Government of the People's Republic of Bangladesh
Office of the Project Director
Sustainable Forests & Livelihoods (SUFAL) Project
Bangladesh Forest Department
Ban Bhaban, Agargaon, Dhaka-1207, Bangladesh

SUFAL

Terms of Reference (TOR)

Selection of Individual Consultant:

Junior consultant for implementation of Smart Patrolling

(Package no. SD-75D-1)

Forest Department

Terms of Reference (TOR)

Position	**Junior Consultant for implementation of Smart Patrolling (Package no. SD-75D-1)**
Type of Consultant	: Individual Consultant (National)
Type of Contract	: Time Based Contract
Duty Station	: Field
Language	: English & Bengali

1. Background of the Project:

Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change has received IDA loan ofUS$175.00 million and GOB contribution of US$3.85 million for a period of 6.5 years (01 July 2018 to 31 December 2024) to implement Sustainable Forests & Livelihoods (SUFAL) Project. The overall objective of the project is to improve collaborative forest management and increase access to alternative income generation activities for forest dependent communities in targeted sites. This will be achieved by: (i) improving public sector management of forest resources and increasing participation of communities in forest conservation and restoration and, (ii) reducing direct dependence and exploitation of forest resources by offering alternative livelihood sources to dependent communities and improving the enabling environment for trees outside forests. Together, these will result in the eventual improvement of forest cover and ecosystem functions, coastline protection and increased employment opportunities for some of the poorest and most vulnerable communities, including women and small ethnic communities. Project will implement a number of activities which are grouped under following four components:

Component-1: Strengthening Institutions, Information Systems and Training
Component-2: Strengthening Collaborative Forests and Protected Areas Management
Component-3: Increasing Access to Alternative Income Generating Activities (AIGAs) Forest Extension Service & Trees Outside Forests (TOF)
Component-4: Project Management, Monitoring, and Reporting

This project is designed to contribute in improving organizational effectiveness by adopting improved policy and regulatory framework including infrastructural development, management information system upgradation, capacity building of BFD officials and investing in degraded and denuded forest restoration and building green belt along the cost. This project will finance tree cover improvement in the TOF areas technology transfer, training, research and innovation support and engage forest dependent communities in collaborative forest management practices. By and large the project will enhance wildlife and PA management practices and thereby improve forest conservation and wildlife protection in the country.

2. Objectives of the assignment

The major objective of this assignment is to provide support to BFD in developing a suitable data model of SMART (Spatial Monitoring and Reporting Tool) for law enforcement and wildlife monitoring for each area considering the habitat in the SMART 6.3.0V, 7.3.0v or higher version as per direction of focal point and SUFAL Project Management Unit (PMU). The consultant will help to develop a standard operating

procedure (SOP) of SMART approach for Hill, Sal and Coastal Landscapes. The consultants will work with the BFD officers/ staffs in the field level as a mentor. The consultant will have to join with BFD SMART Team during patrol and he will check the data to ensure quality patrol in the field. The consultant will generate and provide system generated/ custom report as per direction of focal point and SUFAL PMU. To develop the capacity of frontline BFD officers/staffs, and Community Patrolling Group (CPG) to implement SMART law enforcement and wildlife monitoring by arranging SMART basic and ToT training; and to develop a National SMART Data Center in the RIMS unit of the BFD.

3. Scope of the assignment

Under the overall managerial administrative leadership of the Project Director, SUFAL Project and day to day management of the RIMS/NFI unit, S/he will perform the following duties and responsibilities:

i. Prepare the inception report and activity plan;
ii. Support to the SMART team leader/ member during patrol;
iii. Assist team leader to prepare the monthly report and patrol plan;
iv. Work on data capture and analysis for SMART and GIS product.
v. Assist in design, create and manage SMART geospatial database with different file formats.
vi. Assist in basic and ToT training in SMART to the officials of BFD & community patrolling group;
vii. Assist the Consultant for Implementation of SMART Patrolling to develop training module, forest and wildlife monitoring guide book, Standard Operating Procedure (SOP).
viii. Assist to the SMART team leader in patrol planning, day briefing, data analysis including field checking and finalization of the interpretation.
ix. Work in compliance with SMART standards and quality policies.
x. The consultant will submit site based monthly report with observations/ Recommendation/ Comments to improve robust and dynamic implementation strategies.
xi. The consultant will assist team leader for sending the patrol data to RIMS and SUFAL PMU including necessary document in each month by using cloud or SMART connect.
xii. At the end of the consultancy prepare and submit final consultancy report describing the planned activities, the method followed for land use mapping, training programme and beneficiaries and results of the SMART related work and the results achieved;
xiii. Undertake any other related tasks assigned by the Project Director.

4. Transfer of Knowledge, where appropriate

While undertaking the activities as stated under "scope of services" of this TOR, the consultant will undertake targeted capacity building exercises and transfer technology of conducting to the FD personnel and other stakeholders like Community Patrolling Group (CPG).

5. List of reports, schedule of delivery, period of performance

i. An inception report and a work plan.
ii. Monthly progress report of SMART implementation.
iii. End of assignment report

6. Data, Personnel, Facilities and Local Services to be Provided by the Client

The Project Director (PD) will provide necessary information as per requirement of the Firm. PD will also inform to the respective DFOs to provide arrangements for necessary data and documents as needed for the preparation of smart data model. The consultant will engage trained enumerators, staffs and qualified experts for field mentoring during data collection.

7. Institutional Arrangement

The consultant will report directly to the Project Director, SUFAL Project. S/he will work closely with other consultants working within the PMU and expected to undertake the activities (scope of services) mentioned in the ToR in order to achieve the stated objectives. The consultant will coordinate with the concerned DFO and Deputy Project Directors, Assistant Project Directors (DPD/ APD) during field implementation. With prior approval, the admissible costs of travel from home country to Bangladesh and other associated expenditure will be reimbursed. Under this consultancy travels are being envisaged. However, travels necessary for the exigencies of services to achieve the desired objectives, may be under taken but with prior permission of the PD and in such cases only the actual costs will be reimbursement.

8. Duration of the Assignment

The duration of the assignment will be 10 Months. However, the duration of the assignment may be increased or reduced according to the performance of the consultant, availability of the consultant, project need, and budget.

9. Qualification and Experience (This qualification requirements will not be part of TOR but will be used in REOI and Evaluation):

Junior Consultant for implementation of SMART Patrolling shall meet the following minimum requirements in qualifications and experience:

i. Bachelor in Geography/ Forestry/ Botany/ Zoology/related subject
ii. Advanced training on GIS and RS is preferred
iii. Should have 2 years specific working experience in geo-spatial data generating, compilation, management, spatial analysis, mapping etc.
iv. Work experience in survey, inventory, field data collection, mentoring in data collection using android app (e.g., Cyber tracker, SMART mobile, KOBO, ODK) will be added advantage.
v. Advanced training/ post-graduated diploma in SMART / GIS/RS will be added advantage.
vi. Working experiences in forestry/environment sub-sector projects;
vii. Demonstrated initiative and ability to deliver results within deadlines;