
EUROPEAN FOREST INSTITUTE

TENDER SPECIFICATIONS

PROCUREMENT REFERENCE NUMBER 9-15.2-2019-EFI

Timber Legality Assurance System (TLAS) Expert for EFI Technical Assistance Project (EFITAP) Guyana

1. TERMS OF REFERENCE

1.1. Background

1.1.1 Introduction

Forests cover 87% of Guyana's total land area of 21.1 million hectares and they are an important contribution to the economy, providing jobs and sustaining livelihoods. The government own 86% of the forests, while indigenous peoples own 14% of the land. The culture and traditions of Guyana's indigenous peoples are rooted in sustainable use of lands they have customarily occupied and used. Guyana has maintained one of the lowest deforestation rates peaking at 0.079% in 2012 and 0.048% in 2017. Of the forested area, approximately 12.6 million hectares is State Forest administered by the Guyana Forestry Commission (GFC). These forests are classified as swamp forest on the coast and rain forest, seasonal and dry evergreen forest in the interior. The forest industries sub-sector consists of mainly logging and sawmilling operations conducted by GFC approved Forest Sector Operators (FSO) that can include large concessions (>8097ha), small concessions (<8097ha), Amerindian villages, private landowners and state lands in conversion (i.e Salvage Timber).

The timber trade between Guyana and the EU accounts for up to 5-8% of Guyana's timber industry. Most exports of timber from Guyana to the EU are destined for the UK.

Guyana decided in 2012, after a series of consultations with internal and external stakeholders, to engage with the European Union to negotiate a Voluntary Partnership Agreement (VPA). Guyana's motivations for entering into a VPA with the EU extended beyond expanding markets in Europe and included strengthening its forest sector governance and improving its systems of tracking and tracing timber and timber products. Guyana also sought to improve its international reputation as a responsible forest nation. The Guyana - EU VPA was initialled in November 2018. The ratification process is on-going in EU and Guyana.

To implement the commitments made in the VPA, Guyana has prepared a draft **Joint Implementation Framework (JIF)** through a multi stakeholder process. The JIF provides a mechanism for the Joint Monitoring and Review Committee (JMRC) to guide and monitor the implementation of the VPA. The JIF covers the period from the initialling of the VPA up to and including the independent joint evaluation of the operational readiness of the GTLAS. The JIF itself has a duration of 4 years and is anticipated to be jointly endorsed by the EU and Guyana.

The JIF provides the programmatic framework within which all VPA-related implementation actions will take place. As a coordination mechanism, the JIF was designed to ensure synergies between and among all local VPA stakeholders and the international development partners.

The Department for International Development (DFID) leads the UK's efforts to tackle poverty and global challenges in the national interest. The Forest Governance, Markets and Climate Programme (FGMC) is a 10-year, £250 million programme aimed at tackling forest governance failures in developing timber-producing countries and the consequent market failures that result in illegal exploitation of forest land and resources and the associated trade in timber and other commodities. As part of this global effort, FGMC provides support to the government of Guyana through its programme with European Forest Institute, in its efforts to tackle illegal logging and strengthen governance in the sector.

The European Forest Institute (EFI) is a pan-European international organization. EFI provides forest-related knowledge around three interconnected and interdisciplinary themes: (i) bioeconomy, (ii) resilience and (iii) governance. With a decade of practical experience supporting the implementation of political and technical partnerships such as Voluntary Partnership Agreement (VPA) processes in 15 countries throughout Africa, Asia as well as Central and South America, REDD processes as well as governance and market reforms EFI is seeking

the services of a long-term key expert as **Timber Legality Assurance System Expert** (hereafter TLAS Expert) for the EFI Technical Assistance Project (EFITAP), supporting Guyana to kickstart Guyana's forest governance reforms framed in the Guyana-EU Voluntary Partnership Agreement (VPA)'.

EFI will support Guyana to kickstart its forest governance reforms necessary to prepare for VPA implementation in the initial phase of the JIF. Therefore, **EFI will engage the services of one long-term key expert as TLAS Expert, and another long-term key expert on Project Management through other type of contracting process.** Together they will undertake the following assignment:

1.1.2. Objectives of EFITAP Guyana

The objectives are to:

1. Support Guyana, and in particular the Guyana Forestry Commission (FGC) to kickstart its forest governance reforms necessary to prepare for VPA implementation in the initial phase of the JIF, and
2. Ensure that the following six identified outcomes of the EFITAP are realised through the preparation and timely delivery of the project work plan and the range of expertise and inputs identified therein.

The main outcomes of this assignment include:

- Outcome 1: *Strengthened and more transparent legality control system designed/ being developed;*
- Outcome 2: *Strengthened regulatory framework through harmonisation of the governing Acts and relevant procedures of TLAS agencies;*
- Outcome 3: *Increased capacity of stakeholders to implement the legality control system;*
- Outcome 4: *Increased Transparency in the forestry sector through the establishment of an information sharing mechanism;*
- Outcome 5: *Outreach increased with key stakeholders in preparation for implementation; and*
- Outcome 6: *Supporting the GRM to facilitate the channelling of Amerindian rights issues.*

1.1.3. Scope and tasks of the EFITAP Guyana

EFITAP will deliver Technical Assistance over a period that is shorter than the JIF itself and the specific work to be performed are geared towards producing outcomes that can be completed within the timeframe of the project (22 months). Emphasis are placed on critical priorities (**6 outcomes**) that form the foundation for the implementation of later activities contemplated of/envisaged under the JIF.

- a) EFITAP Outcome 1: Strengthened and more transparent legality control system designed/ being developed.**

This outcome will establish the design of the supply chain and legality verification controls, that will be developed and agreed with all concerned stakeholders. This will also provide the necessary building blocks for any future IT-system.

i. Description (procedure /protocol) of the operational business processes and supply chain controls developed and agreed. This action will require the following indicative tasks -

- a. Using the preparatory work of the World Resources Institute (WRI) for reviewing existing operational documentation (policies, procedures, other) of GFC and other state agencies and government ministries involved in the GTLAS implementation.
- b. Review together with GFC applicable study documents, evaluations, needs assessments and 'gap analysis' relating to institutional and operational aspects of such agencies as well as the extent of their role and existing capacity to implement GTLAS.
- c. Mapping of the business processes relating to –
 - c.1 The GFC and its role in implementing the GTLAS,
 - c.2 Each agency involved/ contributing to the implementation of the GTLAS and its role, interface and contribution thereto,
 - c.3 In addition to c.1 above, a complete mapping will be done of the supply chain including (control points, controls in place, roles and responsibilities, etc), and
 - c.4 information flow (compliance and supply chain) inter and intra-agency as well as how it informs decision making.
- d. Based on this mapping compile an indicative risk and gaps analysis reaffirming/ supplementing the work done by WRI.
- e. Complete description of the operational business process and supply chain control.
- f. Conduct strategic focus groups discussions (intra agency) as well as wider stakeholder consultations (inter-agency, private sector and CSO).
- g. Finalised description and protocols with GFC based inputs/ results from stakeholder sessions/meetings.
- h. Assist GFC in stakeholder consultations on the finalised protocols to secure finalised design.

ii. Description (procedure/protocol) of all legality verification processes (incl. other TLAS agencies) developed and agreed. This action will require the following indicative tasks -

- a. Description of the GTLAS Verification Framework document which will form the basis of the GTLAS Manual of procedures; Framework will be informed by description of the operational business process and supply chain control as well as 'gap analysis'.
 - a.1 Stakeholder consultation and revision of GTLAS from work (policies, procedures, other) of GFC and other state agencies and government ministries involved in the GTLAS implementation.
 - a.2 Stakeholder validation of GTLAS Framework document.
- b. Description/ development of concept protocols; procedures; supporting documents on aspect such as:

- b.1 Institutional roles and responsibilities in relation to GTLAS.
- b.2 Verification procedures (legality definition) including frequency, roles-responsibilities, sampling, and all related aspects required for GTLAS implementation.
- b.3 Identifying, recording, managing and consequences of non-compliance's.
- b.4 Inter-agency collaboration/ coordination.
- b.5 Information flow, management on verification, compliance and decision-making.
- b.6 Licensing unit and FLEGT Licensing (application, processing and decisions).
- b.7 Complaints Mechanism.
- b.8 Other protocols, procedures, supporting documents and work instructions relating to GTLAS implementation.
- c. Stakeholder consultation (intra/ inter agency; private sector and CSO) on GTLAS Verification Framework.
 - c. Field testing descriptions/ concepts to asses practicality and feasibility -
 - c.1 Include other agencies in field testing, as well as
 - c.2 Include CSO and private sector field testing.
- d. Finalise and validate procedures in consultation with relevant stakeholders to secure buy-in.

iii. Preparation of a comprehensive document that describes the supply chain and legality verification controls, which will provide the necessary building blocks for any future IT-system. This action requires the following indicative tasks -

- a. Description and mapping of the entire supply chain (all sources and control points).
- b. Description in the GTLAS Verification Framework relating to supply chain controls.
- c. Describing and development of procedures (strengthening existing procedures) on aspects such as –
 - c.1 Process and operational controls at each control point.
 - c.2 Role and responsibility at each control point.
 - c.3 Information/ data recorded at each control point.
 - c.4 data reconciliation and data validation at each control point/ between control points.
 - c.5 Information management and decision-making processes.
- d. Description of existing WTS database/ information system including gaps / weaknesses identified.
- e. Identifying and mapping requirements of turning existing supply chain information system into an IT based system that will improve aspects such as improved data capture, data retrieval, data management and support informed decision making whilst reducing and/or optimizing transaction time.

e.1 guidance on the requirements of a 'fit for purpose' system which considers local context (including stakeholder requirements).

e.2 guidance on application program interfaces (APIs) as well as optimal linkages with other databases and information systems relating to the TLAS application and decision making.

e.3 guidance on linking and/or interfacing legality verification into the information system.

e.4 guidance on network connectivity and existing infrastructure in Guyana.

f. Outlining requirements for inclusion / guiding 'functional and technical specifications' for such a system.

g. Guidance on development and deployment of such a system, contracting aspects, resource requirements as well as project oversight.

h. Consultation with relevant stakeholders on proposed information system(s).

iv. Effective participatory engagement with stakeholders (government agencies involved in TLAS, private sector, civil society and the various types of communities) in developing a legality verification system.

This action requires the following indicative tasks -

a. Engagement in drafting and/or commenting draft outputs of activities listing in outcomes (i) to (ii) above.

b. Field testing or participating in field test relating to i) and operational GTLAS and ii) development of a 'fit for purpose' system.

c. Validation of outputs and/or products of the TA (i.e. GFC, other agencies and ministries, NTWG, private sector, CSO).

b) EFITAP Outcome 2: Strengthened regulatory framework through harmonisation of the governing Acts and relevant procedures of TLAS agencies.

i. Review of the coherence of the various Acts governing the agencies involved in the TLAS to identify gaps/overlaps/inconsistencies and suggest recommendations to address. This action requires the following indicative tasks -

a. Review and compare institutional Acts, mandates, procedures, potential overlaps, and gaps; this work will build on the work being done by the ISLP team in Guyana.

b. Engagement and consultation with key stakeholder groups during review process.

c. Identify areas for proposed revisions of the Acts and procedures of the TLAS agencies and draft recommendations for revision and/or addressing gaps/overlaps/ inconsistencies to ensure coherent and efficient implementation of GTLAS.

- ii. Deliberative process to amend the Acts of the TLAS agencies following the recommendations from the review** This action requires the following indicative tasks -
 - a. Presentation of review findings to key stakeholder groups (GOGY, FSO, CSOs as well as NIWG).
 - b. Development of proposal(s) for the necessary change; proposals developed, discussed and reviewed through an iterative process.
 - c. Creating enabling environment for the necessary change through planned/ targeted deliberations.

- c) EFITAP Outcome 3: Increased capacity of stakeholders to implement the legality control system. To kickstart improvements to regulation and control, the TAP will focus its capacity building on two areas.**
 - i. Develop a strategy to address the identified needs in the GAP assessment of the various TLAS agencies (by WRI).** This action requires the following indicative tasks –
 - a. Review/ understand needs assessment/ gap analysis conducted by WRI.
 - b. Review and assessment of training programmes in Guyana across sectors to gauge the best strategies for targeting different stakeholder groups
 - c. Draft a strategy to address the identified needs in the most efficient and effective way (this strategy is not limited to the support provided through EFITAP but can also include suggestions for drafting proposals for support from other donors, e.g. FAO EU FLEGT).
 - d. Focused target group meetings/ stakeholder meetings for adopting training plan/ matrix and methodology to follow.

 - ii. Deliver targeted training to concerned stakeholders.** This action requires the following indicative tasks –
 - a. Jointly develop targeted training programs that seeks to address identified needs of key stakeholder groups who will be responsible for various aspects of the GTLAS, but also on organisational skills, business management and other needs that have been identified.
 - b. Conduct targeted training that corresponds with timing of GTLAS design work (to be further defined during the inception period) for –
 - b.1 Guyana Forestry Commission,
 - b.2 Government agencies and ministries involved in GTLAS implementation, and
 - b.3 Forest Sector Operators (all types and intensity).

d) EFITAP Outcome 4: Increased Transparency in the forestry sector through the establishment of an information sharing mechanism. The following indicative action is envisaged to achieve Outcome 4:

i. Support the GOG in creating an effective mechanism to make information public as required in the VPA (Transparency Annex). This action requires the following indicative tasks –

a. Review of Annex IX to the VPA: Public Access to Information on FLEGT Licensing Scheme, relevant policy documents, laws and mechanism currently in use in Guyana.

b. Targeted discussions with key stakeholders (GFC, Government Agencies, FSOs and CSOs on aspects such as –

b.1 Information needs (in re various stakeholder groups).

b.2 Availability of information.

b.3 Accessibility of information.

b.4 Reflection on why information is not available.

c. Mapping of information needs as well as existing mechanisms for making information available.

d. Developing a mechanism/ coordination existing mechanism(s) that ensures –

d.1 Information (agreed) is made publicly available.

d.2 Means of making information available (websites, reports, documents, meetings, other) is in place and 'fit for purpose'

d.3 Information is up-to-date and correct.

d.3 Outlines types of information that may not be readily available but be made available on request and:

- conditions for making it available

- means of making it available.

- reasonable cost involved.

- conditions under which information may be refused.

e. Coordination between agencies and ministries as well as linkages with the communication strategy.

f. Together with concerned stakeholders explore the various institutional options to resource (finance) a public information sharing mechanism – funding proposal should be drafted

g. Stakeholder consultation and validation of mechanism established to make information publicly available

e) EFITAP Outcome 5: Outreach increased with key stakeholders in preparation for implementation. To this outcome the following actions are envisaged.

i. Development of a communication and stakeholder engagement strategy. This action requires the following indicative tasks –

- a. Review support provided (previous)/ in place (existing) to strengthen stakeholder participation and engagement.
- b. Review the lessons learned from the implementation of Guyana’s communication strategy for the VPA-negotiation phase and the ‘communication and information packages’ developed to create awareness on the FLEGT VPA process.
- c. Working closely with the FLEGT Facilitator and FLEGT Secretariat in developing of a communication and stakeholder engagement strategy targeting the different stakeholder groups, considering:
 - c.1 lessons learned from the communication strategy for VPA negotiation phase.
 - c.2 existing tools and materials available.
 - c.3 stakeholder needs and ‘gaps’ identified.
 - c.4 multiple ways of support including support through other support programmes, such as e.g. FAO EU FLEGT
- d. Engagement with concerned stakeholders to agree the communication and stakeholder engagement strategy.

ii. Development of outreach actions, materials and its dissemination. This action requires the following indicative tasks –

- a. Develop an outreach approach and programme for support by this project
- b. Support different stakeholder groups to prepare proposals for outreach actions (to be financed under the FAO EU FLEGT programme).
 - c. Tailor outreach solutions to stakeholder groups:
 - c.1 Guyana Forestry Commission.
 - c.2 Government agencies and ministries involved in GTLAS implementation.
 - c.3 Forest Sector Operators (all types and intensity) and their representation.
 - c.4 Amerindian and other communities and their representation.
 - c.5 civil society organisations.

iii. Hold international FLEGT Forum meetings on sharing experiences in VPA implementation.

Development of outreach actions (targeted and specific) in close collaboration with the FLEGT Facilitator and the FLEGT Secretariat to inform stakeholder groups (gov. agencies, private sector

operator, various types of communities, and CSOs) on relevant updates with VPA-implementation and related activities.

f) EFITAP Outcome 6: Supporting the GRM that will facilitate the channelling of Amerindian rights issues.

The following 2 actions are envisaged to achieve this output

- i. **Identify and explore suitability of various Grievance and Redress Mechanism (GRM) existent in Guyana.*** This action requires the following indicative tasks –
 - a. Review of existing Grievance Review Mechanism(s) under REDD+, ALTP and other programmes in Guyana that concern land tenure, land use and land or natural resources conflicts.
 - b. Consultations with Amerindian Communities, GFC (and other agencies/ ministries), responsible institutions for GRM under REDD+, ALTP and other concerned stakeholders to understand the nature mechanism and operational requirements/ demands.
 - c. Draft recommendations on how existing GRMs can accommodate the channelling of Amerindian rights issues.

- ii. **Stakeholder process to adapt GRM to meet the purposes of the various stakeholder groups.*** This action requires the following indicative tasks –
 - a. Facilitate a process with concerned stakeholders to adapt the recommended setup of the GRM and suggest a setup that is validated by all stakeholders concerned.
 - b. Support Amerindian groups to consult their constituency on the recommended setup of a GRM.

1.1.4. Methodology of EFITAP Guyana

The delivery of the technical assistance through EFITAP supporting the identified outcomes will be through a **core team** of two long-term key experts, who will work under the guidance of EFI and the GFC, complemented by 'on demand expertise'. This will enable EFITAP to appropriately and effectively deliver the services and rapidly respond to any emerging issues.

The first long-term key expert will be the EFITAP Guyana Project Manager. The Project Manager will, in close collaboration with the GFC, take overall responsibility for the day-to-day management of the project, the coordination and implementation of all technical assistance provided under EFITAP Guyana as well as liaising with partners and key stakeholders necessary for the successful delivery of the anticipated outcomes. The EFITAP Guyana Project Manager will be contracted through separate contracting modality.

The second long-term key expert will be a Timber Legality Assurance System (TLAS) Expert. This expert will be a senior expert with demonstrated experience in the development and implementation of Timber Legality Assurance Systems (TLAS) in VPA and/or other timber producing countries. The **TLAS expert will support the EFITAP Guyana Project Manager in the implementation of the activities**, especially technical activities required to deliver on the six outcomes of EFITAP Guyana. The role and responsibilities of the TLAS expert are detailed in 1.6 below.

The 'on demand expertise' will be: 1) drawn upon from EFI expert staff, and/or 2) where such expertise is not available subcontracting such expertise, and/or 3) by working with local organizations in implementing the

activities to achieve the six outcomes. The **core team** will be supported by an administrative resources person which will be appointed at the time of fielding the two long-term key experts in Guyana. That person will provide general administrative support to the project in country on a day-to-day basis.

The EFITAP Guyana **core team** will **ensure that in delivering its services** EFITAP Guyana will be guided by the following principles:

- Ensuring that all activities support the reforms framed by the VPA and JRMC decisions;
- Strengthening existing institutional structures, rather than establishing new ones;
- Ensuring synergy and linkages with existing projects and initiatives and the wider VPA implementation;
- Fostering inter- and intra-ministry cooperation, and partnerships with civil society and private sector organisations;
- Applying a learning-centred approach to capture and share lessons and improve programming and impact;
- Maximising ownership and sustainability of the functions of in-country partners;
- Deploying, as far as possible, Guyanese technical expertise; and
- Demonstrating quantified, positive impact on labour standards, gender, and equality.

1.2. EFITAP Guyana TLAS Expert

EFI is looking for a service provider to field a TLAS Expert. The EFITAP TLAS Expert will support the EFITAP Project Manager in the implementation of the technical assistance delivered through EFITAP Guyana. The TLAS Expert will be instrumental in the preparation and delivery of the work plan. At an operational level he or she will be expected to lead on the delivery of:

- o Outcome 1: *Strengthened and more transparent legality control system designed/ being developed;*
- o Outcome 2: *Strengthened regulatory framework through harmonisation of the governing Acts and relevant procedures of TLAS agencies; and*
- o Outcome 3: *Increased capacity of stakeholders to implement the legality control system.*

The Expert will also support the coordination of all the TA requirements related to these (*and other outcomes*), especially in coordinating short term expertise and inputs for the timely implementation and successful delivery of their respective tasks.

The **EFITAP TLAS Expert** shall –

- Be available to commence work within the country during November 2019, or shortly thereafter;
- Support the establishment of an EFITAP office presence in country;
- **Support the core team in the development of a detailed workplan** in close coordination with EFI and the GFC (and other relevant stakeholders);

- Investigate options for engaging and working through and/or with local institutions in order to successfully deliver on the 6 identified outcomes of EFITAP Guyana;
- **Support the implementation of the workplan** including providing the necessary oversight, guidance and coordination to any studies; review processes; strategies, plans, and procedures developed; and any other activity (including those listed under the outcomes above) that may be necessary for Guyana in preparation of its VPA implementation. The TLAS Expert will be expected to **take the lead and/or provide guidance** on a number of outcomes and/or actions required to deliver on the anticipated outcomes
- **Support the development, or develop** Terms of References (ToRs) required for specific expertise and/or resources (national/ international) needed and that have to be subcontracted (or drawn down from EFI's own staff component) for the successful delivery of any of the activities required to deliver on the 6 intended outcomes as well as the expected results of EFITAP Guyana.
- **Support the establishment**, in consultation with EFI and the GFC management, of operational guidelines and work in accordance with such guidelines in the delivery of EFITAP Guyana.

The TLAS Expert will together with the EFITAP Project Manager work closely with stakeholders including government agencies, forest sector operators, Amerindian communities, civil society, multi-stakeholder bodies established under the VPA. He/ she will liaise closely with other projects and donors supporting VPA implementation, notably the DFID Office, the EU Delegation to Guyana, the FAO EU FLEGT Programme, FGMC PMST, FLEGT Facilitation Office/ FLEGT Facilitator, and other relevant support mechanisms. He/she will report directly to the EFITAP Coordinator in EFI.

1.3. Timing, deliverables, resources and reporting

Timing:

The EFITAP Guyana project duration is from September 2019 to June 2021 and started with an inception period of three months (September-November 2019) during which the long-term key experts (**EFITAP Guyana Project Manager** and **TLAS Expert**) will be contracted and mobilised. An EFITAP office in Guyana will be established during this period and a detailed work plan for 2020-2021 developed for EFITAP Guyana project.

Resources:

The EFITAP TLAS Expert will be in country for a **period of up to 18 months (a total of 380 man days); the financial proposal accompanying this tender must contain** the Expert's daily fee which includes of projected accommodation cost, initial relocation to Guyana as well as eventual repatriation costs from Guyana. In addition, the financial proposal includes a "work plan budget" of EUR 10,000, which is directly managed by the contractor. It is meant for domestic travel, travel costs for stakeholders and other related costs. Use of the work plan budget needs a prior approval from EFI and is estimated in the quarterly work plans of the TLAS Expert.

Deliverables:

The Contractor (**EFITAP TLAS Expert**) will be responsible for supporting the delivery of the following outcomes/deliverables as identified in section 1.2 over a period of eighteen months. The service may be extending at the request and discretion of EFI under similar conditions and for a comparable duration.

Below is an indicative list of timeframes and delivery outcomes (these maybe subject to change and/variation during the execution of the project)

	2019	2020				2021	
Establishment of EFITAP Guyana	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1) Establishment of EFITAP office in Guyana	x						
2) EFITAP team operational in Guyana	x	x	x	x	x	x	x
3) Detailed work planning	x	x					
Outcome and activities:							
Outcome 1: Strengthened and more transparent legality control system	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1) Description of the operational business processes and supply chain controls.	x	x					
2) Description of all legality verification processes (incl. other TLAS agencies) developed and agreed.		x	x	x		x	
3) Preparation of a comprehensive document that describes the supply chain and legality verification controls, which would be used as the basis for any future development of the system into an IT-system.		x	x	x	x	x	
4) Effective participatory engagement with stakeholders in developing a legality verification system.	x	x	x	x	x	x	
Outcome 2: Strengthened regulatory framework through harmonisation of the governing Acts and relevant procedures of TLAS agencies.	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1) Review of the coherence of the various Acts governing the agencies involved in the TLAS to identify gaps/overlaps/inconsistencies and suggest recommendations to address.	x	x	x	x			
2) Deliberative process to amend the Acts of the TLAS agencies following the recommendations from the review	x	x	x	x	x	x	
Outcome 3: Increased capacity of stakeholders to implement the legality control system	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1) Develop a strategy to address the identified needs in the GAP assessment of the various TLAS agencies (by WRI)		x	x				
2) Deliver targeted training to stakeholders			x	x	x	x	x
Outcome 4: Increased Transparency in the forestry sector through the establishment of an information sharing mechanism.	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1) Support the GOGY in creating an effective mechanism to make information public as required in the VPA (Transparency Annex)		x	x	x	x	x	

Outcome 5: Outreach increased with key stakeholders for GTLAS implementation	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1) Development of a communication and stakeholder engagement strategy	x	x					
2) Development of outreach actions, material and its dissemination.		x	x	x	x	x	x
3) Hold international FLEGT Forum meetings on Sharing Experiences in VPA implementation.				x	x	x	
Outcome 6: Supporting the GRM that will facilitate the channelling of Amerindian rights issues	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1) Identify and explore suitability of various GRM existent in Guyana			x	x	x		
2) Stakeholder process to setup/adapt GRM to meet the purposes of the various stakeholder groups			x	x	x	x	
Reporting	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1) Monthly progress update and quarterly progress report	x	x	x	x	x	x	x
2) Final report							x

Reporting:

The core team led by the EFITAP Project Manager will prepare a detailed work plan for the project (including quarterly work plan); the period within which the work plan must be completed will be agreed upon with EFI. In addition, a resource plan will be prepared and include all operational costs required to implement the work plan.

EFITAP TLAS Expert will prepare and submit a **quarterly technical and financial progress reports** indicating the outcomes/results achieved as defined in section 1.1.2. and further detailed in section 1.1.3 under his/her responsibility as well as occurred expenditure through the implementation of “work plan budget” included in this contract¹ during the reporting period and corresponding timesheets which verify the produced outputs. The exact content of reports will be agreed with EFI during the inception phase of the contract.

EFITAP TLAS Expert will also contribute to the overall report of EFITAP project together with the Project Manager. . In addition, a **final report will be prepared and submitted** summarizing the results and outcomes and lessons learned of the whole assignment, the date of the submission of the final report will be also agreed during the inception period.

Ad hoc reports may have to be submitted at the request of EFI. All reports are to be produced in English and the final reports will consider comments provided by EFI on the draft reports. Following submission of the final report EFI will arrange editing and the core team will need to respond where clarifications may be required during this editing process.

¹ As identified in “Resources” paragraph above

2. TENDER DOCUMENTATION

2.1. Administrative Documentation

The tender shall include the following documentation, properly filled out and signed:

- Cover letter (Annex 1)
- Identification form (Annex 2) including supporting documentation
- Bank identification form (Annex 2a)
- Declaration on Exclusion Criteria and Absence of Conflict of Interest (Annex 3)
- Nomination of Expert form (Annex 4)
- Minimum criteria declaration (Annex 5)

2.2. Technical Proposal

In order to evaluate the tender against the minimum criteria and the award criteria A.I. – A.II in section 3.1. and 3.2., the Tenderer shall submit a technical proposal consisting only of the following elements:

1) A nomination of one Expert to carry out the tasks in the Terms of Reference:

- **EFITAP Timber Legality Assurance System (TLAS) Expert**

The Technical Proposal shall include CV of the nominated Expert. The Tenderer shall be able to certify the information contained in the CV for the nominated Expert at EFI's request.

The CV shall have all the information as in the EuroPass CV

<https://europass.cedefop.europa.eu/documents/curriculum-vitae>

2) A description of no more than four pages – referring to the Terms of Reference and the previous experience of the nominated Expert – demonstrating understanding of:

- The Guyana forest sector and forest sector stakeholders;
- VPA processes and their implementation; specific reference to illustrate how this experience will find application in Guyana and realising the outcomes identified and aligned with the JIF;
- The requirements and processes needed in legal review and policy reform at a national level in the context of natural resource governance and management.
- The requirements of Timber Legality Assurance Systems, Verification Systems, and/or Supply Chain systems, the processes and procedures underpinning such systems.

3) A description of no more than six pages on the Tenderer's methodology for the assignment – building upon the Terms of Reference and the experience of the nominated Expert – addressing the following elements:

- Understanding and approach to the timing and sequencing of the activities associated with the six identified outcomes. The approach and methodology for the following outcomes should be clearly illustrated:

- i. Outcome 1: *Strengthened and more transparent legality control system designed;*
 - ii. Outcome 2: *Strengthened regulatory framework through harmonisation of the governing Acts and relevant procedures of TLAS agencies; and*
 - iii. Outcome 3: *Increased capacity of stakeholders to implement the legality control system.*
- Approach to working with the agencies involved in TLAS implementation; understanding and responding to their needs whilst taking complex and political sensitive issues in the context of forest governance into consideration.
 - Understanding and approach to capacity building of Government administrations/departments to implement a TLAS.

2.3. Financial Proposal

The Tenderer shall submit a financial proposal, which shall be completed by using the form in annex 7 and by following the instructions therein. The maximum value of the contract covering all costs related to the implementation of the assignment is EUR 250,000 (including work plan budget).

The full general conditions applicable to the payment of fees and per diem as well as the reimbursement of costs can be found in annex 8 (draft contract).

3. EVALUATION INTERVIEW

- 3.1.** As part of evaluating the tender against the award criteria in section 5.2 EFI may conduct an interview with the expert nominated by the Tenderer.
- The interview will be held via telephone or Skype.
 - EFI will inform the Tenderers of the exact time for interviews, as well as more detailed instructions needed for participation five days in advance.
 - If a tenderer is unable to participate in an interview, alternative date and time is proposed to the tenderer.
- 3.2.** Not participating in the interview on the date and time specified by EFI may lead to the rejection of the tender.

4. EVALUATION OF TENDERS AND AWARD OF THE CONTRACT

4.1. Minimum Criteria

The **Tenderer** nominated must meet the following criteria:

N°	Criteria description
M.I.	At least 8 years of working experience in the field of natural resources management, governance or forestry, in particular tropical timber producing or processing countries.
M.II.	Proven expertise and track record in developing, implementing and/or assessing supply chain controls, legality verification, quality management systems or system auditing.
M.III.	Demonstrated knowledge of the FLEGT Action plan, FLEGT processes or VPAs in particular.
M.IV.	University degree in natural resource management, political science, law and economics, forestry, or a related and suitable field.
M.V.	Demonstrated ability to work with multi-disciplinary teams on complex and politically sensitive issues with governments, industry, NGOs or communities.
M.VI.	Demonstrated communication, networking and administrative skills (solid writing, reporting and presentation skills.)

Tenders not fulfilling the minimum criteria will be rejected.

4.2. Award Criteria

Tenders fulfilling the minimum criteria will be evaluated using the following award criteria:

A. Technical component (maximum 75 points)

N°	Award criteria	Max points
A.I.	Understanding of:	30
i.	The Guyana forest sector and forest sector stakeholders.	5
ii.	VPA processes and their implementation; specific reference to illustrate how this understanding will find application in Guyana and realising the identified outcomes consistent with the JIF.	10

iii.	The requirements for and processes to support legal review and policy reform at a national level in the context of natural resource governance and management.	5
iv.	The requirements of Timber Legality Assurance Systems, Verification Systems, and/or Supply Chain Control Systems, the processes and procedures underpinning such systems.	10
A.II.	Proposed methodology for the implementation of the tasks	45
i.	Overall approach to implementing this assignment and ensuring that the project is delivered in time and of a high quality.	10
ii.	Understanding and approach to the timing and sequencing of the activities associated with the 6 identified outcomes in particular the approach and methodology for <ul style="list-style-type: none"> ○ <i>The design and development of a more transparent legality control system;</i> ○ <i>The amendment of the governing Acts and relevant procedures of TLAS agencies;</i> ○ <i>The capacity building of stakeholders to implement the legality control system.</i> 	25
iii.	Approach to working with the agencies involved in TLAS implementation; understanding and responding to their needs whilst taking complex and politically sensitive issues in the context of forest governance into consideration	10

The Technical component (TC) is calculated according to the following formula:

TC = A.I. + A.II.

Tenders must receive a score of more than half of the maximum Technical component to be considered qualitatively acceptable.

Tenders not considered qualitatively acceptable will not be considered further.

B. Financial component (maximum 25 points)

Tenders presenting a total financial proposal (Fo) superior to the maximum contract value of EUR 250,000 (including the work plan budget) will not be considered further.

For tenders being considered, the Financial component (F) is calculated according to the following formula:

$$F = (F_{min} / F_o) \times 25$$

where

Fmin is total sum in the tender in the evaluation with the lowest total financial proposal; and

Fo is the total sum in the financial proposal being considered.

C. Most economically advantageous tender

A combined score (CS) will be calculated according to the following formula:

$$CS = TC + F$$

The Tenderer with the highest combined score (CS) for Technical component (TC) and Financial component (F) will be awarded the Contract.

Where two or more tenders have an equal combined score the contract will be awarded according to the highest score for the financial component (F).

ANNEXES

Annex 1	Cover letter
Annex 2	Identification form
Annex 2a	Bank identification form
Annex 3	Declaration of exclusion criteria and absence of conflict of interest
Annex 4	Nomination of Expert form
Annex 5	Minimum criteria declaration
Annex 6	Consortium agreement
Annex 7	Financial Proposal form
Annex 8	Model contract