**ANNEX 1**

TERMS OF AGREEMENT

# Support and Follow-up Activities for the REDD+ Readiness Roadmap Process in Pakistan

1. Background

Since becoming a partner country of the UN-REDD Programme in June 2011, Pakistan has not received direct support from the Programme for activities related to REDD+ Readiness. The country has, however, continued to explore other sources of support. In late 2010, a series of awareness raising activities on forests and climate change was delivered to national and provincial stakeholders by Intercooperation with financial support from Swiss Development Cooperation (SDC). This initiative, including the development of materials on REDD+, was followed by a project, funded under the ‘One UN’ Joint Environment Programme (JPE) for Pakistan, entitled “REDD+ Preparedness Phase for Pakistan”, which is implemented by the International Centre for Integrated Mountain Development (ICIMOD) and WWF Pakistan, on behalf of the Office of the Inspector General of Forests (OIGF).

The One UN Joint Programme on the Environment (JPE) Pakistan REDD+ project, with a total budget of USD 200,000 and a timeframe of 1 year, was initiated in May 2012 and has three broad activity areas in relation to REDD+: capacity building and awareness raising; development of consultation networks and processes; and development of national documents and proposals for follow-up work. A number of activities, including an assessment of national circumstances and capacity building needs with relation to REDD+, awareness raising programmes and district-level consultation workshops, have already been carried out.

Under the third activity area, a REDD+ Readiness Roadmap is identified as a key deliverable. The OIGF has requested that the Roadmap be consistent with the Readiness Preparation Proposal (R-PP) template in order to be eligible for submission to the Forest Carbon Partnership Facility (FCPF) of the World Bank. The OIGF has requested the UN-REDD Programme to provide guidance on the mobilization of the One UN JPE funds for Roadmap development, and to supplement this process through provision of Targeted Support (TS) funds, according to the attached Aide Memoire (see Annex 2). This request (attached to this LoA as Annex 3) was approved in December 2012, and the mode of delivery was identified as the extension of ICIMOD’s role under the One UN JPE project. The activities under the TS request will be divided into two parts, one to be implemented in 2013 which will concentrate on the Roadmap development process. The second part will be implemented in 2014, focusing on technical capacity building. These two parts will be covered by two separate LoAs. These Terms of Reference outline the activities to the first part under the service agreement between ICIMOD and FAO, to which it is an annex.

2. Terms of Reference

* 1. Definition of Output(s) and/or Outcome(s)

As per LoA clause 2 a (ii)

* 1. Description of Services

As per LoA clause 2 a (iii)

* 1. Work plan and Timeframe (Duration)

The service agreement between ICIMOD and FAO covers only the activities to be implemented using UN-REDD Targeted Support funds during 2013. However, these activities are part of the long-term REDD+ Readiness Roadmap development process, which is also supported through the One UN JPE project. Activities under this agreement must therefore be viewed as part of a consolidated work plan using both sources of funding. The table below outlines the work plan for activities under this service agreement, alongside the parallel activities financed by the One UN JPE project. Activities to be financed as part of this service agreement are indicated in bold.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Activity** | **Output/Objective** | **Who** | **Source of finance** |
| **Feb 2013** | National Roadmap Launch Workshop | Awareness of REDD+/UN-REDD/ Roadmap process / REDD+ Readiness  Formation of 4 WGs\*  Drafting of WG ToRs | Intl Consultant  ICIMOD  UN-REDD advisor  WWF Pakistan | One UN JPE |
|  | Finalising WG ToRs  Roadmap Outline |  | Intl Consultant  ICIMOD | One UN JPE |
| **Mar 2013** | **WG meetings** | **Validation of WG ToRs**  **Strategy for provincial consultation workshops** | **ICIMOD**  **WWF Pakistan** | **UN-REDD TS**  One UN JPE |
|  | Provincial (6) consultation workshops (2 days), continuing into April | Awareness of REDD+/ UN-REDD/ Roadmap / Readiness  Group work on 3 WG objectives, as outlined in ToRs | ICIMOD  WWF Pakistan  Intl Consultant (for first 1-2 workshops) | One UN JPE |
| **Apr 2013** | **WG meetings** | **Compile information from provincial workshops**  **Develop ToRs for expert studies** | **ICIMOD**  **WWF Pakistan** | **UN-REDD TS**  One UN JPE |
|  | **Expert studies** | **REDD+ competency framework**  **Legal analysis**  **Institutional analysis** | **ICIMOD** | **UN-REDD TS** |
| **May 2013** | **WG meetings** | **Draft text for Roadmap** | **ICIMOD** | **UN-REDD TS** |
|  | Draft Roadmap | Amalgamated draft Roadmap | Intl Consultant  ICIMOD  WWF Pakistan | UN JPE |
| **June/ July 2013** | **National Roadmap consultation workshop** | **Distribution of full draft Roadmap**  **Draft national consultation process** | **Intl Consultant**  **ICIMOD**  **UN-REDD Advisor** | **UN-REDD TS** |
| **July - Aug 2013** | **National and provincial consultation process** | **Second draft of Roadmap and R-PP submission** | **ICIMOD**  **WWF Pakistan** | **UN-REDD TS** |
| **Sept – Oct 2013** | **MRV Action Plan development** | **MRV Action Plan** | **MRV Working Group**  **ICIMOD**  **WWF Pakistan** | **UN-REDD TS** |
| **Nov-Dec 2013** | **Capacity needs assessment of forest administration** | **Capacity Building Action Plan** | **ICIMOD** | **UN-REDD TS** |

\*Working Group composition:

Three working groups are suggested, following practice in other UN-REDD partner countries:

* MRV
* Drivers and Strategies
* Stakeholder Engagement and Safeguards
* Governance and Management of REDD+ Readiness

In the context of Pakistan, with the decentralized governance structure, national working groups should include representatives of:

1. Each of 6 provinces/administrative regions – either government or CSO, depending on subject matter (e.g. Forest Dept official for MRV, CSO for Stakeholder engagement)
2. Office of IGF (as co-chair)
3. Civil society (from province or federal level)
4. Non-forestry government official (from province or federal level)

2.4 Monitoring Mechanisms and Reporting Requirements

Monitoring: The Service Provider will provide deliverables, in electronic and hard copy, to the Responsible Officer (see 6 below) as specified in the table below, according to the deadlines indicated. Payment will be made on approval of these deliverables by the Responsible Officer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Deliverables** | **Due date** | **Amount** |
| **1** | Signed LoA | 25/04/13 | USD 17,700 |
| **2** | Amalgamated first draft Roadmap  Activity and expenditure report | 15/07/13 | USD 29,500 |
| **3** | Consolidated second draft Roadmap and MRV Action Plan  Final activity and expenditure report | 31/12/13 | USD 11,800 |

Reporting: As per 2 (2.3) work plan and timeframe of Annex 1.

3. Inputs to be provided free of charge by Service Provider

* 1. List of Inputs

Inputs to be provided by the service provider under the One UN JPE project are outlined in 2.3 above.

* 1. Timing of Inputs

Timing of inputs under the One UN JPE project are outlined in 2.3 above. Late delivery of these inputs will affect the delivery of outputs under this service agreement. Timely submission of the key deliverable for the second instalment of payments under this service agreement (amalgamated first draft Roadmap) will depend on timely execution of activities funded by the One UN JPE project.

4. Inputs to be provided in kind by FAO

* To provide technical advice and supervision of activities set out in the work plan in 2.3 above, in coordination with fellow UN-REDD partner organizations UNDP and UNEP
* To ensure compliance of activities with the UN-REDD Programme
* To ensure prompt disbursement of funds on receipt and acceptance of deliverables, according to the schedule in 2.4 above.
  1. List of Inputs

List and describe in detail all inputs (including quantities, if applicable) to be provided by FAO without, however, costing such inputs. These inputs might include the following:

1. Ben Vickers, UN-REDD Regional Programme Officer for Asia and the Pacific, will provide key backstopping advice and support. In-country missions will be covered by this service agreement. Backstopping support from the Regional Office for Asia and the Pacific (RAP) in Bangkok will be provided in kind.
2. FAO Representative office in Pakistan will provide logistical support (transport to/from airport, transport within Islamabad, flight booking, visa arrangement, security briefing, mobile phone, office space) as required for international consultants hired for work on the Roadmap process, under both One UN JPE and UN-REDD TS support.
   1. Timing of Inputs

Timing of inputs as outlined in 2.3 above.

5. Detailed budget

The following table outlines the cost split between the UN-REDD TS and the One UN JPE project over the course of the Roadmap process in 2013 and the technical capacity building activities in 2014.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Description** | **Expense class** | | | | | | | | | | | | | | | **One UN JPE** | | **UN-REDD TS** | **Total, USD** | | | | |
| **Output 1: National REDD+ Readiness Roadmap** | | | | | | | | | | | | | | | | | | | | | | | | |
| **1.1** | Draft Roadmap Outline and work plan | Intl personnel | | | | | | | | | | | | | | | 12,150 | |  | | | | | 12,150 |
| National personnel | | | | | | | | | | | | | | | 4,000 | |  | | | | | 4,000 |
| Supplies | | | | | | | | | | | | | | |  | |  | | | | |  |
| Training/workshops | | | | | | | | | | | | | | |  | |  | | | | |  |
| **1.2** | Roadmap launching workshop | Intl personnel | | | | | | | | | | | | | | | 1,650 | |  | | | | 1,650 | |
| National personnel | | | | | | | | | | | | | | |  | |  | | | |  | |
| Supplies | | | | | | | | | | | | | | |  | |  | | | |  | |
| Training/workshops | | | | | | | | | | | | | | | 10,000 | |  | | | | 10,000 | |
| **1.3** | Multi-stakeholder working groups; formation and ToR development | Intl personnel | | | | | | | | | | | | | | 3,050 | | |  | | | 3,050 | | |
| National personnel | | | | | | | | | | | | | |  | | |  | | |  | | |
| Supplies | | | | | | | | | | | | | |  | | |  | | |  | | |
| Training/workshops | | | | | | | | | | | | | |  | | |  | | |  | | |
| **1.4** | Working group meetings | Intl personnel | | | | | | | | | | | | |  | | | |  | |  | | | |
| National personnel | | | | | | | | | | | | |  | | | |  | |  | | | |
| Supplies | | | | | | | | | | | | |  | | | | 2,000 | | 2,000 | | | |
| Training/workshops | | | | | | | | | | | | |  | | | | 4,100 | | 4,100 | | | |
| **1.5** | Provincial awareness raising and consultation workshops | Intl personnel | | | | | | | | | | | | 5,700 | | | | |  | 5,700 | | | | |
| National personnel | | | | | | | | | | | | 6,000 | | | | |  | 6,000 | | | | |
| Supplies | | | | | | | | | | | |  | | | | | 1,000 | 1,000 | | | | |
| Training/workshops | | | | | | | | | | | | 26,900 | | | | |  | 26,900 | | | | |
| **1.6** | Expert analyses | Intl personnel | | | | | | | | | | |  | | | | | |  |  | | | | |
| National personnel | | | | | | | | | | |  | | | | | |  |  | | | | |
| Supplies | | | | | | | | | | |  | | | | | |  |  | | | | |
| Training/workshops | | | | | | | | | | |  | | | | | |  |  | | | | |
| **1.7** | Draft Roadmap | Intl personnel | | | | | | | | | | 13,350 | | | | | | |  | 13,350 | | | | |
| National personnel | | | | | | | | | | 4,000 | | | | | | |  | 4,000 | | | | |
| Supplies | | | | | | | | | |  | | | | | | |  |  | | | | |
| Training/workshops | | | | | | | | | |  | | | | | | |  |  | | | | |
| **1.8** | National workshop for draft Roadmap presentation | Intl personnel | | | | | | | | |  | | | | | | | | 5,300 | 5,300 | | | | |
| National personnel | | | | | | | | |  | | | | | | | |  |  | | | | |
| Supplies | | | | | | | | |  | | | | | | | | 1,000 | 1,000 | | | | |
| Training/workshops | | | | | | | | |  | | | | | | | | 6,000 | 6,000 | | | | |
| **1.9** | National and provincial consultation process | Intl personnel | | | | | | | |  | | | | | | | | |  |  | | | | |
| National personnel | | | | | | | |  | | | | | | | | |  |  | | | | |
| Supplies | | | | | | | |  | | | | | | | | | 815 | 815 | | | | |
| Training/workshops | | | | | | | |  | | | | | | | | | 15,000 | 15,000 | | | | |
| **1.10** | REDD+ Readiness Roadmap and MRV Action Plan endorsement | Intl personnel | | | | | | |  | | | | | | | | | |  |  | | | | |
| National personnel | | | | | | |  | | | | | | | | | |  |  | | | | |
| Supplies | | | | | | |  | | | | | | | | | |  |  | | | | |
| Training/workshops | | | | | | |  | | | | | | | | | | 1,500 | 1,500 | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Output 2: Capacities developed for MRV Action Plan implementation** | | | | | | | | | | | | | | | | | | | | | | | | |
| **2.1** | Capacity needs assessment of national and provincial forest administrations | Intl personnel | | | | | |  | | | | | | | | | | |  |  | | | | |
| National personnel | | | | | |  | | | | | | | | | | |  |  | | | | |
| Supplies | | | | | |  | | | | | | | | | | |  |  | | | | |
| Training/workshops | | | | | |  | | | | | | | | | | |  |  | | | | |
| **2.2** | Spatial analysis of forest cover change | Intl personnel | | | | |  | | | | | | | | | | | |  |  | | | | |
| National personnel | | | | |  | | | | | | | | | | | | 4,000 | 4,000 | | | | |
| Supplies | | | | |  | | | | | | | | | | | |  |  | | | | |
| Training/workshops | | | | |  | | | | | | | | | | | |  |  | | | | |
| **2.3** | Draft MRV Action Plan | Intl personnel | | | |  | | | | | | | | | | | | 2,000 | | 2,000 | | | | |
| National personnel | | | |  | | | | | | | | | | | | 4,000 | | 4,000 | | | | |
| Supplies | | | |  | | | | | | | | | | | |  | |  | | | | |
| Training/workshops | | | |  | | | | | | | | | | | | 2,000 | | 2,000 | | | | |
| **2.4** | Assessment of data availability for LULUCF GHG inventory | Intl personnel | | |  | | | | | | | | | | | | | |  |  | | | | |
| National personnel | | |  | | | | | | | | | | | | | | 3,000 | 3,000 | | | | |
| Supplies | | |  | | | | | | | | | | | | | | 500 | 500 | | | | |
| Training/workshops | | |  | | | | | | | | | | | | | |  |  | | | | |
| **2.5** | Training workshop on national system for GHG inventory | Intl personnel | |  | | | | | | | | | | | | | | | 6,000 | 6,000 | | | | |
| National personnel | |  | | | | | | | | | | | | | | | 4,000 | 4,000 | | | | |
| Supplies | |  | | | | | | | | | | | | | | |  |  | | | | |
| Training/workshops | |  | | | | | | | | | | | | | | | 15,000 | 15,000 | | | | |
| **2.6** | Training on satellite forest monitoring system | Intl personnel |  | | | | | | | | | | | | | | | |  |  | | | | |
| National personnel |  | | | | | | | | | | | | | | | | 2,000 | 2,000 | | | | |
| Supplies |  | | | | | | | | | | | | | | | | 500 | 500 | | | | |
| Training/workshops |  | | | | | | | | | | | | | | | | 15,000 | 15,000 | | | | |
| **TOTAL** |  | **Intl personnel** | **35,900** | | | | | | | | | | | | | | | | **13,300** | **49,200** | | | | |
| **National personnel** | **14,000** | | | | | | | | | | | | | | | | **17,000** | **31,000** | | | | |
| **Supplies** |  | | | | | | | | | | | | | | | | **5,815** | **5,815** | | | | |
| **Training/workshops** | **36,900** | | | | | | | | | | | | | | | | **58,600** | **95,500** | | | | |
|  |  | **Overhead charges** |  | | | | | | | | | | | | | | | | **13,288** | **13,288** | | | | |
| **GRAND TOTAL** |  |  | **86,800** | | | | | | | | | | | | | | | | **109,000** | **195,800** | | | | |

The itemised budget for activities to be carried out under this service agreement is set out in the table below. Any proposals for adjustments of costs between items in the budget will be considered on a case by case basis on receipt of written justification and subject to endorsement of the Responsible Officer and approval from the FAO authorized official.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense class** | **Unit** | **Quantity** | **Unit cost (USD)** | **Total** |
| **International personnel** | Consultancy days | 14 | 400 | 5600.00 |
|  | International flight | 2 | 1000 | 2000.00 |
|  | DSA | 14 | 130 | 1820.00 |
| **National personnel** | Staff salary months | 2 | 4000 | 8000.00 |
| **Supplies** | Printed materials | 300 | 7 | 2100.00 |
|  | Stationery sets | 250 | 10 | 2500.00 |
| **Trainings/workshops** | National workshop | 1 | 6000 | 6000.00 |
|  | Working group meetings | 10 | 410 | 4100.00 |
|  | Provincial consultation | 6 | 2000 | 12000.00 |
|  | National consultation | 1 | 3000 | 3000.00 |
|  | MRV working group training | 1 | 1992 | 1992.00 |
| **Sub Total** |  |  |  | 52,212.00 |
| **Overhead charges (13%)** |  |  |  | 6,788.00 |
| **TOTAL** |  |  |  | 59,000.00 |

6. Responsible Officer

Mr. Ben Vickers, Regional Programme Officer (UN-REDD), FAO Regional Office for Asia and the Pacific (RAP), 39 Phra Athit Road, Bangkok 10200, Thailand, [ben.vickers@fao.org](mailto:ben.vickers@fao.org) is designated the officer responsible for the management of this Agreement (“Responsible Officer”) on behalf of FAO

7. Reimbursements

Please refer to section 3 (n) of General Terms and Conditions

8. **Any other relevant Information**

Further to the provisions outlined in this annex, ICIMOD, as the service provider, has the following responsibilities:

* To implement the activities set out in the work plan, sub-contracting WWF Pakistan, as appropriate, for indicated activities
* To hire, develop terms of reference for, and supervise an international consultant for activities indicated in the work plan
* To ensure compliance with agreements under both One UN JPE and UN-REDD, and liaise between these bodies as necessary
* To ensure national ownership of REDD+ Readiness Roadmap process through direct engagement with OIGF
* To produce deliverables and reports according to the schedule below
* To comply with all other provisions of the Letter of Agreement to which these Terms of Reference are an annex