



**TERMS OF REFERENCE FOR CONSULTANCY FOR THE PROVISION OF TECHNICAL SUPPORT
TO THE DEPARTMENT OF CARBON HARVESTING AND TRADING AT THE FORESTRY
DEVELOPMENT AUTHORITY**

ABOUT FAUNA & FLORA

Fauna & Flora (FF) has worked in Liberia since 1997, supporting the government of Liberia in conserving its rich forest estate and building capacity for biodiversity conservation, sustainable forest management and climate change. FF's vision is a sustainable future for the planet, where biodiversity is effectively conserved by the people who live closest to it, supported by the global community. Our mission is to conserve threatened species and ecosystems worldwide and our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant and base decisions on sound science.

Area-based conservation, has always been a major pillar of our work, not only in terms of securing habitats for species, but also maintaining ecosystem health and mitigating climate change. If we are to maintain the vital role that healthy ecosystems play in combating and adapting to climate change and ensure the resilience of nature in the face of this accelerating threat, and if we are to resolve competing demands for land and resources, then we need to ensure we have conservation areas that are more effectively and fairly managed.

BACKGROUND

The Forestry Development Authority (FDA) is a State-Owned Entity that was established by an Act of Legislature in 1976 with the mandate of ensuring the Sustainable Management and Conservation of Liberia's forest and related natural resources for the benefit of current and future generations. Currently, Liberia is in the process of developing the legal framework necessary to launch large-scale carbon projects. The identification of suitable areas for carbon sequestration is a positive step forward, but further work is needed to formalize these efforts through a Carbon Law. Once this law is enacted, Liberia will be better positioned to attract investment and participate more actively in global climate mitigation initiatives.

The next phase of this development requires coordination between national stakeholders, technical experts, and international bodies to ensure the road map is completed, the legal framework is established, and Liberia can fully integrate into the carbon market while maintaining its forest resources.

The 2018/2019 National Forest Inventory of Liberia put the Country's forest cover at 6.605 million hectares; which is approximately 69 percent of the total land surface. Most of the rural population is dependent on forests and their various products and ecosystem services.

Liberia is faced with enormous challenges in managing its forests to contribute in a balanced way to the long-term, sustainable economic growth; support rural livelihoods; and ensure that its important national and global heritage is conserved.

In an effort to mitigate some of these challenges, and to support the ARREST Agenda the government of Liberia has begun institutionalizing systems in trading carbon. The President of the Republic of Liberia; His Excellency, Joseph Nyumah Boakai, Sr., has appointed to the FDA Management Team, a Deputy Managing Director for Community, Conservation, and Carbon Harvesting (DMD/CCC). The appointment of the DMD/CCC has led to the creation of the Department of Forest Carbon Harvesting, Trading & Regulation with the corresponding Units. It will play a critical role in implementing policies related to carbon management, emissions reduction, climate resilience, and sustainable forest management. This Department works in close coordination with other departments at the FDA, and with Government Ministries and Agencies that have a mandate with a focus on environmental management. The FDA has requested support from Fauna & Flora through the USAID West Africa Biodiversity and Low Emissions Development (WABiLED) to contribute to strengthening and operationalization of the Department.

Against this background, the Management of the FDA is seeking the services of a National Consultant to provide technical, facilitation, and strategic support to visioning and development of Terms of Reference (TORs) for the Department.

OBJECTIVES

- To design and facilitate a process of setting of vision and the development of strategic goals and priorities for the Department of Carbon Harvesting and Trading in light of the current reality of the Carbon Sector.
- To develop ToRs for the Department of Carbon Harvesting and Trading including its various units and staff and ensure that the required processes, structures and plan are in place to fulfil their mandates effectively.

SCOPE OF WORK

The consultant will carry out the following tasks:

- Conduct a desk review and analysis of existing documentation and relevant reports including but not limited to the FDA organogram and strategic plan, carbon roadmap and other reports.
- Design and conduct a process of setting up of the Department's vision, strategic priorities and action plan. A participatory approach together with critical reflection by the staff and member of the management team and interviews with key stakeholders including community, CSOs and Government is highly recommended.
- Draft/define the Department's proposition, its strategic priorities and an action plan to achieve these priorities and present for validation.
- Review, analyse and provide feedback on the appropriateness of the current draft organogram for the Department and propose necessary revision in line with the department's vision.

- Develop the full organizational structure for the Department of Carbon Harvesting, Trading & Regulations clarifying roles and reporting lines.
- Define the scope of work for the Department and its associated Units and outline key responsibilities for various staffing positions.
- Develop key performance indicators and monitoring mechanisms for evaluating the success of the Department and the associated units.
- Consult with FDA staff, senior management and other appropriate individuals and stakeholders.
- Present draft TORs, strategic to FDA for feedback and final revisions.

DELIVERABLE AND TIMELINE

The expected duration of the consultancy is 8-12 weeks following this schedule below:

1. Week 1-4: Inception phase: planning and inception meetings with FDA, stakeholder consultations (other government entities, CSOs and Communities) and desk review of relevant documents and information gathering for the purpose of gaining insights of the relevant legal frameworks, policies, reports and plans.
2. Week 3-4: Conducting the visioning, goals setting and identification of strategic priorities.
3. Week 5-8: Drafting of the TOR for the Department and associated units.
4. Week 9: Presenting the draft TOR and Vision document to stakeholders and collection of feedback.
5. Week 10-11: Finalization of the TOR and vision document.
6. Week 12: Submission of the final TOR and Vision document and a final presentation.

The consultant is expected to produce the following deliverables following each milestone:

| S/N | Deliverables | Timeline |
|------------|---|---|
| 1 | An activity plan, which should include methodology, approach and tools for implementing this work; and a detailed work plan and schedule (due two weeks after contract signing) – Deliverable 1 | 2 weeks after signing of contract |
| 2 | Draft Vision document - A well detailed report outlining the vision and strategic goals and priorities for the FDA Carbon Department in light of the current reality of the Carbon Sector - Deliverable 2 | 4 weeks after the signing of the contract |
| 3 | Terms of Reference (ToRs) for Department and Associated units at the FDA - Three sets of Terms of Reference to be developed include: <ul style="list-style-type: none"> • ToRs for the department of Carbon, Conservation and Communities, defining their respective roles and responsibilities with Key performance indicators and monitoring mechanisms • ToRs for associated units of the Department with Key performance indicators and monitoring mechanisms • ToRs of reference for the positions/titles within the department and its associated units. | 8 weeks (after signing of the contract) |

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| | - Deliverable 3 | |
| 4 | Final documents - Vision document and Terms of References - Deliverable 4 | 12 weeks after signing of the contract |

ELIGIBILITY CRITERIA

Fauna & Flora now invites eligible consultants to indicate their interest in providing the Services. Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The consultant should meet the following criteria:

- 1) BSc. Degree (preferably MSc or equivalent in experience) in environmental science, forestry, climate change, or a related field.
- 2) At least 4 years of experience in climate change policy, carbon trading, or forest management.
- 3) Proven experience in drafting TORs or organizational structures in the environmental sector.
- 4) Strong knowledge of the REDD+ framework, Monitoring, Reporting and Verification (MRV) systems, and climate resilience policies.
- 5) Excellent communication and stakeholder engagement skills

HOW TO APPLY

Applications, consisting of a covering letter explaining why you are applying for the position and relating your experience and skills to the role, a full CV, and contact details for two referees (who will not be approached without your permission) should be submitted electronically via email to liberiajobs@fauna-flora.org

Please mark your application ‘**Consultancy, FDA Carbon Department**’ and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **23 December, 2024. However, due to the urgency of filling this role, applications will be reviewed on a rolling basis. Kindly note that the position might be filled before the vacancy announcement is closed; therefore, early applications are strongly encouraged.**

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within two weeks of the closing date, please assume that you have not been successful on this occasion.