Terms of Reference

For

Interpretation of the Cancun Safeguard for Fiji and Development of Safeguard Information System

Ministry of Forestry
REDD+ Unit

Contents

1. Background

Fiji is implementing a series of activities as stipulated in the Readiness Preparation Proposal (R-PP) in support of the REDD+ (Reducing Emissions from Deforestation and Forest Degradation and forest conservation, sustainable management of forests and carbon stock enhancement) readiness phase that enables implementation and the generation of carbon and non-carbon benefits besides promoting sustainable forest management and improved forest governance. The REDD+ readiness helps Fiji to operationalize the National Forest Monitoring System and to report progress on mitigation actions on forest resources management under the United Nations Framework Convention on Climate Change (UNFCCC) and the sustainable development goal related to climate change (SDG 13).

The Forest Carbon Partnership Facility (FCPF) is supporting Fiji to enable the country to participate in REDD+ processes and to harness benefits of the result-based payments (RBP) for REDD+.

In 2010, Parties agreed that countries wishing to implement REDD+ should have a Safeguard Information System (SIS) to demonstrate that Social, Environmental, and governance safeguards are being addressed and respected.

Decision 12/CP.117 of the UNFCCC Durban outcomes states the SIS should provide information on how the safeguards are being addressed and respected throughout the implementation of REDD+ activities. Likewise, the Decision 12/CP.19 of Warsaw Framework requires before receiving results-based payments the REDD+ participating countries should provide summaries of information on how all the safeguards have been addressed and respected.

The Conference of the Parties (COP) to the UNFCCC, at its 16th meeting in 2010, adopted the Cancun Agreements under which it was agreed that Parties which, on a voluntary basis, decide to implement REDD+ should promote and support the seven safeguards throughout the implementation of REDD+ activities. However, only principles of the safeguards are agreed. The interpretation at the country level could be different. Hence, this assignment will help Fiji to interpret the Cancun Safeguards, in accordance with its own specific circumstances.

Taking into consideration the international and national requirements, the REDD+ Unit, Ministry of Forestry is seeking to engage a team of consultants to interpret the Cancun Safeguards at the country context and design a SIS.

2. Objectives

The general objective of this assignment is to interpret the Cancun safeguard at the national context and design a safeguard information system taking into consideration the Cancun

safeguards. The system should provide information on how the Cancun Safeguards are being addressed and respected.

3. Scope, tasks and expected deliverables

The Consultant will perform the following tasks to achieve the objectives of this assignment.

Task 1.National assessment of existing information systems

The consultant will assess the existing information sources and existing systems for the provision of information that are relevant to the safeguard. The assessment should focus on reviewing the current institutional setup for implementing ERPD safeguards and provide recommendation on how to dovetail the SIS into that set up. The consultant may consult national stakeholders of the country to carry out this task.

Task 2. Review of the legal framework and gap analysis

The consultant will do a review of the legal framework of Fiji to ensure that the SIS is developed based on the country's legal framework for REDD+. This approach will ensure that SIS is developed based on the country's legal and institutional framework for REDD+. Also, the consultant will conduct harmonization and gap analysis of different initiatives in Fiji related to existing safeguard tools. Based on this assessment, the consultant will develop objectives, function, and structure of the SIS.

Task 3. SIS objectives

The default objective for an SIS is to demonstrate that the Cancun Safeguards are being addressed and respected under the UNFCCC. Preparation of a summary of the information report from the SIS is a further objective. There could be other objectives in the country-specific case; hence, the consultant should identify objectives that SIS can fulfill in Fiji's context beyond UNFCCC. For example, SIS developed for REDD+ contributes to broader sustainable goals or national policy objectives. Broadening objectives of an SIS, beyond the UNFCCC, can increase the return on the investment for developing and running the system by contributing to multiple needs.

Task 4. Interpretation of the Cancun safeguards in accordance with the national circumstances

Safeguard information design needs a determination of what information is needed to demonstrate that the 7 cancun safeguards principles are being addressed and respected. The national interpretation of Cancun safeguards will be one source of essential information. The consultant will do the interpretation of the Cancun safeguard in accordance with Fiji's circumstance and provide specific criteria and indicators for monitoring SIS. The consultant should suggest at what level an interpretation of safeguard is required for Fiji (Principal,

criteria, and/or indicators) according to the country context, national and international requirements.

Task 5. Develop a Matrix

The consultant will develop a matrix which compares the REDD+ safeguards with the information collected under existing systems. The matrix will determine whether existing systems collect information that could be used to report on how the seven REDD+ safeguards are addressed.

Task 6. SIS information needs and structure

National interpretation of the Cancun safeguards, assessment of the country's legal and institutional framework that are used to address and respect the safeguards and understanding of potential benefits and risks of REDD+ activities in the country could be an approach to identify the information.   A mapping of the information needed and information collected and reported by information sources and systems is essential to understand the information gap and ways to fill them.

Task 7. Functions and the institutional arrangements to implement safeguard and its information system

Various types of information related to social and environmental benefits and risks have been collected by as part of the SESA/ESMF process. The consultants have to review and analyze the institutional framework in Fiji, which include institutions and institutional arrangement at various levels related to safeguard implementation. The review and analysis will inform the assigning of responsibilities to different institutions.

The consultant will also assess the existing information systems. An assessment will help to evaluate existing capacities to compile, manage, and disseminate information. Also, the assessment can identify priority areas of improvement and resources required, including domestic and international, to build the capacities of existing systems that contribute to SIS.

The consultant is expected to define who will be responsible for collecting and managing the necessary information. Also, what factors and information will ensure that the safeguards have been addressed and respected and how the outcomes can be attributed to REDD+ should be assessed. A participatory process involving REDD+ relevant stakeholders should be adopted while doing assessments.

Task 8. Determine Information Collection Methodologies

The consultant will identify and suggest technological solutions for storing, managing, and disseminating safeguards information. The consultant will be expected to clearly outline types

of information to be collected for each indicator (developed under the national interpretation of the Cancun Safeguard) and outline of the methodologies of information collection which also include sample size and frequency. In addition, the consultant will develop an approach for how data will be collected and stored as part of the national monitoring system data base to meet the indicators. The key considerations that should be taken while developing information collection methodologies include, among others:

- Already existing data and data to be collected
- Methodologies to be used (e.g., Household survey, secondary sources)
- Who will collect the data
- How often are data to be collected
- The scale at which data are collected (district, province, divisional, national)
- How date would be fed into the monitoring system at district, provincial up tyo national levels
- Quality assurance/ quality control of the data collection system
- How the data would be used to provide report to the UNFCCC

While developing a data collection framework and approach the consultant should assess the existing data collection system, which is linked to REDD+ safeguards and SIS should adopt the existing system as far as possible.

The consultant also requires to review the many existing monitoring tools that can be applied for Fiji wherever it is possible. Some examples are REDD+SES and UN-REDD+ monitoring guidelines. REDD+SES provides the process and approach to monitor and report information relevant to safeguards. Likewise, the UNREDD+ program has developed draft guidelines for monitoring the impacts of REDD+ on biodiversity.

Task 9. Determine Data Storage

The consultant is required to design and develop an effective data storage facility or database system for the storage of information. Thus, the consultants require to review the current database system exist in the country and develop a data storage system within the existing one. The Ministry of Forestry has established a forest database system which contains data related to carbon stock measurement and monitoring. Hence the consultant will assess the facilities with the existing database and identify the viability of using the existing storage mechanism. Also, the Ministry of Economy is the focal point for UNFCCC reporting through communication. The consultant will identify the appropriate place for storing of the data after consultation with the REDD+ stakeholders and international and national reporting requirements.

Tasks 10. Determine Information Accessibility

Complying with the principle of transparency and accessibility, the consultant will determine the best form of information accessibility based on the country's legal framework related to data sharing. Also, the consultant will evaluate the options for disseminating safeguard information to stakeholders and should provide a stakeholders-specific level of information access and submission.

4. Methodology

Development of SIS for the country should actively engage concerned stakeholder groups and supporting institutions. The team is expected to spend sufficient time to discuss with all relevant stakeholders, including community members.

The process requires information from a variety of sources that include (and not limited to):

- Literature review of existing legislation, policy, regulations, and procedures related to the information system in the country.

- Consultations at national, divisional and local levels with various stakeholders and different ethnic land users and land-owning communities. Consultation effort and approaches should take into account the consultation to date under the REDD+ project and be planned and executed in close coordination with the REDD+ Unit and Civil Society Organisations.

- The consultant should review the documents Fiji R-PP, Fiji's Emission Reduction Program Documents, Drivers of Deforestation and Forest Degradation, SESA and ESMF, Grievances and Feedback Redress Mechanism, Benefit Sharing Mechanism.
- To make the SIS more cost effective in the long term, the system should build on existing information systems and institutional arrangements to meet the desired objectives.
- Should consider goals, scope, and scale of safeguards application of Fiji
- The SIS design should be transparent, comprehensive, flexible to allow improvements over and should be built on the existing system as appropriate- as reflected in UNFCCC guidance.

The assignment requires regular communication with the REDD+ Unit, Ministry of Forestry. Consultants are expected to facilitate national stakeholder consultation workshops and report to the REDD+ Steering Committee when required.

All stages of reporting will be presented to the relevant working group of the National REDD+ Steering Committee for feedback and validation. This will be organized through the REDD+ Unit.

5. Work Program and Outputs

The consultant will be responsible for submitting the following deliverables;

SN	Task	Output / deliverable	Timeline
1	Situation Analysis	Report: The Situational Analysis report includes a final work plan, an assessment of existing SIS, and gap analysis. The report should be validated and agreed by the National REDD+ Steering Committee.	2 weeks (10 working days)

2	National Interpretation of the Cancun Safeguards	Report: the report should include interpretation of Cancun safeguard, in accordance with Fiji's own specific circumstances. The interpretation can include both criteria and indicator or indicators only.	4 weeks
3	Database for storage of information	Build on the existing database system as far as possible. The consultant should prepare a Standard Operating procedure for data storage.	6 weeks
4	Safeguard Information System	Report; The report should include • Review of the legal framework and gap analysis • SIS objectives • SIS information needs and structure • Functions and the institutional arrangements to implement safeguard and its information system • Functions and the institutional arrangements to implement safeguard and its information system • Determine Information Collection Methodologies • Determine Information Accessibility	11 weeks

6. Study Team

The study team will be comprised of international and national experts. The Team Leader is expected to have a thorough understanding of safeguards more than seven years of experience in the related field, specifically in REDD+ and Climate Change, Forestry and Natural Resource Management (NRM). The team leader will be responsible for coordinating the overall process and for ensuring that all specific tasks of the ToR are being addressed satisfactorily in the report, while other members will help the team leader in specific activities. Other team members are also expected to have a clear understanding of safeguards and SIS and at least five years of experience in the related field.

Key Expert	Minimum Qualification	Additional skills that will be an advantage
K-1: Team Leader	• At least Master's in Environmental Science, Natural Resource Management or related subject	• Experience of working in the South Pacific region

Key Expert	Minimum Qualification	Additional skills that will be an advantage
	• With a minimum 7 and preferably 10 years of relevant experience and a good understanding of climate change, forestry, and REDD+ issues, safeguard. • Previous engagement in similar assignment is an advantage.	
K-2: Social Expert (National)	• Minimum Bachelor's degree in Social Science or related subject • At least five years of working experience in the field a related field	• Experience of working in the safeguards is an advantage
K-3: Legal Expert (National)	• Minimum Bachelor's degree in Environmental Law or related subject • At least five years of experience working in the related field	• Experience of working in the safeguards is an advantage
K4- Environmental Expert (National)	• Minimum Bachelor's degree in Environmental management /Science or related subjects	• Experience of working in the safeguards is an advantage
K5- Information Technology Expert (National)	• At least Bachelor Degree Information System Management, Information Technology or related discipline • At least five years of experience working in the information technology	• Experience in designing SIS is an advantage

7. Work plan

The team is expected to prepare a situation analysis accompanying with a detailed work plan that shall guide the process. This work plan will describe how the assignment will be carried out, including work schedule, a methodology to be used related to each specific task, information collection and analysis, and reporting. Based on the work plan, a detailed plan of study will be discussed and finalized jointly by the study team and the REDD+ Unit.

8. Qualification/experiences and competency of the consulting firm or consortium of consulting firms

The consulting firm or consortium of consulting firms to be involved in this assignment should demonstrate the ability to carry out this assignment with sufficient experience in leading multi-disciplinary team. The firm has to have the proven capability of studying and producing consistently high-quality reports. The consulting firm or consortium of consulting firms has to

demonstrate proven expertise in the following areas (possibly one member can cover more than one field of expertise):

> ➢ Designing Safeguard Information System; and
> ➢ Cancun Safeguards Principles and their interpretation in the country context.

9. Selection Method

A consulting firm will be selected using the World Bank's Selection Based on the Consultants' Qualifications (CQS) method. For further details refer to the World Bank's <u>Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers</u>, January 2011 (Revised July 2014) adopting "Quality and Costs based Selection System." The consulting firms will be evaluated and short-listed based on the approved evaluation criteria.

10. Duration of work

This study is planned to be completed in 3 months and is to begin by August 2019.

10. Eligibility criteria

This study opportunity is opened to both national and international firms. Service providers must be duly registered for the last three years and be able to produce up to date tax clearance certificates.

11. Payment Schedule

Output	Payment (%)
Situational Analysis Report including work plan (D1)	10%
National Interpretation of the Cancun Safeguards (D2)	20%
Database for storage of information (D3)	40%
Safeguard Information System (D4)	30%

All reports must be acceptable to the clients to be eligible for the payments.

12. Client's input to the Consultant

The REDD+ Unit and the Ministry of Forestry, Fiji will supervise and oversee the contract and help to implement the study by proving feedback and coordination with other government agencies and stakeholders where necessary.

The REDD+ Unit will facilitate with the consulting team to arrange consultation meetings with the relevant stakeholders and the REDD+ Steering Committee members for their comments and feedbacks at different stages of this assignment.

13. Contact

For further information on these terms of reference, please contact:

The REDD+ Unit
Ministry of Forestry
Tel: +679-3301611; 9980094
Email: reddplus.fj@gmail.com