

Terms of Reference
International Consultant
Development of UN-REDD Inception Guidance & Materials for National Programmes

Background

The UN-REDD Programme is supporting 9 pilot countries with their national REDD (Reducing Emissions from Deforestation and forest Degradation) “Readiness” process (i.e. preparations for participation in a future REDD financial incentive mechanism under the UNFCCC). These UN-REDD National Programmes provide initial assistance with the countries’ phase 1 Readiness activities.

UN-REDD National Programmes are implemented as UN Joint Programmes, following the guidance of the UN Development Group www.undg.org. National Programme funding requests are approved by the UN-REDD Policy Board (see www.un-redd.org for more information on Policy Board meetings and for the Rules of Procedure and Operational Guidance in submitting National Programmes) and released by the MDTF Office (www.undp.org/mdtf/un-redd) upon receipt of the signed Programme Document and completed Submission Form. Funds are released to the three Participating UN Organizations (FAO, UNDP and UNEP) using the “pass-through” modality (see <http://www.undg.org/index.cfm?P=240> for more details).

While the pass-through modality works well for the International Support Functions provided by FAO, UNDP and UNEP (under a global joint programme), it has presented some challenges in terms of presenting National Programmes as (i) truly one programme; and (ii) clearly country-led. This has led the UN-REDD Programme to agree some national implementation principles:

- All Participating UN Organizations will apply the Harmonized Approach to Cash Transfers (HACT)
- Participating UN Organizations will use the same cash transfer modality as each other in a given pilot country
- All efforts will be made to develop a coordinated financial interface for the transfer of funds to national counterparts.

These principles are set out in a Guidance Note presented to the UN-REDD Policy Board (www.unredd.net/index.php?option=com_docman&task=doc_download&gid=348&Itemid=53).

In addition to these principles, greater integration of the Participating UN Organizations’ allocations under National Programmes can be achieved through the well-planned programme inception phases – ensuring (a) all partners (UN Agency staff at country and regional level, Programme Management Unit or National Coordination staff, and Government counterparts) are fully familiar with the proposed programme; and (b) they are also fully familiar with Agency policies and procedures for implementation.

Furthermore, the UN-REDD Programme wishes to develop guidance for inception phases that is (a) consistent with the One UN approach set out by the UN Development Group; (b) serves to reduce the implementation transaction burden on national counterparts as much as possible; and (c) strengthens the implementation of UN-REDD National Programmes.

As the lead UN Agency for supporting the UN-REDD National Programmes, UNDP seeks to contract services for this task from its UN-REDD Global Programme allocation, managed by UNOPS.

Deliverables

- 1) Set of principles for National Programme administration, workplanning and reporting
- 2) Inception Guidance Note for UN-REDD National Programmes, with the following elements:
 - a) Fund Management:
 - i) HACT process
 - ii) FACE form
 - iii) Cash transfers
 - iv) Procurement (goods and services)
 - b) Workplanning:
 - i) The process for operationalising an overall workplan for the entire National Programme
 - ii) Ensuring the individual allocations passing through the UN Agencies are consistent with the overall workplan
 - iii) Ownership, management, roles and responsibilities for the overall workplan
 - c) Understanding Agency implementation arrangements
 - i) The note should also summarise each UN Agency's implementation modality (i.e. UNDP's process for transferring funds, FAO's Letters of Agreement, and UNEP's contractual agreements)
 - ii) Include approval level and requirements for each Agency
 - d) National Oversight and Coordination
 - i) Establishment of national committees as per the UN-REDD Framework Document
 - ii) Agreed role of the UN Resident Coordinator and Heads of Agencies in-country
 - e) Adaptive management:
 - i) Process for reviewing and revising the overall workplan and budget
 - ii) Approval and reporting process for making various types of revisions
 - iii) Development and application of performance indicators
 - f) How the National Programme relates to:
 - i) Existing national REDD strategy, framework or process
 - ii) The FCPF's R-PP
 - iii) Other REDD Readiness initiatives, in particular those funded by Norad
 - iv) The UNDAF and UN Country Programme
 - v) National development planning processes, in particular low carbon development strategies
- 3) Format for Financial Report of Expenditures using the harmonized input budget categories (see Annex 1 of the UN-REDD Submission Form)
- 4) Format for Progress Reports to be submitted by National Programmes to the UN-REDD Secretariat
- 5) Other inception products agreed as necessary

Timeline

The work is to be undertaken from 15 September until 31 December 2009. Final deliverable is expected by 30 November, however an additional one month period is included in the contract period as a contingency.

The tasks are expected to require 20 input days

Products	Fees	Concept	Estimated date
Product 1	20%	Outline of Guidance Note agreed with UNDP STA, REDD	Sept 25
Product 2	25%	Preliminary Note to be presented for discussion at the UN-REDD Policy Board	Oct 7
Product 3	25%	Final Draft Deliverables	Oct 31
Product 4	30%	Final Deliverables incorporating comments and agreed by UN Agencies	Nov 30

The consultant will be required to participate in 1-2 inception workshops, starting with the Viet Nam workshop 15-17 September.

Budget

- 20 days @ \$600/day = \$12,000
- Travel costs associated with missions to Viet Nam and DRC

Requirements

- Post-graduate degree related to REDD (forestry, natural resource management)
- At least 10 years experience in the formulation and implementation of natural resource management projects for international development organizations
- Direct experience with UNDP project/programme development process
- Knowledge of UN Development Group principles, "One UN" approaches and joint programming
- Demonstrated ability to deliver high quality products under tight timelines
- Demonstrated ability to work in inter-Agency environment
- Responsiveness to requirements of UN-REDD Agencies and national counterparts