. Background/Context

As one of the largest remaining blocks of primary tropical forest on Earth, the Guiana Shield Eco-Region play a critical role in mitigating climate change. The Eco-Region contains both the highest percent of primary forest cover (over 90% is intact tropical forest) and the lowest human population density of any major tropical area. Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

In order to be able to successfully implement REDD+, Guyana will require an assessment of the investment requirements needs to build local capacities as well as conduct a capacity needs assessment of local capabilities, as outlined in Component 2c of Guyana's R-PP, December 2012. It is recognized that more investment and capacity building will be necessary to enable Guyana to be effectively able to sustain national level activities in the implementation of a forest carbon financing mechanism. Guyana will seek to learn from, and share experiences with other countries that are preparing for this initiative and will work closely with local and international organizations to facilitate the smooth and successful transition to a state of 'readiness'.

The assessment aims to develop a road map outlining the necessary capacity requirements needed to engage in such a system as well as attach a cost to these requirements. This Road map will serve to pinpoint the areas where capacity building is required, for both government and nongovernment partners, and seek to list the expected outcomes and capacity improvements for these different phases. This capacity building process will help provide the foundations for the eligibility to participate in a forest carbon financing mechanism, such as REDD+.

II. Scope of work: Examine Investment and Capacity needs for REDD+ Readiness.

The GFC seeks to engage the services of an individual consultant (or firm) to Examine Investment and Capacity needs for REDD+ Readiness. The consultations and stakeholder engagement elements in this Contract are expected to be executed in close synergy with Component 1b of Guyana's RPP Activities. As such the following activities must be completed:

- g) **Develop an investment and capacity building plan for institutions** - it is intended that this investment and capacity building will be necessary to enable Guyana to be effectively able to sustain national level activities in the implementation of REDD+. Capacity building plan should include training in methodologies to measure and monitor drivers of forest area change, use of GPS technologies for tracking and monitoring forest fires, planning and management of resources derived from the performance based REDD+ payments to the communities.
 - i. Develop a capacity building plan will include the necessary investments, technologies and knowledge needed to enhance alternative economic activities in line with community traditional practices.
 - ii. Develop a program to target investment and capacity building need of communities to reduce deforestation and forest degradation. Assist Amerindian communities in the development of alternative economic activities whilst respecting their rights as Amerindian to preserve their traditions and culture.
 - iii. Develop a training and education program for miners on REDD + as well as sustainable use of forest resources for mining.
 - iv. Develop program to promote the use of more sustainable agricultural practices in order to minimize the effect of the effects of agriculture on the forest resources, as well as to promote the use of more efficient technologies.
 - v. New infrastructural development across the country has implications for Guyana's forests. A capacity building and support plan needs to be developed to promote a better understanding of REDD + & implications of infrastructural development on REDD + as well as to promote better planning oversight and implementation of projects.
- h) Assess current capacity and identify the institutional strengthening investments necessary to increase that capacity of implementing agencies and key partners such as: GFC,

GGMC, GL&SC, EPA and other relevant authorities, stakeholders and communities including Amerindian villages. The ability of the GFC, GGMC, GL&SC and EPA to conduct activities in forests during readiness implementation must be assessed to determine the investments that will be needed to execute this task effectively.

- i) **Estimate the financial resources required to carry out capacity building, training and development of institutional capabilities.** In order to ensure the long term sustainability of the activities, a cost must first be attached to the activities of capacity building, training and development of institutional capabilities.

j) Development of a long term sustainability plan

Capacity building will be a long term, continued effort that is not expected to be completed within the next three years. Preparation plans will aim to create basic capacity needed to: Coordinate REDD + efforts in the country, including effective consultations with communities and the development of a benefits sharing system ; and Monitor GHG emissions compared with the reference baseline

- k) **Identify potential sources of funding and organizations/institutions that will be able to provide the technical assistance necessary to help Guyana in her efforts to implement the REDD+ as outlined in Guyanas LCDS, R-PP and MRV System Road Map.** To ensure the continuity of capacity building training and institutional development, sources of funding must be identified and accessed.
- l) **Develop capacity building road map for national and community level needs to engage in REDD+ activities-** this road map will outline the necessary capacity requirements needed to engage in REDD+ as well as attach a cost to these requirements. It will serve to pinpoint the areas where capacity building is required, for both government and nongovernment partners, and seek to list the expected outcomes and capacity improvements for these different phases.

III. Profile of Consultant

- a) **Qualifications:** An MSc degree in Economics, Resource Economics, Business Management or relevant field and equivalent professional work experience.
- b) **Experience:** Candidates must possess a minimum of 5 years proven work experience at the national and/ or international in the area of REDD+ or Climate Change. Experience working with natural resource agencies in Guyana is preferred.
- c) **Skills and Abilities:** Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise style. Preference will be given to persons being able to communicate in culturally appropriate way with forest communities of Guyana.
- d) **Technological Awareness:** Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.

- e) Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- f) Availability: The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. Therefore:

The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials.

The management of GFC will, through the Project Coordinator, approve the:

- Work plan
- Reports on assessments conducted, and
- Final report on assignment.

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the investment and capacity analysis. The Consultant will receive full logistical support at pre approved level, from the GFC.

b. The Role of the Consultant

- IV. Prepare a work plan in collaboration with GFC management, detailing activities and outputs for the duration of the assignment.
- V. Work along with the GFC, GGMC, GL&SC. MNRE, REDD Secretariat and other relevant stakeholders in planning and executing all aspects of this assignment.
- VI. Prepare a final report detailing findings and recommendation on complete execution of the assignment.

V. Reporting & Timelines

Outputs & Deliverables

- VI. Document with the identification of sources of funding and of organizations and contacts that will provide the technical assistance of national and local institutions, including Amerindian villages and communities
- VII. Investment and capacity building plan for institutions as described in the scope of work of this terms of reference.
- VIII. Estimate of financial resources required for capacity building, training and development of institutional capabilities & identification of potential sources of funding -
- IX. Minutes of meetings with relevant organizations with the compilation of capacity needs and budget needs
- X. Capacity building Road Map for national and community level needs, including Amerindian villages and communities to engage in REDD+ activities -

VI. Schedule and Duration

The work of the Consultant is expected to be conducted over a 24 month period, commencing January 2014.

VII. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference – Project Officer I, Biomass Monitoring & Demonstration Projects
of the REDD Secretariat

I. Background /Context

Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements for the implementation of Readiness activities as detailed in the R-PP is made up of several components. An important activity is that of providing support to the REDD Secretariat in the implementation of REDD+ readiness activities.

II. Scope of work: Project Officer I, Biomass Monitoring & Demonstration Activities of the REDD Secretariat

The GFC seeks to engage the services of an individual consultant to conduct activities as Project Officer I, Biomass Monitoring & Demonstration Activities of the REDD Secretariat. The Consultant will be expected to complete the following:

- a) Assist in the implementation of activities under the Readiness Preparation Proposal, specifically in relation to the Components on Consultation and Outreach and the Monitoring Reporting & Verification System, particularly in relation to Demonstration Projects.
- b) Participate in biomass field data collection and forest carbon estimation and other field work of the REDD Secretariat.

- c) Assist in the identification and selection of areas for the establishment plots in the National Forest Carbon Monitoring System (FCMS).
- d) Establish and manage demonstration/pilot projects of small mining, agriculture and forestry concessions
- e) Assist in the identification of the key national drivers/processes that lead to deforestation and forest degradation as well as engage with implementation actors.
- f) Engage with stakeholders on the development of possible REDD candidate activities for addressing different drivers.
- g) Assist in developing a design of demonstration activities and monitoring framework for demonstration sites.
- h) Train communities to conduct activities in monitoring of established demonstration sites.
- i) Submit progress reports on progress of field work and sampling.
- j) Provide support to Director and Technical Coordinator during verification exercises.

III. Profile of Consultant

- a) **Qualifications:** A first degree in Forestry or a relevant field of study or post graduate qualification in Natural Resources Management or a related field.
- b) **Experience:** candidate must possess at least 3 years experience in activities within the forestry sector or related field. Must have significant experience in the implementation of REDD+ activities. Must have significant field experience
- c) **Skills and Abilities:** Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise style. Preference will be given to persons being able to communicate in culturally appropriate way with forest communities of Guyana
- d) **Technological Awareness:** Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.
- e) **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- f) **Availability:** The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid

development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. The Consultant will receive full logistical support at pre approved level, from the GFC

b. The Role of the Consultant

- iv. The Consultant will work along with the GFC and REDD Secretariat and other relevant stakeholders in planning and executing activities related to Guyana's REDD+ activities.
- v. Prepare a work plan in collaboration with the Director, detailing activities and outputs for the duration of the assignment.
- vi. Plan for and organise logistics for the conducting of field activities.
- vii. Establish and manage demonstration/pilot projects of small mining, agriculture and forestry concessions

V. Schedule and Duration

The work of the Consultation and Outreach Specialist is expected to be conducted over a 24 month period, commencing July 2014.

VI. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference –
Programme Coordinator of the REDD Secretariat

I. Background /Context

Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements, for the implementation of Readiness activities as detailed in the R-PP, is made up of several components. An important activity is that of providing support to the REDD Secretariat in the implementation of REDD+ readiness activities.

II. Scope of work: Programme Coordinator of the REDD Secretariat (RS)

The GFC seeks to engage the services of an individual consultant to conduct activities as Programme Coordinator of the REDD Secretariat. The Consultant will be expected to complete the following:

- a) Facilitate the functioning of the REDD Secretariat, through project coordination, administration, management and reporting;
- b) Coordinate, support and monitor project activities implemented in collaboration with the partners and ensure that all project deliverables are completed on time;
- c) Coordinate with staff from RS and other departments of GFC in addition to staff from GGMC, GL&SC and Protected Areas Commission involved in the implementation of REDD+ activities and work under the MRVS or supporting works in these areas.

- d) Coordinate with other Government agencies, private sector and civil society bodies, activities relating to REDD+ in Guyana.
- e) Organize routine meetings of MRVS Steering Committee and Technical Sub Committee and perform the function as secretary to these Committees;
- f) Participate and encourage the involvement of REDD secretariat in the Multi Stakeholder Steering Committee (MSSC)
- g) Support the implementation of readiness activities as outlined in the Readiness Preparation Proposal (R-PP);
- h) Provide administrative and substantive support to meetings, workshops, conferences, etc., by proposing agenda topics, identifying and proposing participants, preparing background documents and presentations, handling logistics, etc.;
- i) Assist in planning of REDD+ outreach activities including participating in awareness raising and capacity building exercises as required;
- j) Participate and encourage actively consultations with communities and other actors affected by REDD+ projects.
- k) Participate in workshops, conferences and other relevant events and make presentations on assigned topics/activities.
- l) Prepare annual work plans and progress reports, and monitor the implementation of these plans.

III. Profile of Consultant

- g) **Qualifications:** Candidates will have a minimum of a Bachelor's Degree in forestry, Environmental Studies, or related field (e.g. tropical forest ecology and conservation, geography, economics), along with at least 5 years relevant work experience in forestry, climate change or related field.
- h) **Experience:** Previous experience on climate change, forestry related projects, REDD+ and or natural resources management. Familiarity with issues relating or relevant to forestry in Guyana. Previous project management experience and experience managing payments for ecosystem service (PES) is an advantage.
- i) **Skills and Abilities:** Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise style. Preference will be given to persons being able to communicate in culturally appropriate way with forest communities of Guyana
- j) **Technological Awareness:** Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.
- k) **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- l) **Availability:** The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC through the Project Coordinator, will approve the:

- Reports on execution of activities and outcomes, and
- Final report

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. The Consultant will receive full logistical support at pre approved level, from the GFC

b. The Role of the Consultant

- i. The Consultant will work along with the GFC and REDD Secretariat and other relevant stakeholders in planning and executing activities related to Guyana's Forest Carbon monitoring System.
- ii. Prepare a work plan in collaboration with GFC management GGMC, GL&SC and Protected Areas Commission, detailing activities and outputs for the duration of the assignment.
- iii. Development of a plan to monitor existing and ongoing projects within the REDD Secretariat.
- iv. Work towards the development of an administration system for registering REDD+ projects
- v. Preparation of monitoring and progress reports, as well proposals to target funding for projects within the REDD Secretariat.

V. Schedule and Duration

The work of the Consultation and Outreach Specialist is expected to be conducted over a 24 month period, commencing July 2014.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference – Project Officer I, Biomass Field Data Collection & Management
of the REDD Secretariat

I. Background /Context

As one of the largest remaining blocks of primary tropical forest on Earth, the Guiana Shield Eco-Region play a critical role in mitigating climate change. The Eco-Region contains both the highest percent of primary forest cover (over 90% is intact tropical forest) and the lowest human population density of any major tropical area. Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements for the implementation of Readiness activities as detailed in the R-PP is made up of several components. An important activity is that of providing support to the REDD Secretariat in the implementation of REDD+ readiness activities.

II. Scope of work: Project Officer I, Biomass Field Data Collection & Management of the REDD Secretariat

The GFC seeks to engage the services of an individual consultant to conduct activities as Project Officer I, Biomass Field Data Collection & Management of the REDD Secretariat. The Consultant will be expected to complete the following:

- k) Lead field teams in the data collection process for the Forest Carbon Monitoring System (FCMS), including the overseeing and overall control of all field team and team leaders.

- l) Responsible for all maintenance of field gears and equipments for all teams and ensuring that they are cared for.
- m) Ensure that quality assurance and quality control procedures are followed on all data collected in the field
- n) Ensure that all field data sheets are completed by all team leaders before handing over to the Data Management Officer.
- o) Assist in updating the Standard Operating Procedures for the FCMS and make recommendations as seen fit as well as designing field data sheets for data collections. Also in making recommendations on field data collection improvement when and where necessary.
- p) Responsible for all collected data on all carbon pools in the field; for samples storage and maintenance in the fields; supervision of field data processing in ensuring that all samples are delivered to their processing facility in a timely manner.
- q) Responsible for reporting any disciplinary actions that has to be taken in case a team member failed to follow procedures.
- r) Lead the training team in biomass plots establishments, logging impact plots, destructive sample plots and re-growth plots establishment and data collection and other field work of the REDD Secretariat.
- s) Support the implementation of readiness activities in the implementation of the Readiness Preparation Proposal, including organising logistics and participating in REDD+ consultation and stakeholder engagement activities.
- t) Provide support to Director and Technical Coordinator during verification exercises.

III. Profile of Consultant

- m) **Qualifications:** - A first degree in Forestry or a relevant field of study or post graduate qualification in areas relating to REDD+ such as Environmental Science, Natural Resources Management, etc.
- n) **Experience:** candidate must possess at least 3 years experience in activities within the forestry sector or related field. Must have significant experience in the implementation of REDD+ activities.
- o) **Skills and Abilities:** Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise style. Preference will be given to persons being able to communicate in culturally appropriate way with forest communities of Guyana
- p) **Technological Awareness:** Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.
- q) **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- r) **Availability:** The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. The Consultant will receive full logistical support at pre approved level, from the GFC

b. The Role of the Consultant

- vi. The Consultant will work along with the GFC and REDD Secretariat and other relevant stakeholders in planning and executing activities related to Guyana's REDD+ Activities.
- vii. Prepare a work plan in collaboration with GFC management, detailing activities and outputs for the duration of the assignment.
- viii. Plan for and organise logistics for the conducting of field activities.

V. Schedule and Duration

The work of the Consultation and Outreach Specialist is expected to be conducted over a 24 month period, commencing July 2014.

VI. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference – Project Officer I, Biomass Monitoring & Field Data Management
of the REDD Secretariat

I. Background /Context

As one of the largest remaining blocks of primary tropical forest on Earth, the Guiana Shield Eco-Region play a critical role in mitigating climate change. The Eco-Region contains both the highest percent of primary forest cover (over 90% is intact tropical forest) and the lowest human population density of any major tropical area. Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements for the implementation of Readiness activities as detailed in the R-PP is made up of several components. An important activity is that of providing support to the REDD Secretariat in the implementation of REDD+ readiness activities.

II. Scope of work: Project Officer I, Biomass Monitoring & Field Data Management of the REDD Secretariat

The GFC seeks to engage the services of an individual consultant to conduct activities as Project Officer I, Biomass Monitoring & Field Data Management of the REDD Secretariat. The Consultant will be expected to complete the following:

- a) Responsible for overall management of all data analysis and processing relating to biomass field data collected, including overseeing/ entering of field data collected and ensuring that all data sets is complete and reliable, as well as maintenance of information

system from field data and laboratory test results and collecting and organizing data sheets, storage and archiving systems.

- b) Conducting uncertainty analysis and QA/QC (Quality Assurance/Quality Control) activities for data.
- c) Assist in completing IPCC reporting tables for forest carbon emissions and removals reporting.
- d) Supervise the processing of field samples (wood, leaf and other tree samples are placed in the oven and weighed); ensuring that all data from all processing facility are reported on time and are correct; as well as supervision of field teams in ensuring that all soil samples are handed over to the relevant test location, and that data are returned to GFC in a timely manner.
- e) Ensure that all team leaders update the field record ledger and all field proposals and report are submitted on time and are recorded in the relevant archiving systems.
- f) Assist in training team in biomass plots establishments, logging impact plots, destructive sample plots and re-growth plots establishment and data collection and other field work of the REDD Secretariat.
- g) Assist in updating the Standard Operating Procedures for the FCMS and make recommendations as seen fit as well as designing field data sheets for data collections. Also in making recommendations on field data collection improvement when and where necessary.
- h) Provide support to Director and Technical Coordinator during verification exercises.

III. Profile of Consultant

- s) **Qualifications:** A first degree in Forestry or a relevant field of study or post graduate qualification in GIS/ Remote Sensing or a related field.
- t) **Experience:** candidate must possess at least 3 years experience in activities within the forestry sector or related field. Must have significant experience in the implementation of REDD+ activities.
- u) **Skills and Abilities:** Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise style. Preference will be given to persons being able to communicate in culturally appropriate way with forest communities of Guyana
- v) **Technological Awareness:** Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.
- w) **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- x) **Availability:** The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. The Consultant will receive full logistical support at pre approved level, from the GFC

b. The Role of the Consultant

- ix. The Consultant will work along with the GFC and REDD Secretariat and other relevant stakeholders in planning and executing activities related to Guyana's REDD+ Programme of work.
- x. Prepare a work plan detailing activities and outputs for the duration of the assignment.
- xi. Plan for and organise logistics for the conducting of field activities.

V. Schedule and Duration

The work of the Consultation and Outreach Specialist is expected to be conducted over a 24 month period, commencing July 2014.

VI. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference – Project Officer II, Biomass Monitoring & Capacity Building of
the REDD Secretariat

I. Background /Context

Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements for the implementation of Readiness activities as detailed in the R-PP is made up of several components. An important activity is that of providing support to the REDD Secretariat in the implementation of REDD+ readiness activities.

II. Scope of work: Project Officer II, Biomass Monitoring & Capacity Building of the REDD Secretariat

The GFC seeks to engage the services of an individual consultant to conduct activities as Project Officer II, Biomass Monitoring & Capacity Building of the REDD Secretariat. The Consultant will be expected to complete the following:

- a) Develop training manuals for field staff in procedures for use of equipment, general field procedures, plot establishment, data collection and processing techniques and practices for development of forest carbon monitoring system.
- b) Provide training and guidance to field staff in use of equipment and execution of activities and field procedures for biomass monitoring and the forest carbon monitoring system.

- c) Participate in work on biomass plots establishment, destructive sampling and other field work of the REDD Secretariat as well as assist in supervising field staff in establishment of plots, sample collection and processing of samples as well as in general conduct in the fields.
- d) Assist in coordination of all field activities with regards to the Monitoring Reporting & Verification System (MRVS).
- e) Assist in the implementation of activities under the Readiness Preparation Proposal and in the components of the Monitoring Reporting & Verification System.
- f) Assist in planning and execution of REDD+ consultation and stakeholder engagement activities, and participate as required.
- g) Submit regular progress reports on progress of field work, sampling and capacity building.

III. Profile of Consultant

- y) **Qualifications:** A first degree in Forestry or a relevant field of study or post graduate qualification in Environmental Science or a related field.
- z) **Experience:** candidate must possess at least 2 years experience in activities within the forestry sector or related field, with experience in conducting training and development of training materials. Must also have significant field experience.
- aa) **Skills and Abilities:** Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise style. Preference will be given to persons being able to communicate in culturally appropriate way with forest communities of Guyana
- bb) **Technological Awareness:** Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.
- cc) **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- dd) **Availability:** The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and

environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. The Consultant will receive full logistical support at pre approved level, from the GFC

b. The Role of the Consultant

- xii. The Consultant will work along with the GFC and REDD Secretariat and other relevant stakeholders in planning and executing activities related to Guyana's REDD+ Programme.
- xiii. Prepare a work plan detailing activities and outputs for the duration of the assignment.
- xiv. Develop and execute training manuals.
- xv. Plan for and organise logistics for the conducting of field activities.

V. Schedule and Duration

The work of the Consultation and Outreach Specialist is expected to be conducted over a 15 month period, commencing July 2014.

VI. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference – Project Officer II, Biomass Monitoring & Data Management of
the REDD Secretariat

I. Background /Context

As one of the largest remaining blocks of primary tropical forest on Earth, the Guiana Shield Eco-Region play a critical role in mitigating climate change. The Eco-Region contains both the highest percent of primary forest cover (over 90% is intact tropical forest) and the lowest human population density of any major tropical area. Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements for the implementation of Readiness activities as detailed in the R-PP is made up of several components. An important activity is that of providing support to the REDD Secretariat in the implementation of REDD+ readiness activities.

II. Scope of work: Project Officer II, Biomass Monitoring & Data Management of the REDD Secretariat

The GFC seeks to engage the services of an individual consultant to conduct activities as Project Officer II, Biomass Monitoring & Data Management of the REDD Secretariat. The Consultant will be expected to complete the following:

- h) Maintain information system from field data and laboratory test results.

- i) Collect and organize data sheets and samples from team leaders upon completion of field trips.
- j) Participate in work on biomass plots establishment, destructive sampling and other field work of the REDD Secretariat as well as provide support to team leaders when field trips are prepared and assist in areas required.
- k) Assist in the implementation of activities under the Readiness Preparation.
- l) Assist in training of field staff in techniques of plots establishment and sampling.
- m) Enter all data collected from sample plots, destructive plots including the soil data and ensure that all data sets are complete and reliable.
- n) Ensure that all soil samples are processed and analysed and data generated is input in a timely manner. Further, ensure the process for analysis of wood, leaf and other tree samples is properly implemented.
- o) Ensure that the database is up to date, complete and reliable and whenever necessary draw data from it for analyses.
- p) Provide support to Director and Technical Coordinator during verification exercises.
- q) Ensure that all QA/QC procedures are executed.

III. Profile of Consultant

- a) **Qualifications:** - A first degree in Forestry or a relevant field of study or post graduate qualification in GIS/ Remote Sensing or a related field.
- b) **Experience:** candidate must possess at least 2 years experience in field work related activities within the forestry sector or related field. Must have significant field experience.
- c) **Skills and Abilities:** Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise style. Preference will be given to persons being able to communicate in culturally appropriate way with forest communities of Guyana
- d) **Technological Awareness:** Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.
- e) **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- f) **Availability:** The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this

agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. The Consultant will receive full logistical support at pre approved level, from the GFC

b. The Role of the Consultant

- i. The Consultant will work along with the GFC and REDD Secretariat and other relevant stakeholders in planning and executing activities related to Guyana's Monitoring Reporting & Verification System (MRVS).
- ii. Prepare a work plan in collaboration with GFC management, detailing activities and outputs for the duration of the assignment.
- iii. Plan for and organise logistics for the conducting of field activities.

V. Schedule and Duration

The work of the Consultation and Outreach Specialist is expected to be conducted over a 24 month period, commencing July 2014.

VI. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference – Project Officer II, Biomass Monitoring & Field Data Collection of
the REDD Secretariat

I. Background /Context

Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements for the implementation of Readiness activities as detailed in the R-PP is substantiated by several guiding principles. An important activity is that of providing support to the REDD Secretariat in the implementation of REDD+ readiness activities.

II. Scope of work: Project Officer II, Biomass Monitoring & Field Data Collection of the REDD Secretariat of the REDD Secretariat

The GFC seeks to engage the services of an individual consultant to conduct activities as Project Officer II, Biomass Monitoring & Field Data Collection of the REDD Secretariat. The Consultant will be expected to complete the following:

- a) Conduct field data collection and analysis in the implementation of the Forest Carbon Monitoring System.
- b) Develop, in collaboration with the Project Officer II Biomass Monitoring & Capacity Building, training manuals for field staff in procedures for use of equipment, general field

procedures, plot establishment, data collection and processing techniques and practices for development of forest carbon monitoring system.

- c) Supervise field staff in establishment of plots, sample collection and processing of samples as well as in general conduct in the fields.
- d) Ensure that all activities are conducted in compliance with IPCC guidelines
- e) Oversee coordination of all field activities with regards to the Monitoring Reporting & Verification System.
- f) Assist in the implementation of activities under the Readiness Preparation Proposal.
- g) Submit regular progress reports on progress of field work, data sampling and analysis.
- h) Provide support to Director and Technical Coordinator during verification exercises.
- i) Ensure that all QA/QC procedures are executed.

III. Profile of Consultant

- a) **Qualifications:** A first degree in Forestry or a relevant field of study or post graduate qualification in GIS/ Remote Sensing or a related field.
- b) **Experience:** the candidate must have at least 2 years of relevant experience and familiarity with issues relating or relevant to forestry in Guyana would be an added advantage.
- c) **Skills and Abilities:** Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise style. Preference will be given to persons being able to communicate in culturally appropriate way with forest communities of Guyana
- d) **Technological Awareness:** Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.
- e) **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- f) **Availability:** The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of

overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. The Consultant will receive full logistical support at pre approved level, from the GFC

b. The Role of the Consultant

- iv. The Consultant will work along with the GFC and REDD Secretariat and other relevant stakeholders in planning and executing activities related to Guyana's REDD+ activities.
- v. Prepare a work plan in collaboration with GFC management, detailing activities and outputs for the duration of the assignment.
- vi. Develop and execute training manuals.
- vii. Plan for and organise logistics for the conducting of field activities.

V. Schedule and Duration

The work of the Consultation and Outreach Specialist is expected to be conducted over a 24 month period, commencing July 2014.

VI. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference

Consultants to Develop a REDD+ Strategy and Action Plan for Guyana

I. Background/Context

Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

Guyana's REDD+ strategy, as detailed in Component 2b of Guyana's R-PP, December 2012, aims to maintain Guyana's already low rate of deforestation and forest degradation by continuing the development and implementation of related policy, procedures and programmes as well as by continuous strengthening of an already robust system of monitoring and enforcement. These will be aimed at addressing the drivers of forest area change and will be conducted in the context and in support of the national priorities for sustainable development. The strategy will undertake an approach that is participatory, inclusive and will integrate various levels of stakeholders, to ultimately promote sustainable development in Guyana. Its development will be informed by a number of studies, consultations, study tours, demonstration projects and community programmes, in areas such as sustainable forest management and reduced impact from mining and infrastructure.

The strategy will consider the opportunity costs of REDD+, including the potential foregoing of revenues from carbon-emitting activities (in conjunction with the definition of the

reference scenario), the cost of replacing livelihoods and/or the development of alternative sources of income. This system will be aimed at recommending effective incentives for the implementation of actions to maintain Guyana's already low rate of deforestation, while building support for REDD+ nationally.

II. Scope of work: Development of a REDD+ Strategy for Guyana

The GFC seeks to engage the service of a consulting firm for the development of a REDD+ Strategy for Guyana. The Consulting Firm will be expected to complete the following activities:

- a. Develop the REDD+ Strategy and Action Plan, including the following tasks:
 - i) Identify REDD+ Strategic Options and prepare a REDD+ Strategy Options Discussion Paper;
 - ii) Undertake a Study Tour with stakeholders to REDD+ countries to share best practices and lessons learned;
 - iii) Develop Communication and Outreach Materials;
 - iv) Undertake National Consultation and Outreach Activities on the REDD+ Strategy Options;
 - v) Develop a REDD+ Strategy and Implementation Plan, including analysis of required investments;
- b. Design, Implement and Evaluate REDD+ Pilot Projects
- c. Undertake Studies and Conduct Workshops with Stakeholders on the REDD+ Pilot Project experiences.

a. Develop the REDD+ Strategy and Action Plan

i) Identify REDD+ Strategic Options and prepare a REDD+ Strategy Options Discussion Paper

The Consultant will undertake a desk review of relevant documents related to the development of a REDD+ Strategy for Guyana, including Guyana's REDD+ preparation proposal and the bibliography cited therein, documents describing the REDD+ Strategies in other countries, and best practice guidelines for the development of REDD+ Strategies, such as WWF Guide to Building REDD+ Strategies: A toolkit for REDD+ practitioners around the globe" (June 2013); and UNREDD's "Implementing Gender-sensitive, Effective and Sustainable REDD+ Strategies"¹; "Guidelines for REDD+ Reference Levels: Principles and Recommendations"; From research to action, leaf by leaf: getting gender right in the REDD+ Social and Environmental Standards. (WEDO and SES, August, 2013)..

The Consultant will undertake preliminary consultation and outreach meetings and workshops with stakeholders to identify and discuss strategic options and identify possible corresponding activities.

The Consultant will propose activities that could be considered for possible inclusion in the REDD+ Action Plan. The Consultant will undertake a Trade-off/Cost-Benefit Analysis of

¹ UNREDD/PB9/2012/IV/2

each REDD+ candidate activity, the results of which will inform the design of the REDD+ strategy. This process will be coordinated by the GFC through the REDD Secretariat, with oversight by the National REDD Working Group (NRWG). Assessments will be done considering and including in aspects of the analysis, the sustainable development of communities. The REDD Secretariat and NRWG will ensure coordination with the SESA and the Consultation & Outreach Plan. This process will include:

- i) Conducting an evaluation of existing economic activities at the community level;
- ii) Identifying spin off benefits and costs that existing economic activities provide to local populations and nearby communities;
- iii) Assessing and quantifying the impacts on the environment/ forest carbon of current economic activities;
- iv) Identifying, through stakeholder consultation, suitable alternative economic opportunities that can be undertaken; This activity will involve outlining a full description of the candidate REDD activity in qualitative and quantitative terms (who will do what differently, how many people)
- v) Assessing and quantifying the benefits, risks, costs, and impacts of the proposed REDD activity on the economic and social livelihoods and the environment and on the carbon balance. As part of the costs for each candidate activity, factor in the cost of replacing livelihoods, if the proposed activity reduces income or access to resources;
- vi) From the proposed alternative economic opportunities, identifying suitable activities will be undertaken in keeping with the expressed needs of stakeholders. Adjust the proposed REDD strategy and propose mitigation measures (social, environmental, economic) in order to minimize costs (including loss of income and loss of access when applicable) and other negative effects (social, environmental, economic) and to optimize carbon gains and other benefits (social, environmental, economic). The objective is to end up with REDD strategies that are as efficient as possible (carbon gains and other benefits should outweigh the costs). The trade-off analysis should indicate clearly when expected benefits from a candidate activity (including its adjustments and mitigation measures) do not outweigh its costs, hence informing the participatory multi-stakeholder debate.
- vii) Identifying and evaluating support that can be provided to help stakeholders adjust and adapt to new policies that affect their livelihoods.
- viii) Assessing the economics of the major land uses causing deforestation & forest degradation.

As part of the development of the REDD+ Strategy and Action Plan, the Consultants will provide guidance to the GoG on strategies and activities to enhance the enforcement of compliance by miners and mining companies with GGMC and EPA's requirement of rehabilitation/restoration/ reforestation on closure of mined-out areas.

The process that will be used to prioritize and select candidate activities will include community outreach and consultations as well as a Study Tour with key stakeholders to other REDD+ countries to exchange experiences and learn best practices on pilot projects in those countries.

The Consultant will prepare a proposal for the Study Tour, including proposed countries and field visits, with a description of the purpose, expected outcomes, participants, and budget. The Study Tour should take place early in the consultancy, in order to provide stakeholders with information needed to effectively participate in the identification of strategic options and activities. The Consultant will prepare a document summarizing the activities and outcomes of the Study Tour, with a list of participants indication, name, gender, corresponding entity and contact information.

Based on the desk review of information, preliminary consultations and outreach and the findings of the Study Tour, the Consultants will develop a primary version of the REDD+ Strategy Options Discussion Paper.

ii) Develop Communication and Outreach Materials and Conduct National Consultation and Outreach Activities on the REDD+ Strategy Options

Prepare communication and outreach materials for use in national communication and outreach workshops and meetings to present and discuss REDD+ Strategy Options. The communication and outreach materials should be in a culturally-appropriate format for each stakeholder group. The Consultant will ensure that the materials are consistent with the guidelines described in REDD+ Communication and Outreach Strategy.

iii) Conduct National Consultation and Outreach Activities on the REDD+ Strategy Options

The Consultant will implement a programme of national consultation and outreach activities, using an iterative, transparent, participatory process in which the formulation of the REDD+ Strategy and Action Plan is developed through a process of investigation and research, active listening, proposition, reflection, analysis, and refinement of concepts and ideas, all with a view of working towards achieving consensus amongst all stakeholders on the REDD+ Strategy and Action Plan. The consultations and stakeholder engagement elements in this consultancy are expected to be executed in close synergy with Component 1b of Guyana's RPP Activities.

iv) Develop REDD+ Strategy and Implementation Plan, including analysis of required investments

The Consultant will design the REDD+ strategy that encompasses a range of programmes aimed at reducing the level of forest carbon emissions (compared to the reference scenario) while promoting local development and social inclusion. It may include enhanced procedures, monitoring and enforcement, public participation mechanisms, as well as awareness and dissemination programmes, and the use of incentive instruments. It will address the causes of deforestation, as well as address fundamental conditions for success, including land tenure security and the design of an equitable benefit sharing mechanism. The

strategy will consider the opportunity costs of REDD+, including the potential foregoing of revenues from carbon-emitting activities (in conjunction with the definition of the reference scenario), the cost of replacing livelihoods and/or the development of alternative sources of income.

The National REDD+ Strategy should be presented in a document that includes the following sections, although the Consultant may include other relevant aspects and is free to vary the organizational structure of the document.

- i. Executive Summary
- ii. Abbreviations
- iii. Glossary
1. Introduction and background: Background on REDD+; REDD+ in the context of Guyana; description of the process of preparing the REDD+ Strategy; Timeline for the implementation of REDD+
2. Strategic Directions: Vision, mission, goals, values and principles, scope of the REDD+ programme; description of the relationship of REDD+ to government programs.
3. The REDD+ framework and strategic pillars.
 - 3.1 Strategic Pillars (description and diagram). Note: The Consultant may wish to consider including Communication and Outreach as one of the Strategic Pillars or, alternatively, as a common element running through or connecting the Strategic Pillars.
 - 3.2 Institutional framework
 - 3.3 Funding mechanisms
 - 3.4 Legislative and regulatory framework
4. Gender: The strategy regarding gender must be based on the UN-REDD Programme Guidelines for implementing gender-sensitive, effective and Sustainable REDD+ Strategies. As such, the REDD+ Strategy must include the following:
 - i) A mechanism to include and engage both female and male stakeholders. To ensure that gender considerations are adequately addressed, the REDD+ Strategy must include a mechanism and/or procedures that will include and engage both women and men as key stakeholders in all phases of decision-making, at all levels. It is essential that both women and men play an active part in and understand the livelihood benefits of REDD+ programmes. Gender considerations must inform the design of the REDD+ Strategy, the Communication and Outreach Strategy and Action Plan, and the design of the REDD+ Pilot Projects. Effective incorporation of gender considerations will result in strategies and designs that more accurately take into account the distinct needs and opinions of women and men. This, in turn, will increase the likelihood of attaining REDD+ programme support, ownership and sustainability. In addition, drawing on the talents and contributions of both women and men, and actively integrating their priorities into strategies can improve programme efficiency, and help achieve programme objectives. Critical to this process is

ensuring women are actively involved in and can influence decision-making processes, and that their gendered roles, contributions and constraints are taken into account when designing and conducting workshops, training, awareness-raising and capacity building activities and consultations.

ii) Conduct a gender analysis to capture the gender dimension in a REDD+ program. Conduct an analysis of the gender differentiated use, access and control of forest resources, and of the gender inequities that are observed in the forest related processes (e.g. participation, transparency, distribution of benefits, etc.). Carry out a gender differentiated analysis of the potential positive and negative impacts associated with gender blind (compared to a gender responsive) REDD+ program. Understand the current situation of Guyana with regards to policies (environmental, gender, sustainable development), climate change initiatives, forestry programs, gender equality, enabling conditions that address gender issues, etc. Identify gender equality and women's rights issues that should be included in a REDD+ program, including a gap and opportunity analysis. Propose concrete suggestions to gender equality and women's rights in the REDD+ program, particularly in the safeguards and standards.²

- iii) Measures to ensure that monitoring and evaluation processes are gender-sensitive. Monitoring and evaluation systems inform decision-making and promote transparency and accountability. Building on the outcome of a gender analysis, establishing an evidence base on the gendered dimensions of resource access, knowledge and use can help to more accurately identify the drivers of deforestation and new opportunities for sustainable forest management. In turn, this can result in better designed interventions and lead to more effective REDD+ project implementation. Developing gender-responsive monitoring and evaluation systems is also critical to accurately detailing project effects on women and men, as well as to strengthen successful practices or implement corrective measures. At a minimum all data should be disaggregated by gender. Gender specific indicators should also be created to monitor, evaluate and track progress of REDD+ policy/programme activities and impacts.
- iv) Measures to ensure the allocation of adequate financial resources to mainstream gender. Meaningful gender equality and women's empowerment activities requires sufficient, dedicated funds throughout all phases of REDD+. Such budgeting strategies are needed to help addressing gender gaps in policies and programming, and help ensure that gender-responsive activities have the proper financial support.
- v) Measures to ensure that there is adequate gender expertise available in all REDD+ phases; that is to ensure that gender specialists are involved in and consulted throughout all phases of REDD+, to facilitate adequate technical

² From research to action, leaf by leaf: getting gender right in the REDD+ Social and Environmental Standards. WEDO and SES. August, 2013.

support to mainstream gender in policies, programming, in developing measurable gender indicators, and in facilitating stock-taking of progress on gender mainstreaming milestones. In this regard, it may be useful to consider partnering with local gender expertise that can be called on to provide guidance and technical assistance.

5. Social and Environmental Safeguards
 6. Governance
 7. Resource Use, Allocation and Management
 8. Research and Development
 9. Measurable, Reportable and Verifiable Conditions
 10. Capacity Building and Communication
 11. Sustainability Financing
 12. Implementation Plan
 13. Conclusion
- Annexes

The Consultant will prepare a draft version of the REDD+ Strategy and Action Plan, which the Consultant will present to and discuss with stakeholders as part of the national communication and outreach plan. The Consultant will prepare the final version of the REDD+ Strategy taking into account the outcomes of the national consultation and outreach activities.

b. Design and Implement REDD+ Pilot Activities

The consultant will design four REDD+ pilot projects and provide technical support during their subsequent implementation. Each pilot project will be designed to address one or more of the four principal drivers of deforestation and forest degradation, namely: i) the targeted harvesting of a limited number of prime commercial species, with little emphasis being placed by the loggers on efficiencies; (For example conducting preharvest inventories to inform utilization, pre-identification of markets before harvesting, utilization of equipment such as portable mills to gain higher conversion rates); 2) the clearing of forested areas for mining; 3) the conversion of forested areas to allow for agricultural activities; and 4) infrastructure development such as roads. Thus, each pilot project is to be designed to address one or more of the following four sectors: mining; forestry; agricultural; and infrastructure development. All four sectors should be addressed by one or more pilot project.

The pilot projects should be designed in such a way as to promote one or more of the the following: (i) conservation of biodiversity; (ii) sustainable use of non-timber forest products (iii) enhanced environmental sustainability and community resilience to climate change; (iv) maintenance cultural practices and preserve cultural identity; and (v) prevention of damaging social and environmental impacts of clear fell logging and oil palm agriculture. The pilot projects should also test and generate information that can inform the analysis of alternatives that address each deforestation and degradation driver.

At the same time, the pilot projects are to be designed to test mechanisms for sharing of various co-benefits for participating Amerindian communities and other forest-based communities.

Pilot projects are to be implemented in collaboration with local partners that have experience within these areas so as to build synergies.

The Pilot Projects will be accompanied by relevant studies and workshops, to be carried out and facilitated by the Consultant, with a view to ensuring that the lessons learned are well documented, disseminated, understood and discussed by stakeholders.

A Monitoring, Reporting and Verification (MRV) system must be included in the design of each pilot project. The need for local community engagement in REDD+ activities, including MRV, has been recognised the GoG as an integral aspect in the development of the REDD+ Strategy. As a pilot initiative relating to community involvement in the MRV System, a project in this area has been launched to establish early lessons. This project is being implemented by the Iwokrama International Centre for Rainforest Conservation and Development (Iwokrama), Global Canopy Programme (GCP) and the North Rupununi District Development Board (NRDDDB), specifically Annai, and the GFCC.

In addition to the community involvement in the MRV, the pilot projects are to include an independent forest monitoring activity as well.

Some of the expected outcomes of the MRV are to:

- build capacity for local communities in Guyana to measure and report on key indicators and metrics such as forest carbon stocks and biodiversity in relation to relevant drivers of forest area change;
- provide the communities with information that can help underpin their adaptive management processes and climate change adaptation strategies;
- enable monitoring of the impacts of potential future REDD+ activities that might occur on community lands (if communities choose to opt-in to the LCDS), with particular regard to social and environmental safeguards;
- verify that such monitoring produces reliable information that can feed into the national MRV System within the framework of Guyana's LCDS and in accordance with IPCC guidelines Trade- off Analysis / Cost-Benefit Analysis (CBA) of each REDD+ candidate activity

Based on desk review of documents, best practices from pilot projects in other REDD+ countries and initial consultations with key stakeholders, the Consultant will develop a set of 1-3 page project profiles of potential pilot projects, to be discussed with stakeholders through extensive consultations as part of the Consultation and Outreach Action Plan described in Component 1b and coordinated by the NRWG.

The Consultant will develop selection criteria for the prioritization of pilot projects. The selection criteria will be discussed, refined as required, and agreed upon in consultation with stakeholders. The criteria will be approved by the GFC through the REDD Secretariat. The selection criteria will include the following:

- Emission reduction potential: The pilot project is to have been designed to target specific drivers of deforestation. As such, it is expected that the activities included in the pilot projects would result during REDD+ in reductions in emissions or maintenance in the already low level of emissions;
- Scalability & replicability: these are important aspects that will be considered in conducting of demonstration/ pilot activities. It is important that project be adaptable for any size of community, as well as be replicable for other communities to follow;
- Social benefits generated: in considering the feasibility of potential REDD+ Activities, it is important for there to be social benefits derived; and
- Multiple co-benefits: another important consideration that will be that multiple benefits will be derived from these projects.

Those pilot projects profiles that achieve the highest score based on the agreed-upon criteria will be developed further, including socio-economic impact assessment, cost/benefit analysis, and environmental assessment. One document will be prepared for each Pilot Project.

Pilot projects that are socially, economically and environmentally feasible will be approved by the GFC through the REDD Secretariat, taking into account the comments and recommendations of the NRWG and based on the approved prioritization criteria.

III. Profile of Consultants

- a. **Qualifications**: A multi-disciplinary team of specialists is required that includes expertise in REDD+ Strategic Planning; Community Development, Communication and Outreach; Socio-economic and Environmental Cost/Benefit Analysis; Gender; and Monitoring and Evaluation. Team members should have, at minimum, an MSc in a relevant field such as: Environmental/Forest Economics; Ecology; Forest and/or Natural Resource Management, Sociology and/or Community Development; International Development Studies. Team members should have experience in and/or a thorough understanding and knowledge of REDD+ and Climate Change.
- b. **Experience**: Previous experience in the development of REDD+ strategies especially at the national level would be an advantage. It is imperative that the team members have knowledge of REDD+ and its international requirements. Knowledge with issues relating or relevant to REDD+ and socio-economic conditions in Guyana would be an added advantage.
- c. **Skills and Abilities**: Team members must possess excellent oral and written English communication skills and must be able to articulate ideas in a clear and concise fashion that target different educational level of understanding. Team members should be willing to undertake a few trips to the hinterland region of the country.
- d. **Technological Awareness**: Candidate must have the ability to make effective use of required computer software and other equipment relevant to the successful completion of the post.

- e. **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- f. **Availability:** The Consultants are expected to make his/her self available throughout the duration of the project in accordance with the approved workplan.

IV. Authority and Responsibility

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. Therefore:

The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will, through the Project Coordinator, approve all outputs from this consultancy.

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. Further, the Consultants will receive full logistical support at pre-approved level, from the GFC.

V. Outputs and Schedule of Payments

- i) Report on the design and implementation of REDD+ pilot activities, inclusive of reports on stakeholder sessions
 - i) An Inception Report, to be presented within 4 weeks of commencing the consultancy;
 - ii) A REDD+ Strategy Options Discussion Paper
 - iii) A report on the Study Tour with stakeholders to REDD+ countries;
 - iv) Communication and Outreach Materials related to the REDD+ Strategy and Action Plan
 - v) A document summarizing the national consultation and outreach activities undertaken during the process of developing the REDD+ Strategy and Action Plan;

- vi) A document describing the Gender Analysis;
- vii) A document describing the Trade Off/Cost Benefit Analyses undertaken as part of the development of the REDD+ Strategy options;
- viii) A document containing the REDD+ Strategy and Action Plan, including detailed cost tables and chronogram of activities;
- ix) Project profiles (1 to 3 page each) of candidate Pilot Projects;
- x) Prioritization and Selection Criteria for Pilot Projects;
- xi) Four documents describing the REDD+ Pilot Projects, including a description of activities, investment requirements, a description of gender considerations include in the project design, results matrix, implementation arrangements including monitoring and evaluation.
- xii) Four semi-annual monitoring reports describing the progress of each pilot project in terms of planned outputs, achievement of milestones and lesson learned, including a section on the community-based MRV.
- xiii) A document presenting the final evaluation of the four Pilot Projects, including recommendations and an Action Plan for scaling-up of the successful Pilot Project experiences during the implementation of REDD+.

The consultancy services will be contracted for a lump-sum and will be paid in the following manner:

- 20% on signature of the Contract;
- 20% upon receipt of acceptable final versions of products mentioned in items (i) through (vii) above;
- 20% upon receipt of acceptable final versions of products (viii) through (xi);
- 5% for each of four semi-annual monitoring reports mentioned in item (xii);
- 20% upon receipt of acceptable final versions of the documents referred to in item (viii) .

Every report must be submitted to the GFC in one electronic file. Report should include cover, main document, and all annexes. (Zip files won't be accepted as final reports, due to regulations from the Records Management Section of the Inter-American Development Bank).

VI. Schedule and Duration

The work of this consultancy is expected to be conducted over a 30 months period, commencing July 2014.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference – Technical Coordinator of the REDD Secretariat

I. Background /Context

Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements for the implementation of Readiness activities as detailed in the R-PP is made up of several components. An important activity is that of providing support to the REDD Secretariat in the implementation of REDD+ readiness activities.

II. Scope of work: Technical Coordinator of the REDD Secretariat (RS)

The GFC seeks to engage the services of an individual consultant to conduct activities as Technical Coordinator of the REDD Secretariat.

III. Profile of Consultant

- a) **Qualifications:** Candidates will have a minimum of a Masters degree in forestry, or, tropical forest ecology and conservation, geography, economics or other related fields,

- b) **Experience:** A minimum of 5 years relevant experience in the area of forestry, climate change, REDD+ or related field is required. The ideal candidate for this position has a strong knowledge of REDD+ and forest carbon stock assessment. Previous experience in forest carbon stock assessment, payments for ecosystem services (PES), forest change detection and working with IPCC Good Practice Guidelines would be an advantage. Familiarity with issues relating or relevant to forestry in Guyana would be an added advantage.
- c) **Skills and Abilities:** Skills required include remote sensing, modelling, project management, fieldwork, and statistical analysis. Candidates must possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise style. Preference will be given to persons being able to communicate in culturally appropriate way with forest communities of Guyana
- d) **Technological Awareness:** Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.
- e) **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- f) **Availability:** The Consultant is expected to make his/her self available throughout the duration of the project and willing to travel around the country to remote places when needed

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentations and training materials. The management of GFC will, through the Project Coordinator, approve the:

- Reports on execution of activities and outcomes of the implementation of the R-PP, and

- Final report

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. The Consultant will receive full logistical support at pre approved level, from the GFC

b. The Role of the Consultant

The Consultant will be expected to complete the following:

- i. Coordinate, support and monitor overall project activities implemented by the RS in relation to REDD+ implementation and the development of the MRVS;
- ii. Coordinate all reporting for bilateral partnerships on REDD+ in identified technical areas;
- iii. Oversee and conduct field surveys and organize teams for REDD+ data collection and analysis, including ground truthing;
- iv. Support the implementation of readiness activities as outlined in the Readiness Preparation Proposal;
- v. Assist in planning and conducting of REDD+ outreach activities including participating in awareness raising and capacity building exercises as required;
- vi. Develop and draft project assessment reports, and field monitoring reports;
- vii. Develop project proposal for funding and monitor project activity implementation;
- viii. Ensure that all activities are conducted in a manner that is compliant with IPCC GPGs, UNFCCC standards as well as guidance laid out in the GOFC GOLD Sourcebook.
- ix. Oversee the verification of results of imagery analyses by airborne or ground inspection;
- x. Perform functions as the key point of contact for technical matters on REDD+ to the Office of Climate Change;
- xi. Provide regular updates to the MRVS Technical Sub Committee on the progress of the development of the MRVS.
- xii. Support the monitoring and evaluation processes of the technical cooperation project

V. 5. Deliverables:

- a. Prepare a work plan in collaboration with GFC management, detailing activities and outputs for the duration of the assignment.
- b. Plan for and organise logistics for the conducting of field activities.
- c. Monitoring reports on overall project activities implemented by the RS in relation to REDD+ implementation and the development of the MRVS;
- d. Coordinated reports for bilateral partnerships on REDD+ in identified technical areas;
- e. Reports on field surveys, data collection and analysis, including ground truthing;
- f. Project assessment reports, and field monitoring reports;
- g. Project proposal for funding and monitor project activity implementation;

- h. Written updates to the MRVS Technical Sub Committee on the progress of the development of the MRVS.

VI. Schedule and Duration

The work of the Technical Coordinator is expected to be conducted over a 24 month period, commencing July 2014.

VII. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference – Director of the REDD Secretariat

I. Background /Context

As one of the largest remaining blocks of primary tropical forest on Earth, the Guiana Shield Eco-Region play a critical role in mitigating climate change. The Eco-Region contains both the highest percent of primary forest cover (over 90% is intact tropical forest) and the lowest human population density of any major tropical area. Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements for the implementation of Readiness activities as detailed in the R-PP is made up of several components. An important activity is that of providing support to the REDD Secretariat in the implementation of REDD+ readiness activities.

II. Scope of work: Director of the REDD Secretariat

The GFC seeks to engage the services of an individual consultant to conduct activities as Director of the REDD Secretariat. The Consultant will be expected to complete the following:

- a) Provide strategic direction on the development of the national REDD+ framework and programmatic work for the REDD Secretariat, including the future development and operation of the Monitoring, Reporting & Verification System (MRVS).

- b) Provide technical direction for the development and design of projects to be implemented by the RS from definition phase through implementation.
- c) Provide substantive, technical and procedural inputs on issues relating to:
 - Reference level approaches and development;
 - REDD+ policies;
 - MRV and linking of MRV of actions and MRV of transactions;
 - National data infrastructure of forest GHG inventory and assessment in place for regular reporting
- d) Oversee the execution of national level REDD+ activities as outlined in the Low Carbon Development Strategy;
- e) Oversee the implementation of readiness activities as outlined in the Readiness Preparation Proposal;
- f) Manage technical resources within budget and respective project schedules.
- g) Monitor and review program indicators, evaluate program results progress reports of team members and make recommendations for improvement in program implementation.
- h) Coordinate the engagement and participation the NRWG provided that RS is the secretariat of the NRWG.
- i) Organize and Manage the National REDD Working Group (NRWG); Perform regular quarterly meetings and other meetings as needed
- j) Provide supervision, support, and direction to long- and short-term staff.
- k) Ensure that all activities are conducted in a manner that is compliant with IPCC GPGs, UNFCCC standards as well as guidance laid out in the GOFC GOLD Sourcebook.
- l) Provide regular updates to the MRVS Steering Committee on the progress of MRVS implementation.

III. Profile of Consultant

- a) **Qualifications:** Candidates will have a minimum of a Masters degree in forestry or related field (e.g. tropical forest ecology and conservation, geography, economics), along with relevant work experience in forestry or related field. Experience managing climate change & forestry related projects, ecosystem service payment (PES), or forestry projects generally and REDD+ in particular, is an advantage. Additional skills include remote sensing, modelling, project management, fieldwork, and statistical analysis
- b) **Experience:** The candidate must have at least 5 years working experience in the field of REDD+ or natural resources management. The ideal candidate for this position has a strong knowledge of REDD+ and forest carbon stock assessment. Previous experience in forest carbon stock assessment, forest change detection and working with IPCC Good Practice Guidelines would be an advantage. Familiarity with issues relating or relevant to forestry in Guyana would be an added advantage.
- c) **Skills and Abilities:** Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and

concise style. Preference will be given to persons being able to communicate in culturally appropriate way with forest communities of Guyana

- d) **Technological Awareness:** Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.
- e) **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- f) **Availability:** The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will, through the Project Coordinator, approve the:

- Reports on execution of activities and outcomes, and
- Final reports on key activities.

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. The Consultant will receive full logistical support at pre approved level, from the GFC

b. The Role of the Consultant

- xiii. The Consultant will work along with the GFC and REDD Secretariat and other relevant stakeholders in planning and executing activities related to Guyana's REDD+ technical programme of work.
- xiv. Prepare a work plan in collaboration with GFC management, detailing activities and outputs for the duration of the assignment.

- xv. Oversee the execution of all activities of the REDD Secretariat to meet set goals and objectives.
- xvi. Plan and manage all technical and administrative activities of the REDD Secretariat.

V. Schedule and Duration

The work of the Consultation and Outreach Specialist is expected to be conducted over a 24 month period, commencing July 2014.

VI. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference – Field Team Leader for Implementation of Guyana's REDD+ Activities

I. Background /Context

Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements for the implementation of Readiness activities as detailed in the R-PP is made up of several components. An important activity is that of providing support to the REDD Secretariat in the implementation of REDD+ readiness activities.

II. Scope of work: Field Team Leader

The GFC seeks to engage the services of an individual consultant to conduct activities as Field Team Leader for Implementation of Guyana's REDD+ Activities. The Consultant will be expected to complete the following:

- a) Support the implementation of the REDD Secretariat's work plan in implementation of activities in Guyana's Forest Carbon Monitoring System (FCMS)
- b) Manage the budget and expenditures to ensure field exercise objectives are achieved.
- c) Oversee and assist in the identification and selection of areas, sample collection and processing, and in overall preparation of field activities for the establishment of national biomass monitoring plots for the FCMS.

- d) Ensure all operations are carried out in compliance with IPCC guidelines.
- e) Supervise field teams during field exercises, including safety, hygiene, discipline and welfare
- f) Outreach and communicate in a timely manner with communities where field activities are going to take place
- g) Coordinate with the projects officer responsible for data management to ensure that data collected is input in a timely manner into the databases and that all databases are up to date.
- h) Provide support to team leaders during field exercises and assist in areas required, including training of staff.

III. Profile of Consultant

- l) **Qualifications:** Diploma in Forestry, Environmental Management or relevant field.
- m) **Experience:** Candidates must possess a minimum of 3 years proven field experience at the national and/ or international level in the areas of biomass data collection, analysis and monitoring. Experience and knowledge local circumstances in Guyana is preferred.
- n) **Skills and Abilities:** Candidate must also possess excellent oral and written english communication skills and be able to articulate ideas and write reports in a clear and concise style. Preference will be given to persons with experience in communicatin in a culturally appropriate way with forest communities of Guyana
- o) **Technological Awareness:** Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.
- p) **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- q) **Availability:** The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process.

The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS)

was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will, through the Project Coordinator, approve the:

- Work plan
- Reports on execution of activities and outcomes, and
- Final report

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. The Consultant will receive full logistical support at pre approved level, from the GFC

b. The Role of the Consultant

- xvii. The Consultant will work along with the GFC and REDD Secretariat and other relevant stakeholders in planning and executing activities related to Guyana's forest carbon monitoring system.
- xviii. Prepare a work plan in collaboration with GFC management, detailing activities and outputs for the duration of the assignment.
- xix. Supervise and lead REDD+ field activities.
- xx. Plan for and organise logistics for the conducting of field activities.
- xxi. Prepare a training schedule and manual and conduct training of staff of the REDD+ Secretariat and GFC.

V. Schedule and Duration

The work of the Consultation and Outreach Specialist is expected to be conducted over a 24 month period, commencing July 2014.

VI. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference –Specialist to Conduct Strategic Environmental & Social
Assessment of REDD+ Implementation in Guyana

I. Background/Context

Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

One of the integral steps in the preparation of Guyana's REDD+ Strategy is to conduct a Strategic Environmental and Social Assessment (SESA) during the Readiness Preparation phase in order to identify, and to help integrate into the REDD+ Strategy, the key environmental, social, legal and policy dimensions of REDD+. This is outlined in Component 2d of Guyana's R-PP, December 2012. The SESA is designed to undertake a series of analytical and diagnostic studies in a participatory manner. The findings of the SESA will provide the basis for drafting and finalizing the instruments required under the safeguard policy and outlined in the Common Approach.

II. Scope of work: Conduct Strategic Environmental & Social Assessment of REDD+ Implementation in Guyana

The GFC seeks to engage the service of an individual or firm to Conduct Strategic Environmental & Social Assessment of REDD+ Implementation in Guyana. It should be

noted that consultation and stakeholder engagement is expected to be conducted at each stage of this process and is expected to be executed in close synergy with Component 1b of Guyana's RPP Activities. The Consultant/ Firm will be expected to complete the following:

- a. **Scoping and Baseline**- this process is expected to determine the most critical issues that the SESA process will focus on as well as conduct initial consultation and stakeholder engagement. These activities will be conducted in collaboration with the GFC.
- b. **Prepare Environmental & Social Management Framework (ESMF)**- this should include the recommendation of an institutional structure for the implementation of SESA activities for future implementation of REDD+ activities. Accompanying the institutional structure should be the identification of resources for implementation. It is expected that operational guidelines will be developed to guide future SESA related activities. The ESMF must be acceptable to the World Bank and IDB that will include specific sections on safeguards policies, including:
 - I. Environmental and Social Assessment (ESA) to address any potential environmental and/or social impacts as required by the World Bank Environmental Assessment Policy (OP 4.01) and in the IDB Environment and Safeguards Policy (OP-703);
 - II. Resettlement Policy Framework (RPF) to address any potential land expropriation and/or physical relocation as required by the World Bank Involuntary Resettlement Policy (OP 4.12) and the IDB Involuntary Resettlement Policy (OP-710);
 - III. Process Framework (PF) for restriction of access to natural resources as required by the World Bank Involuntary Resettlement Policy (OP 4.12), which will also include restriction of access to natural resources outside of parks and protected areas and in accordance with the livelihood restoration provisions of OP-710; and
 - IV. Indigenous Peoples Planning Framework (IPPF) including a complete evaluation of the potential impacts on Indigenous Peoples, and benefit-sharing arrangements, as required by the World Bank Indigenous Peoples Policy (OP 4.10) and the IDB Indigenous Peoples Policy (OP-765).
- c. **Analytical and Diagnostic Studies-**
 1. **Environmental studies**
 - I. Ecological and economic analysis of the status, trends, and drivers of change in environmental goods and services provided by forests and other ecosystems whose management may be affected by a REDD+ program including the distribution of flows of benefits from these goods and services to different stakeholders (inter alia timber, non-timber forest products, biodiversity benefits, livelihood support, water quality and quantity, and cultural values).
 - II. Analysis of the biophysical cycles and changes over time that may affect the management of ecosystems including the El Niño Southern Oscillation and Northern Atlantic Warming and changes in extreme weather events and conditions due to climate change.

2. Social studies

- I. Analysis of the uses of environmental goods and services from ecosystems that may be affected by the REDD+ program including, inter alia, forestry, mining, tourism, hydroelectricity, subsistence use, and cultural values.
- II. Analysis of stakeholders in the use and management of environmental goods and services and REDD+ program including evaluation of the importance and role of these stakeholders.
- III. Analysis of the frameworks and capacities for the use and management of environmental goods and services and those required for the implementation of a national REDD+ program.
- IV. Analysis of actors and financing for REDD+ including analysis of existing and future markets for carbon and biodiversity.

3. Institutional studies

- I. Documentation and analysis of the relevant international treaties, agreements, instruments, and their interpretation relating to REDD+ programs including, inter alia, those relating to carbon emissions, benefit sharing, indigenous rights, biodiversity, and resource management.
- II. Documentation and analysis of the relevant national policy, legislation, and their interpretation relating to REDD+ programs in Guyana including, inter alia, those relating to carbon emissions, benefit sharing, biodiversity, and resource management.

4. Analysis of compliance with World Bank and IDB Safeguard and Disclosure Policies including the Common Approach- Anticipating potential impacts that may result from the implementation of the REDD+ strategy, the following World Bank safeguard policies appear applicable, at this time; to the proposed REDD+ operation in Guyana:

- I. Environmental Assessment (OP 4.01)
- II. Natural Habitats (OP 4.04)
- III. Forests (OP 4.36)
- IV. Physical Cultural Resources (OP 4.11)
- V. Indigenous Peoples (OP 4.10)
- VI. Involuntary Resettlement (OP 4.12) (To manage restriction of access to natural resources)
- VII. Safety of Dams (OP 4.37) (*TBD*)
- VIII. Projects on International Waterways (OP 7.50) (*TBD*)
- IX. Projects in Disputed Areas (OP 7.60)

In addition, the following IDB policies appear applicable to the proposed REDD+ operation in Guyana:

- I. Environment and Safeguards Policy (OP-703)

- II. Indigenous Peoples Policy (OP-765)
- III. Involuntary Resettlement Policy (OP-710)
- IV. Gender Equity in Development Policy (OP-761)
- V. OP102 Access to Information
- VI. OP704 Natural Disaster Risk Management

*The World Bank and IDB policies are encompassed in the Common Approach which requires safeguard outcomes equivalent to the highest applicable standard.

III. Profile of Consultant

- a. **Qualifications** – A PhD in Environmental/Forest Economics, Ecology, Forestry/Forest Management, Natural Resources Management, or a related field, with a strong prominence on development of National Strategies and knowledge of REDD+.
- b. **Experience** - Previous experience in the development of strategies especially at the national level would be an advantage. It is imperative that the candidate has knowledge of REDD+ and its international requirements. Knowledge with issues relating or relevant to REDD+ and socio-economic conditions in Guyana would be an added advantage.
- c. **Skills and Abilities-** Candidate must possess excellent oral and written English communication skills for training in areas such as REDD+ and strategy development. The Candidate must be able to articulate ideas in a clear and concise fashion that target different educational level of understanding, and should be willing to facilitate a few trips to the hinterland region of the country.
- d. **Technological Awareness-** Candidate must have the ability to make effective use of required computer software and other equipment relevant to the successful completion of the post.
- e. **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- f. **Availability:** The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and

environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. Therefore:

The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will, through the Project Coordinator, approve the:

- Work plan
- Consultation and stakeholder engagement presentations
- Reports on the consultation and stakeholder engagement sessions conducted and feedback received, and
- Final report.

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. Further, the Consultant will receive full logistical support at pre-approved level, from the GFC.

b. The Role of the Consultant

- I. Prepare a work plan in collaboration with the GFC Project Team, detailing activities and outputs for the duration of the assignment.
- II. Organize a strategy undertaking an approach that is participatory, inclusive and will integrate all levels of stakeholders.
- III. Execute the work plans to achieve the desired results within the schedule timeline.
- IV. Prepare final reports detailing findings and recommendation on complete execution of the assignment.

V. Reporting & Timelines

Outputs & Deliverables

- I. Scoping and Baseline Report -
- II. Environmental and Social Management Framework (ESMF)
- III. Reports on Analytical and Diagnostic Studies

VI. Schedule and Duration

The work of this project is expected to be conducted over a 30 months period, commencing July 2014.

VII. Remuneration

The fee and duration of time for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference – REDD+ Legal Specialist

I. Background/Context

Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

In order to be able to successfully implement REDD+ in Guyana, an integral area will be that of training and education of relevant agencies in the interpretation and implementation of the national natural resources legislation in the context of REDD+, as outlined in Component 2c of Guyana's R-PP, December 2012. This initiative will go towards enabling Guyana to be effectively able to sustain national level activities in the implementation of a forest carbon financing mechanism, such as REDD+.

II. Scope of work: REDD+ Legal Specialist to Conduct Training and education on the interpretation and implementation of natural resources legislation, policy and guidelines.

The GFC seeks to engage the services of an individual consultant (or firm) to conduct training and education on the interpretation and implementation of natural resources legislation, policy and guidelines, in the context of REDD+. As such the following activities must be completed:

- a) **Assessment of local institutional capacities and development of a Training Plan to interpret and implement natural resources legislation, policy and guidelines-** The assessment is expected to be conducted to include relevant agencies involved in the implementation of REDD+, as well as for natural resources management in Guyana. The Plan should target the promotion, training and education on the interpretation and implementation of natural resources legislation, policy and guidelines, specifically legislation such as the Forest Act, Amerindian Act, Mining Act and Environmental Protection Act among others;
- b) **Development of training manuals and other materials** – Based on the assessment of the existing capacities to interpret and implement natural resources legislation, policy and guidelines, training materials, including manuals will be prepared, in collaboration with the GFC.
- c) **Training and education on the interpretation and implementation of natural resources legislation, policy and guidelines-** targeted training will be conducted to fill the capacity gap on the interpretation and implementation of natural resources legislation, , policy and guidelines.

III. Profile of Consultant

- g) **Qualifications:** At least an MSc degree Environmental Law, Resource Economics, or relevant field and equivalent professional work experience.
- h) **Experience:** Candidates must possess a minimum of 5 years proven work experience at the national and/ or international in the area of REDD+ or Climate Change. Experience working with natural resource agencies in Guyana is preferred. Candidates will have previous experience of at least 2 years in training and capacity building activities with government officials and communities. Preferably in the areas of social or environmental development.
- i) **Skills and Abilities:** Candidate must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise style. Preference will be given to persons being able to communicate in culturally appropriate way with forest communities of Guyana.
- j) **Technological Awareness:** Ability to make effective use of relevant computer software programme for training and preparation of training materials (MS Office), and other equipment relevant to the execution of training workshop.
- k) **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- l) **Availability:** The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

- c. **The Role of the GFC**

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. Therefore:

The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials.

The management of GFC will, through the Project Coordinator, approve the:

- Work plan
- Training presentations and additional material
- Reports on the training sessions conducted, and
- Final report on assignment.

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. The Consultant will receive full logistical support at pre approved level, from the GFC.

d. The Role of the Consultant

- I. Prepare a work plan in collaboration with GFC management, detailing activities and outputs for the duration of the assignment.
- II. Work along with the GFC; REDD Secretariat and other relevant stakeholders in planning and executing all aspects of this assignment.
- III. Document outcomes and feedback on all sessions conducted.
- IV. Train and educate relevant personnel from GGMC, GL&SC, MNRE and Unions of Miners on sustainable use of forest resources and REDD+ .
- V. Prepare final reports detailing findings and recommendation on complete execution of the assignment.
- VI. Execute the work plans to achieve the desired results within the schedule timeline.

V. Reporting & Timelines

Outputs & Deliverables

- I. Assessment of local institutional capacities and development of a Training Plan to interpret and implement natural resources legislation, policy and guidelines-

- II. Development of training manuals and other materials –
- III. Minutes highlighting the hours and names of personnel trained and educated on the interpretation and implementation of natural resources legislation, policy and guidelines-
- IV. A document stressing further needs and gaps in knowledge and training.

VI. Schedule and Duration

The work of the Researcher is expected to be conducted over a 15 month period, commencing February 2014.

VII. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference – Tree Spotter for Implementation of Guyana's REDD+ Activities

I. Background /Context

As one of the largest remaining blocks of primary tropical forest on Earth, the Guiana Shield Eco-Region play a critical role in mitigating climate change. The Eco-Region contains both the highest percent of primary forest cover (over 90% is intact tropical forest) and the lowest human population density of any major tropical area. Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements for the implementation of Readiness activities as detailed in the R-PP is made up of several components. An important activity is that of providing support to the REDD Secretariat in the implementation of REDD+ readiness activities.

II. Scope of work: Tree Spotter

The GFC seeks to engage the services of an individual consultant to conduct activities as Tree Spotter for Implementation of Guyana's REDD+ activities. The Consultant will be expected to complete the following:

- a) Conduct data collection under the supervision of the Team Leader
- b) Managing tools, equipment and other resources allocated and ensure that field equipment are maintained in good working condition
- c) Identify by species trees within the forests of Guyana as accurately as possible

- d) Assist in providing on the ground training to new staff

III. Profile of Consultant

- b) **Qualifications:** At Least a Certificate in Forestry or relevant field, or training in tree spotting.
- r) **Experience:** Candidates must possess a minimum of 5 years proven field experience and good working knowledge of trees of Guyana's forest by species. Experience and knowledge of the local of Guyana is preferred.
- s) **Skills and Abilities:** Candidate must also possess acceptable oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise style.
- t) **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- u) **Availability:** The Consultant is expected to make his/her self available throughout the duration of the project.

IV. Authority and Responsibility

c. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process.

The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will, through the Project Coordinator, approve the:

- Reports on execution of activities and outcomes, and
- Field Reports

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan and execute the training sessions. The Consultant will receive full logistical support at pre approved level, from the GFC

d. The Role of the Consultant

- i. The Consultant will work along with the GFC and REDD Secretariat and other relevant stakeholders in planning and executing activities related to Guyana's Forest Carbon monitoring System.
- ii. Prepare a work plan in collaboration with GFC management, detailing activities and outputs for the duration of the assignment.
- iii. Plan for and organise logistics for the conducting of field activities.

V. Schedule and Duration

The work of the Consultation and Outreach Specialist is expected to be conducted over a 24 month period, commencing July 2014.

VI. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.

Guyana Forestry Commission
Implementation of Guyana's Readiness Preparation Proposal (R-PP)
Terms of Reference – Driver for the REDD Secretariat

I. Background /Context

As one of the largest remaining blocks of primary tropical forest on Earth, the Guiana Shield Eco-Region play a critical role in mitigating climate change. The Eco-Region contains both the highest percent of primary forest cover (over 90% is intact tropical forest) and the lowest human population density of any major tropical area. Guyana's forest covers approximately 85% of the country, contains over 5GtCO₂ in above ground biomass, and is estimated at 18.378 million hectares (Guyana MRVS Interim Measures Report, 26 July, 2012). Guyana has expressed a commitment to contribute to addressing the second most important source of carbon dioxide emissions world-wide coming from deforestation and forest degradation, estimated at approximately 18% of global emissions.

The Government of Guyana (GoG) has embarked on a national programme that aims to protect and maintain its forests in an effort to reduce global carbon emissions and at the same time attract resources to foster growth and development along a low carbon emissions path. Guyana's Low Carbon Development Strategy (LCDS) sets out a vision through which economic development and climate change mitigation will be enabled through the generation of payments for forest services in a mechanism of sustainable utilization and development. The result is intended to be the transformation of Guyana's economy whilst combating climate change.

The Guyana Forestry Commission, a State Agency with responsibility to plan and manage the State Forest Estate in Guyana, has the responsibility of overseeing the national implementation of key technical aspects of REDD+ activities, including the readiness activities under Guyana's R-PP under the FCPF.

Guyana's LCDS and work on REDD+ are under-pinned by the Readiness Preparation Proposal (R-PP), which is one of the chosen multilateral route for preparing for REDD+. The R-PP provides the framework through which Guyana will become ready for the implementation of a forest carbon financing scheme, such as REDD+.

The establishment of National Readiness Management Arrangements for the implementation of Readiness activities as detailed in the R-PP is made up of several components. An important activity is that of providing support to the REDD Secretariat in the implementation of REDD+ readiness activities.

II. Scope of work: Driver for the REDD Secretariat

The GFC seeks to engage the services of an individual consultant to conduct activities as Driver for the REDD Secretariat. The Consultant will be expected to complete the following:

- a) Ensuring that vehicle, all tools and accessories are maintained in a clean and safe condition
- b) Transporting staff in a safe manner and a directed by the identified Supervisor.
- c) Ensure that the vehicle is roadworthy at all times and that safety checks are done on a daily basis on tires, mirrors, wipers, lubricants, fuel, spare wheel, fluids, batteries etc.

- d) Maintain the vehicle log book in accordance with set procedures and to produce this on a fortnightly basis for checking
- e) Assisting in minor vehicular repairs and servicing especially when the vehicle is taken to the workshop
- f) Ensuring compliance with all traffic and transport laws and regulation of the land
- g) Ensuring that all documents are renewed in due course to prevent any problems with the law
- h) To report all defects promptly and to follow up to ensure that defects are corrected
- i) To report all accidents promptly and to follow up reports to the police station and insurance company

III. Profile of Consultant

- a) **Qualifications:** Attendance at a secondary school, a valid driver's licence.
- b) **Experience:** Candidates must possess a minimum of 5 years proven off road experience and good working knowledge of Guyana's roadways. A heavy vehicle licence and experience would be an advantage.
- c) **Skills and Abilities:** Candidate must also possess acceptable oral and written English communication skills.
- d) **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural organization. Ability to provide effective support in relation to work conducted by colleagues.
- e) **Availability:** The Consultant is expected to be available on a full time basis.

IV. Authority and Responsibility

a. The Role of the GFC

The Guyana Forestry Commission (GFC) has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards. In this regard, the GFC has been tasked with the responsibility of overseeing the process to develop and implement the national REDD+ Strategy, including the national MRVS, as well as readiness activities under the FCPF. A REDD Secretariat (RS) was established as a new operational unit to execute all REDD+ related activities with oversight of the GFC. The Guyana Forestry Commission, through its Project Coordinator will provide access to relevant personnel and information to be used in the preparation of training presentation and training materials. The management of GFC will, through the Project Coordinator, approve the:

- Field Work to be Conducted

- Field trips and other site visits

The management of GFC will identify GFC staff members whom will be collaborating with the Consultant to plan field missions. The Consultant will receive full logistical support at pre approved level, from the GFC

b. The Role of the Consultant

- iv. The Consultant will work along with the GFC and REDD Secretariat and other relevant stakeholders in planning and executing activities related to REDD+ readiness.
- v. Plan for and organise logistics for the conducting of field activities.
- vi. Execute the functions of driving to support field work and other transportation functions required.

V. Schedule and Duration

The work of the Consultation and Outreach Specialist is expected to be conducted over a 24 month period, commencing July 2014.

VI. Remuneration

The fee for the implementation of activities and delivery of results for this consultancy will be negotiated between the GFC and the Consultant.