
EUROPEAN FOREST INSTITUTE

TENDER SPECIFICATIONS

PROCUREMENT REFERENCE NUMBER 3-15.2-2020-REDD

Land-use Facilitator in Cameroon and Republic of the Congo

1. TERMS OF REFERENCE

1.1. Background

The EU FLEGT and REDD facilities¹ aim at consolidating FLEGT and REDD+ activities around the same goal of supporting forest governance, improving legality and reducing deforestation.

Addressing land-use governance challenges is key to successful implementation of both REDD+ and FLEGT processes, and, ultimately, to supply chain initiatives (e.g. Tropical Forest Alliance). Clarification of legal frameworks, inclusive land-use planning, increased transparency and accountability, responsible commodity sourcing, and cross-sectoral coordination are required to address the root causes of deforestation and forest degradation. However, addressing land-use governance challenges requires consensus building and strong stakeholder participation and capacity.

This assignment supports both (i) the REDD+ implementation in Cameroon and the Republic of the Congo (RoC) that is currently, and for the next years, mainly driven by the Central African Forest Initiative (CAFI) and its national and regional programs, and (ii) the continuation of the efforts undertaken by the two countries to establish a national land-use planning policy.

The EU REDD Facility provides direct support to the implementation of REDD+ and low/zero deforestation policies or initiatives at national or jurisdictional level.

The ongoing EU REDD Facility activities for Cameroon aim at supporting the Ministry in charge of land-use planning (MINEPAT) on reinforcing the land-use planning law at local level with tested and appropriated methodologies and tools around the goal of supporting forest governance, improving legality and reducing deforestation.

The ongoing EU REDD Facility activities in RoC aim at supporting the Tropical Forest Alliance (TFA) African Palm Oil Initiative (APOI), the Ministry in charge of land-use planning (MAETGT) and stakeholders at departmental level to help transition the palm oil sector in Congo to become a sustainable driver of long-term, low-carbon development in a way that is socially beneficial and protects the tropical forests of the region. The stakeholders will be able to take informed land-use planning decisions, based on land-use planning scenarios produced with the EU REDD Facility's Land-use Planner at departmental level.

Overall, the ongoing EU REDD Facility activities on inclusive land-use planning aim at insuring that authorities take informed decisions on integrating inclusive local-level land-use planning in their approaches.

REDD+ process in Cameroon

The national REDD+ process in Cameroon progresses slowly. The Forest Carbon Partnership Facility (FCPF) Emission Reduction Program is on hold since 2018 and a preparatory grant from the FIP and CAFI was approved in 2016 to start the development of the National Investment Framework for REDD+ by June 2019. Early June 2019, the CAFI Secretariat conducted a mission to discuss with the authorities on the reactivation of the development of the National Investment Framework for REDD+ and the possibility of a Letter of Intent (LoI). An updated version of the National Investment Framework was submitted to the CAFI Secretariat at the end of 2019.

In the absence of an active REDD+ process, the EU REDD Facility started to engage with the Ministry of Economy, Planning and Regional Development (MINEPAT) on a key underlying governance challenge to forest loss in

¹ The EU FLEGT Facility supports the implementation of the FLEGT Action Plan in EU partner countries, and the EU REDD Facility provides direct support to the implementation of the REDD+ and sustainable supply chain policies or initiatives at national and/or jurisdictional level.

Cameroon: lack of effective land-use planning. Lack of coordination and planning among sectoral ministries impacts land allocation, leading to forest degradation. Land-use planning is identified as a key priority in the draft National Investment Framework for REDD+. Since 2017, the Facility worked with the MINEPAT to design a methodology for the development of local Land-Use and Sustainable Development Plans (PLADDT), using EU REDD Facility tools (such as the Common Mapping Platform and the Land-use Planner). The development of the methodology incorporated experiences from local land-use planning in Nguti, and later in Ngong (through a collaboration with the GIZ-funded PADER programme), when the political situation in Cameroon worsened.

In 2019, the MINEPAT endorsed the PLADDT methodology and requested other cooperation partners involved in the land-use sector, to apply it. The MINEPAT also requested the EU REDD Facility to support the coordination of partners to develop the first set of local land-use plans in Cameroon.

REDD+ process in the Republic of the Congo

A National REDD+ Strategy was validated in July 2016. The country's commitment to reducing deforestation was further demonstrated by the development of an Emissions Reduction Program (ER-P) in the Sangha and Likouala Departments. Selected by the Forest Carbon Partnership Facility in July 2014, the ER-P should generate nearly 11.7 million tCO₂ in emission reductions before 2025.

To implement the National REDD+ Strategy, the CAFI Executive Board approved a preparatory grant of US\$ 698,000 to support the Republic of the Congo to develop a comprehensive REDD+ National Investment Framework (REDD+ NIF). The REDD+ NIF aims to centralize, channel and coordinate international, national, public and private funds to support the implementation of the National REDD+ Strategy. It sets a programmatic framework to accommodate both sector-based and enabling REDD+ related investments.

In its REDD+ NIF, the government has identified a set of priority actions for the period 2018-2025 that will contribute directly to mitigating deforestation and forest degradation and increase carbon stocks:

- Forests and peatlands are managed sustainably, biodiversity is conserved, and planted areas increased
- Sustainable farming practices are implemented, productivity is improved, and savannas are valued
- Unsustainable wood energy withdrawals are reduced
- The mining sector develops with reduced impacts on forest ecosystems
- Intersectoral governance and participation of all development stakeholders is improved
- REDD + aligned funding is mobilized, and innovative financing tools developed

The CAFI Executive Board approved the Congolese National REDD+ Investment Plan (NIP) early September 2018 and The Letter of Intent was signed on September 3rd by the President of the Republic of Congo, on behalf of the Republic of Congo; the President of the French Republic on behalf of the CAFI EB; and the Executive Coordinator of the Multi-Partner Trust Fund Office on behalf of the CAFI Fund Trustee.

As of February 2020, a call for expression of interest is planning to select one or several implementing organizations to develop programmes according to the programmatic framework agreed between the Republic of Congo and CAFI, along the six axes.

- Land use planning/integrated and planned management of land use
- Development of agro-ecology and agro-forestry in savannah areas and degraded forests
- Establishment, sustainable management and monitoring of the Permanent Forest Estate and the Non-Permanent Forest Estate
- Development and implementation of guiding scheme(s) for the supply of sustainable energy of Brazzaville, and possibly Pointe Noire

- Improvement of the system to undertake and monitor Environmental and Social Impact Studies and Strategic Environmental and Social Evaluations

Aligned with the National REDD+ Investment Plan, the TFA APOI in Congo has developed national principles and a national action plan and formed a national platform – comprising of the country team and other stakeholders - to help transition the palm oil sector in Congo to become a sustainable driver of long-term, low-carbon development in a way that is socially beneficial and protects the tropical forests of the region. To implement its national action plan, the Congolese national TFA platform received its first support from EFI to realize a study on the clarification of the legal framework for sustainable development and production of palm oil in the Republic of the Congo.

1.2. Objectives of the assignment

The primary objective of the assignment is to support the engagement of national land use, agriculture and forest sector stakeholders in land-use planning reforms and programmes (such as the national land-use planning law), in line with the objectives of the National Strategic Development Plan in Cameroon and the CAFI Lol in the Republic of the Congo.

A secondary objective of this assignment is to support stakeholders at the local land-use level with methodology and tools development. In addition to supporting national stakeholders in Cameroon and the Republic of the Congo, the assignment also includes the building of a community of practice on the Land-use Planner² with key institutions and technical partners in the Central Africa region and supporting the EU REDD Facility in further adapting the Land-use Planner tool to needs emerging from country case studies and the global community of practice.

- In Cameroon, support the MINEPAT on the implementation of the local land-use planning methodology through coordination with sectoral ministries and other partners. The assignment will be focused on consolidating collaboration and implementing a roadmap with the MINEPAT and The Sustainable Trade Initiative (IDH) in support of the PLADDT in the area of interest of the Green Cocoa Landscape Programme (public-private partnership on sustainable cocoa lead by IDH).

As well, support the integration of the PLADDT methodology in the EU-funded EcoNorCam programme in North Cameroon. The assignment will provide facilitation on spatial analysis and land-use planning amongst various stakeholders involved in the programme.

- In RoC, finalise and present the definition of land-use planning scenarios (building on the results of the EU REDD Facility project with the World Resources Institute (WRI) titled “Assessing socio-economic impacts of land-use scenario in Sangha, Cuvette, Cuvette-Ouest, Pool and Plateaux departments”) and support the MAETGT in developing a local land-use planning methodology (with the institutional agreement of MAETGT) to support the departmental land use planning (PADT) process, building on the Facility’s experience in Cameroun.

The support aims to nourish the strategic thinking on sub-national planning as specified in Law n°43-2014 (article 29), while taking into account:

² www.landuseplanner.org

- (a) The revision of the national scheme on land use planning (SNAT) process integrating environmental and social issues,
 - (b) The engagement of the country in the TFA APOI,
 - (c) The recommendation of developing multiple land-uses scenarios to allow stakeholders within and outside government to understand the consequences and identify a preferred scenario to support SNAT and PDAT processes.
- On Inclusive land-use planning, further develop communication materials for the Land-use Planner, including webinars (integrating experiences from case studies) and participate to the revised Land-use Planner website that brings together the tool and its guidance, the case studies and supporting resources, for the benefit of the land-use planning actions in Cameroon and Congo but also in other partner countries of the EU REDD Facility. Be involved in maintenance and improvement of the tool, including addition of pre-defined land-use datasets for major forest-risk commodities. Provide spatial analysis for case studies in complement to the Land-use Planner.

By doing so, this assignment will indirectly support stakeholders to achieve the forest and land-use governance objectives of REDD+ and land-use processes in Cameroon and the Republic of the Congo. It will allow capturing and writing-up related lessons-learned, and sharing experiences between countries in the Congo Basin on a more frequently and in-depth basis than international and regional conferences or workshops.

1.3. Scope and task

The contractor will provide support in the following areas on an on-demand basis:

- Assist the EU REDD Facility in advancing its objectives on land-use planning, including through supporting delivery of its annual work plans for Cameroon and Republic of the Congo regarding:
 - the implementation of REDD+ and sustainable land-use processes
 - participative and transparent land-use planning reform processes
 - capturing lessons learned and achievements on REDD+ and land-use processes and sharing these lessons upon request
 - drafting and finalising technical papers
- Support engagement of national stakeholders in land-use planning dialogues in Cameroon, including through:
 - supporting the implementation and refinement of the PLADDT methodology on local land-use planning with MINEPAT, and other relevant national stakeholders
 - implementing a roadmap with the MINEPAT and IDH in support of the PLADDT in the area of interest of the Green Cocoa Landscape Programme (public-private partnership on sustainable cocoa lead by IDH)
 - supporting the EU Delegation and partners on the EcoNorCam programme (EU funded Integrated Sustainable Landscape Management programme) and other relevant programmes and opportunities that may arise in discussions with the MINEPAT and their partners.
- Support engagement of national stakeholders in land-use planning dialogues in the Republic of the Congo, including through:
 - coordinating the adaptation of a local land-use planning methodology with the institutional agreement of MAETGT to support the PDAT process, building on the Facility's experience in Cameroon

- supporting the EU Delegation and partners on relevant programmes and opportunities that may arise in discussions with the MAETGT and their partners
- Supporting the development of local land-use planning methodologies and emerging needs from the community of practice using the Facility's Land-use Planner, including through:
 - The completion of the Land-use Planner case studies in Cameroon and the Republic of the Congo
 - further development of communication materials for the Land-use Planner, including training sessions (possibly through webinars and integrating experiences from case studies)
 - Technical support and development of guidance on making spatial analysis that can be used in combination with Land-use Planner case studies
 - addition of pre-defined land-use datasets for major forest-risk commodities
 - and any other task/services in support of the EU REDD Facility's work on land-use planning

1.4. Methodology

The contractor will work with EU REDD facility staff to strengthen land-use planning in the Congo Basin through REDD+ and land-use processes; the contractor shall develop a concise work plan for each quarter, including activities, deliverables/outputs, timetables and estimated time allocations, for EFI's prior approval.

The work involves desk work and missions to Congo Basin countries, which are to be agreed in advance with EFI. The contractor will work with EFI staff, national stakeholders, EU representatives and other development partners to execute the task specified above.

The contractor and EFI will have bi-weekly calls, or more frequent if needed, in order to ensure effective follow-up of the implementation of the quarterly work plan.

1.5. Timetable and reporting

The contract will be implemented through individual assignments, in total not exceeding 190 days, as requested by EFI. EFI may request the services of the contractor under this contract but is under no obligation to do so. The contracting period is until end of 2021.

The contractor will provide EFI quarterly progress reports indicating the results achieved with a list of produced deliverables based on the tasks and number of days worked.

The contractor will provide:

- Draft terms of reference for each mission, at least 10 days prior the mission, for revision and validation by the EU REDD Facility prior to the mission
- a back to office report after each mission, no later than one week after end of mission, followed by a skype/tele call with Facility staff if requested by the EU REDD Facility, and
- documented achievements, results and lessons learnt, including through anecdotes, quotes, pictures and videos where possible following guidelines of EFI communication teams for stories, at least twice a year

For budgeting proposes the tenderer must include in the financial proposal following items:

- Up to 2 (two) missions in 2020 and up to 4 (four) missions in 2021 to Cameroon, and up to 2 (two) missions in 2020 and up to 4 (four) missions in 2021 to the Republic of the Congo. On average, one mission is seven (7) days including travel.

- Up to 1 (one) mission to another Congo Basin countries. On average, one mission is seven (7) days including travel.
- Up to two (2) missions per year to Barcelona, Spain upon request from the EU REDD Facility for working sessions related to the implementation of the tasks. In average one mission is 3 (three) days.

The number of days for each mission will be agreed with EFI prior to the mission.

Implementation of the contract beyond 2020 is contingent on annual approval of the EU REDD Facility Work Plan and Budget and conditional on external funding to be granted.

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)

The consortium agreement (Annex 6) shall be included, properly filled out and signed, if the tender is submitted jointly by a consortium of economic operators. The consortium agreement (Annex 6) shall not be included if the tender is submitted by a single Tenderer proposing subcontracting of tasks.

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:

- The Technical Proposal shall include CV of the nominated Expert.

The Tenderer shall be able to certify the information contained in the CV's 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 two pages, **making reference to the Terms of Reference and the previous experience of the Expert** showcasing understanding of:

- The REDD process in the Congo Basin and the relation to governance and respective stakeholders
- Land-use planning issues and the relation to governance and respective stakeholders in Cameroon and The Republic of Congo
- GIS, spatial analysis, and forest cover monitoring

3) A presentation of no more than two pages on the Tenderer's methodology for the assignment – building upon the Terms of Reference **and the experience of the Expert** – addressing the following elements under separate headings:

- Approach to support promote forest protection in a multi-sectoral land-use planning process, technically and politically
- Approach to support the effective participation of various stakeholders' group in official land-use processes in the Central African context
- Approach to create awareness and understanding on REDD+ and sustainable land-use processes and the opportunities they provide to strengthen forest and land-use governance

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 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 (model contract).

3. EVALUATION OF TENDERS AND AWARD OF THE CONTRACT

3.1. Minimum Criteria

The Expert nominated must meet the following criteria:

N°	Criteria description
M.I.	At least ten (10) years' work experience in international development cooperation, in the forest sector, and/or in land-use-related activities
M.II.	Experience in developing and supporting approach and/or implementing activities related to REDD, forest governance, land-use planning, spatial and data analysis
M.III.	Advanced university degree (Master's degree or equivalent) in public administration, environmental law, forestry or natural resources management or business administration or a relevant, directly related discipline.
M.IV.	Working experience in the field in either rural development, planning, forest or agricultural sectors in the Republic of Congo and Cameroon, or other countries in Central Africa
M. V.	Understanding, speaking and writing English and French as demanded with respect to all tasks covered by the Terms of Reference

Tenders not fulfilling the minimum criteria will be rejected.

3.2. Award Criteria

Tenders which fulfil 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 REDD process in the Congo Basin and the relation to governance and respective stakeholders	10
ii.	The land-use process and the relation to governance and respective stakeholders in Cameroon and The Republic of Congo	10
iii.	GIS, spatial analysis, and forest cover monitoring	10
A.II.	Proposed methodology for the implementation of the tasks	45

i.	Approach to support promote forest protection in a multi-sectoral land-use planning process, technically and politically	15
ii.	Approach to support the effective participation of various stakeholders' group in official land-use processes in the Central African context	15
iii.	Approach to create awareness and understanding on REDD+ and sustainable land-use processes and the opportunities they provide to strengthen forest and land-use governance	15

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 140,000 will not be considered further.

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

$$F = (Fmin / Fo) \times 25$$

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
Annex 9	EC per diem rates