

**Government of the People's Republic of Bangladesh  
Sustainable Forests & Livelihoods (SUFAL) Project  
Bangladesh Forest Department  
Ministry of Environment, Forest & Climate Change  
Agargaon, Dhaka-1207, Bangladesh  
[www.bforest.gov.bd](http://www.bforest.gov.bd)**

**Request for Expression of Interest (REOI) for Individual Consultant (National)**

Ministry/Division	Ministry of Environment, Forest & Climate Change
Agency	Bangladesh Forest Department
Procuring Entity Name	Project Director, Sustainable Forests & Livelihoods (SUFAL) Project
Procuring Entity District	Dhaka
EOI for Selection of	Individual Consultant: 1. Senior Collaborative Forest Management Specialist 2. Social Safeguard Specialist 3. Community Mobilization Officer
Title of Service	REOI for 1. Senior Collaborative Forest Management Specialist 2. Social Safeguard Specialist 3. Community Mobilization Officer
EOI Ref No. & Date	SD-26, SD-28, SD-22; 15/01/2019
Procurement Method	Individual Consultant (IC)
Budget and Source of Funds	Development Budget; International Development Association (IDA)
Development Partners	IDA (World Bank)
Project Name	Sustainable Forests & Livelihoods (SUFAL) Project
EOI Closing Date	6 <sup>th</sup> February 2019, 12:00 PM (Hard Copy Eoi shall have to be submitted through standard application form which is available at the website of Bangladesh Forest Department ( <a href="http://www.bforest.gov.bd">www.bforest.gov.bd</a> ) within Eoi closing date and time. Copies of all educational, professional, training and experience certificate shall have to be submitted with Eoi. Eoi through email will not be accepted).
Brief Description of Assignment	Details scope of service is given at the ToR which is available at the website of Bangladesh Forest Department ( <a href="http://www.bforest.gov.bd">www.bforest.gov.bd</a> ).
Required Educational Qualification	<p><b>Senior Collaborative Forest Management Specialist:</b></p> <ul style="list-style-type: none"> <li>An advanced (at least Master's) degree, preferably in forestry/natural resources/social science.</li> </ul> <p><b>Social Safeguard Specialist:</b></p> <ul style="list-style-type: none"> <li>A minimum of a Master's Degree in Social/Environmental Science.</li> </ul> <p><b>Community Mobilization Officer:</b></p> <ul style="list-style-type: none"> <li>Masters in Forestry/Social Science/Economics/Marine Science or relevant degree.</li> </ul>
Experience and Skills Required	<p><b>Senior Collaborative Forest Management Specialist:</b></p> <ul style="list-style-type: none"> <li>At least 15 years of work experience with community &amp; forestry.</li> <li>Extensive knowledge on social norms, collaborative forest management, social forestry, etc.</li> <li>Experience to facilitate discussions and tolerance to criticisms.</li> <li>Capabilities and experience to dig out the truth.</li> <li>Experience on SWOT analyses, RRA/PRA</li> <li>Excellent understanding of BFD norms and field practices.</li> <li>Experience of working with the multidisciplinary team.</li> <li>Fluency of English and Bangla language is required;</li> <li>Comprehensiveness knowledge of forests and forestry in Bangladesh context.</li> <li>Strong interpersonal and communication skills;</li> <li>Strong analytical, reporting and writing abilities skills;</li> <li>Openness to change and ability to receive/integrate feedback;</li> </ul> <p><b>Social Safeguard Specialist:</b></p> <ul style="list-style-type: none"> <li>At least 10 years working experience on environmental and social safeguard related issues.</li> <li>Fluency in both English and Bangladesh</li> <li>Ability to analyze social and environmental data</li> <li>Proven experience in formulating, assessing, and reviewing environmental and social safeguards compliance documents;</li> <li>Knowledge of Bangladesh national legislations related to environment, forestry, land administration and other relevant issues;</li> <li>Experience in carrying out stakeholder consultations and organizing</li> </ul>

	<p>environmental and social safeguards training workshops/seminars; and</p> <ul style="list-style-type: none"> <li>• Solid knowledge of World Bank's Environmental and Social Safeguards Policies.</li> </ul> <p><b>Community Mobilization Officer:</b></p> <ul style="list-style-type: none"> <li>• Proven working experience and ability to work with natural resources dependent communities, particularly with forest dependent communities in Bangladesh;</li> <li>• Experience in community mobilization, promoting resource independent income generating activities;</li> <li>• Experience of working in donor funded projects and forestry department implemented activities;</li> <li>• Extensive knowledge on social norms, collaborative forest management, social forestry, etc.;</li> <li>• Ability to provide training and capacity building in various aspects of a community-involved project on natural resources development, protection and AIGAs.</li> </ul>
Name of Official Inviting EOI	Zahir Uddin Ahmed
Designation and Address of Official Inviting EOI with Contract Details	Project Director, Sustainable Forests & Livelihoods (SUFAL) Project; Bangladesh Forest Department, Room No. 504 (4 <sup>th</sup> Floor), Ban Bhaban, Agargaon, Dhaka-1207. Phone: +8802-818174, Email: zahirfd84@yahoo.com

  
 (Zahir Uddin Ahmed)  
 Project Director

## **Terms of Reference (ToR)**

**Position** : **Senior Collaborative Forest Management Specialist**  
**Type of Contract** : Individual Contract  
**Contract Duration** : 12 Months  
**Duty Station** : Dhaka  
**Language** : English & Bengali

### **Background of the Project**

Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change has received IDA loan of US\$175.00 million and GoB contribution of US\$3.90 million for a period of 5 years (01 July 2018 to 30 June 2023) 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. At present, collaborative forest management is not in practice by the BFD. However, being encouraged by the visible success of social forestry, in ensuring better and effective protection of forests and its resources, by involving individual people through benefit sharing mechanism, it is envisaged that involvement of people as communities in decision making process and protection of forest resources, shall unveil a new era in forest management through ensuring accrual of actual benefits for communities as well as better management, conservation and sustainability of forests. The project plans to identify two sets of forest dependent people in groups from the periphery of forests. These groups include one group which will actually participate in forestry development and protection well as income generating activities promoted by the project, while another group will only participate in alternative income generating activities. The main reason behind this initiative is to reduce dependence of communities living near forests on forest resources for income

generation. Provisions will be built in project for motivating and mobilizing these communities for taking part in the development, management and protection of forest resources.

### **Objective of the assignment**

The main objective of this assignment is to identify and place in position a collaborative forest management modality to involve the communities in forestry practices through this project. The consultant engaged in this connection will have to ensure the participation of the communities in forest management decisions making.

### **Scope of services.**

Under the said context the collaborative forest management specialist will require to undertake the followings to accomplish the desired.

1. Prepare an inception report and work plan with a calendar of activities and submit to the Project Director;
2. Assist the consulting firm assigned to undertake baseline household survey of forest dependent communities for ascertaining financial status, dependency on forest and sources of income generation from both forest and non-forest sources;
3. Review information on collaborative management of forest, which is practiced in other at least 3 other peer countries and recommend incorporation of practices which will be suitable in the Bangladesh context.
4. Review forest act 1927, Transit Rules, Wildlife (Preservation and Security) Act 2012.
5. Develop the Collaborative Forest Management Rules with legal inputs from Regulation and Organizational Specialist.
6. The consultant will require to work with safeguards specialist, including from the World Bank, to develop Communities Engagement and Mobilization Plan based on discussions with at least 6 communities (2 from each target landscapes), the process as to how the communities want to get involved in decision making processes. Their hopes and aspirations are to be properly reflected while documenting their expectations while participating in decision making process. Finally, the consultant will table a set of legally acceptable recommendations for the participation of the communities in decision making towards "collaborative forest management". In doing so the consultant may require to examine the relevant rules and regulations in this connection and discuss those with the communities.
7. Based on the above exercise, develop rules for effective community engagement in dialogues and decision making in collaborative forestry initiatives;
8. Help establish modalities of community participation in forest development, protection and sustainable management; Define planning materials and information workflows, roles, responsibilities and incentives, including benefit sharing modalities over the timeframe of each proposed activity receiving support;
9. Work with assigned NGOs in identifying possible sustainable non-forestry income generating activities, which will reduce dependence of different communities on forest-based resources, over near and longer-term time horizons;
10. Work with the different segments of the local communities (including the poor and marginalized but also the more affluent and influential) to understand the different interests and motivations and ascertain the reasons for any resistance to the project's objectives and activities, and recommend appropriate measures to address these concerns

11. The consultant is required to systematically conduct SWOT (strengths, weaknesses, opportunities, threats) and PESTLE (political, economic, social, technological, legal and environmental) analysis of the existing planning processes and then a demonstration of how the proposed planning process will address each of the issues.
12. The consultant is required to develop and submit a fully costed and time bound operational plan, in association with the PMU, which clearly defines the role and responsibilities of the BFD and the forest dependent communities, incorporating scientifically valid recommendations compatible with the prevailing laws, practices and circumstances, to put “collaborative forest management” in practice.
13. Compile and deliver a training module for project forest planners covering the finalized collaborative forest management workflows.
14. Besides these, the consultant will undertake any other actions as desired by the PD SUFAL Project, in writing, that has relevance to collaborative forest management, but not mentioned in this TOR, explicitly.

#### **Transfer of knowledge (Training) where appropriate**

While under taking the activities as stated under ‘scope of services’ of this TOR, the consultant will always have the obligation to associate the BFD personnel, may be FGs to FRs, so that BFD personnel get the “on the job” training towards his or her capacity building

#### **List of reports, schedule of deliveries, period of performance**

The consultant is required to submit the following interim reports /documents.

- 1 Inception report, Communities Engagement Plan and work plan;
- 2 Monthly progress report;
- 3 Report on international best practice and a SWOT/PESTLE report on forest planning in the local context.
- 4 The document on detailed methodology for identifying the forest dependent communities and develop tools for community engagement;
- 5 Modality for community engagement in forest management, including detailed workflows;
- 6 Annotated list of sustainable alternative income generation activities for forest dependent communities;
- 7 Report on how to neutralize the influences of local powerful people;
- 8 Submit operational plan (Ref 12 of scope of service). To be submitted by the end of the 8<sup>th</sup> month of consultancy period.
- 9 Presentations and workshops of inception report, and all technical outputs to BFD senior staff and staff involved in CBFM and project implementation

The consultant is required to submit draft final document of his total assignment by the last week of his consultancy period. The comments given by the PD (PMU) must be addressed within 15 days of receiving them by the consultant.

The consultant will be required to submit fortnightly time sheet to the PMU. On satisfactory performance (subject to PD’s concurrence) he will be eligible to receive remunerations on a monthly basis. His final payment (payment for the last month) shall be eligible only after addressing the comments and feedbacks on his final document.



In case of any problem or conflicts, PD will try to resolve the issue. If the PD fails, the verdict of the Chairperson of "Project Implementation Committee" shall be final.

**Qualifications & experiences:**

- An advanced (at least Master's) degree, preferably in forestry/natural resources/social science.
- At least 15 years of work experience with community & forestry.
- Extensive knowledge on social norms, collaborative forest management, social forestry, etc.
- Experience to facilitate discussions and tolerance to criticisms.
- Capabilities and experience to dig out the truth.
- Experience on SWOT analyses, RRA/PRA
- Excellent understanding of BFD norms and field practices.
- Experience of working with the multidisciplinary team.
- Fluency of English and Bangla language is required;
- Comprehensiveness knowledge of forests and forestry in Bangladesh context.
- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;

**Data, Personnel, Facilities and Local Services to be provided by the Client**

The PD will arrange for necessary information of the consultant if required.

**Institutional Arrangement**

The consultant will be based the PMU in Dhaka and will report to PD, SUFAL. The consultants will undertake activities (scope of services) mentioned in the TOR in order to achieve the stated objectives. In case it become necessary to undertake travels to project areas, prior approval of PD will be necessary and all direct actual costs involved will be reimbursed.

The deliverables will be submitted on time by the consultant to the PD, SUFAL Project, BFD, Dhaka Bangladesh.

## Terms of Reference (ToR)

<b>Position</b>	: <b>Social Safeguard Specialist</b>
Type of Contract	: Individual Contract
Contract Duration	: 12 Months
Duty Station	: Dhaka, with frequent travel to project areas
Language	: English & Bengali

### Background of the Project

Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change has received IDA loan of US\$175.00 million and GoB contribution of US\$3.90 million for a period of 5 years (01 July 2018 to 30 June 2023) 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

The project aims at restoring forests, establishing new plantations, extending areas under tree cover in non-forested areas, restore and improve protected areas through a collaborative forest management arrangement under clearly defined roles and responsibilities and benefit sharing. It will also implement a major alternative income generating activity among forest dependent communities. It 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 also finance tree cover improvement in the ToF areas through technology transfer, training, research and innovation support. By and large, the project will enhance wildlife and PA management practices and thereby improve forest conservation and wildlife protection in the country.

### Objectives of the assignment

The project does not envisage any land acquisition. However, its afforestation and reforestation activities will involve local communities who may face restricted access to forest resources and produces on which they depend for livelihood. The local communities involved in the project, may also include ethnic minorities who would require special attentions as per World Bank's policy on Indigenous Peoples OP/BP 4.10. The Social and Environmental Safeguard Consultant will ensure that the involved parties have an understanding of the social safeguard issues required for a World Bank-funded project and that these norms are followed:

## **Scope of Work**

The Environmental and Safeguard Specialist will report directly to the Project Director and undertake the following tasks:

- Prepare an inception report and work plan with a calendar of activities and submit to the Project Director;
- Prepare, as required, sub-project specific Resettlement Action Plan (RAP), Social Management Plan (SMP), Small Ethnic and Vulnerable Community Development Plan (SECVDP) for the project and ensure/follow-up their effective implementation;
- Carry out regular consultations with the project affected persons (PAPs) and other relevant stakeholders on the project's operations and potential impacts. In carrying out consultations with the ethnic minority/tribal communities, to make sure that such consultations adhere to the Bank's standards on 'free, prior and informed consultations'.
- Take lead/ensure backstopping in preparing design and carrying out the periodic 'beneficiary satisfaction survey' under the project.
- Work closely with the project team and, if necessary, take lead in preparation and the subsequent execution of the project's Communication Strategy.
- Support and ensure the carrying out of the periodic 'third-party monitoring' exercises on the project's social safeguards related issues.
- Collaborate and coordinate relevant activities with the World Bank Social and Environmental Specialists, Senior Collaborative Forest Management Specialist and other staff involved with management of social activities
- Periodically reviewing and assessing the effectiveness of the implemented schemes and their outcomes and impacts; as well as preparing an annual safeguards performance status report that will be submitted to the Project Director;
- Set up the project's Grievance Redress Management (GRM) and ensure the effective and timely review and response on project related grievances, including undertaking field visits to ascertain that the Grievance Redress Mechanisms established for the project is functioning appropriately;
- Provide technical assistance to ensure compliance of the social safeguards policies as agreed for the project and as well as ensure to integrate safeguards good practices into all project activities
- Provide technical advice including training to relevant Bangladesh Forest Department officials and other relevant stakeholders on measures to enhance the effectiveness of project implementation and achievement of the project development objectives, in view of the social and environmental issues in the activities undertaken;
- Prepare internal environmental and social guidelines, brochures for the preparation, implementation, monitoring and reporting of environmental and social information required by various safeguards instruments;
- Prepare an annual Safeguards Review Report and take lead in reviewing the report submitted from the field offices on compliance with environmental and social safeguard guidelines of the project
- Collate appropriate performance and monitoring indicators to input into the Monitoring and Evaluation (M&E) Framework of the project, as well as provide inputs for various evaluations/studies related to the project;
- Any other important task related to the topic/theme, deemed important by the Project Director;

## **Transfer of Services (training) where appropriate.**

The incumbent will work with BFD Officials and the participating other parties about the need for ensuring environmental and social safeguards are followed. As a part of this exercise, how to

monitor and report on the compliances will also be transferred to the parties involved in the implementation of the SUFAL Project.

### **Data, Personnel, Facilities and Local Services to be Provided by the Client**

The PD will arrange for necessary information of the consultant if required.

### **List of reports, schedule of delivery, period of performance**

- Inception report and work plan
- Technical assistance on the compliance of environmental and social safeguards in all project activities;
- Integration of safeguard good practices in the project activities;
- An internal environmental and social guidelines document
- Sub-project specific RAP, SMP, SECVDP, as required
- Backstopping to beneficiary satisfaction survey, design and implementation of the project communication strategy and periodic third party monitoring
- An annual Safeguards Review Report
- Project's Grievance Redress Mechanism, preferably in electronic / online form
- Capacity of forestry officials and other stakeholders enhanced
- Input of appropriate performance and monitoring indicators into the Monitoring and Evaluation (M&E) Framework of the project
- Monthly progress reports

### **Institutional Arrangement**

The consultant will either be based at the SUFAL PMU in Dhaka or posted to one of the coastal circles and will report directly to the Project Director, SUFAL Project. The Individual Consultant will work closely with other consultants working at the PMU and departmental officials. The consultant is expected to undertake the activities (scope of services) mentioned in the TOR in order to achieve the stated objectives. 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.

The deliverables will be submitted on time by the consultant to the PD, SUFAL Project, BFD, Dhaka Bangladesh.

### **Qualification and experiences**

- A minimum of a Master's Degree in Social/Environmental Science with at least 10 years working experience on environmental and social safeguard related issues.
- Fluency in both English and Bangladesh
- Ability to analyze social and environmental data
- Proven experience in formulating, assessing, and reviewing environmental and social safeguards compliance documents;
- Knowledge of Bangladesh national legislations related to environment, forestry, land administration and other relevant issues;
- Experience in carrying out stakeholder consultations and organizing environmental and social safeguards training workshops/seminars; and
- Solid knowledge of World Bank's Environmental and Social Safeguards Policies.



## **Terms of Reference (ToR)**

**Position** : **Community Mobilization Officer**  
**Type of Contract** : Individual Contract  
**Contract Duration** : 52 Months  
**Duty Station** : Dhaka, Chittagong, Sylhet, Cox'sbazar, Noakhali, Patuakhali,  
Bhola  
**Language** : English & Bengali

### **Background of the Project**

Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change has received IDA loan of US\$175.00 million and GoB contribution of US\$3.90 million for a period of 5 years (01 July 2018 to 30 June 2023) 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:

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- 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.

### **Objectives of Assignment**

The main objective of the assignment is to supervise and report to PD on NGOs activities in identification of beneficiaries, baseline survey, support to mobilize and organize participants of the collaborative forest and PA management, form local institutions, arrange capacity building training on AIGAs and implementation of community operation manual, data entry for community profiling, liaison with BFD officials at Range and Beat level and community performance monitoring. Each of the CMO will supervise a single NGO.



### **Scope of the Service**

- Supervise NGOs for baseline survey of communities in and around the target areas in a beat and union, for identifying economic/poverty profile of in each household of forest dependent communities, including their levels of dependence on forests, assets and liabilities for identification of individuals for participation in SUFAL Project activities;
- Assist in the preparation of a Communities Engagement and Mobilization Plan, which will ultimately let the community acquire the knowledge and skill to handle funds not only for community benefits as grants, but also to recycle the fund among the members of their community to enhance their livelihood. Assist concerned DPD and PD in the approval process of plan. Once approved by the PD this plan has to be implemented by the NGO;
- Collaborate and coordinate relevant activities with the World Bank Social and Environmental Specialists, Senior Collaborative Forest Management Specialist and other staff involved with management of social activities
- Provide advisory support to NGO for helping communities for collaborative forest management; ensuing adequate gender balance, representation from ethnic minorities, deprived groups, etc.
- Implement electronic means of data collection on beneficiaries, groups, etc using the Open Data Kit framework, together with GIS Consultant
- Advise, educate, train and support communities in forming six community-based committees, which will undertake different functions related to their involvement in forestry and income generating activities under the SUFAL Project;
- Serve as resource person in developing capacities of communities in managing/administering the functioning of different committees, financial management, accounting and financial reporting, loan disbursement and realization, participation in alternative income generating activities, procurement of goods, forest restoration, plantation establishment and protection;
- Build capacities of communities in property handling project funds, disbursements, recovery, financial control, maintenance of account and timely financial reporting;
- Help NGOs for developing capacities of communities for administering funds available for lending to its members and collection of repayments from borrowers;
- Assist Sr. Livelihoods Specialist to identify and support the design and implementation of alternative income generating activities. Help community members in planning proper use of funds borrowed from the project for a viable and relevant income generating activity, including market analyses;
- Assist NGOs to educate the communities in procuring goods and services for project related activities;
- Participate the community meetings, assist in recording of the meeting minutes, arrange follow-ups, etc. in connection with the spirit of collaborative forest management and the protection of natural resources;
- Assist, educate and train the community on keeping close liaison with local beat and range offices and if required to approach the DFO's office;
- Every action of the NGO must have prior approval of the DFO/PD;
- Any other task assigned by the Project Director as and when required.

### **Transfer of knowledge (Training) where appropriate**

While under taking the activities as stated under 'scope of services' of this TOR, the CMO will undertake major capacity building exercise and transfer of technology and know-how to the communities.

## **List of reports, schedule of deliveries, period of performance**

The CMO is required to submit the following interim reports /documents.

1. Guide NGOs to prepare inception report and work plan;
2. Review and validate the baseline survey of community (house to house) dependence on forests and economic conditions of forest dependent households close to forest areas;
3. Supervise in the preparation and implementation of community mobilization and training plans;
4. Facilitating community participation in collaborative forest management;
5. Supervise day to day activities of NGOs;
6. Support the design and implementation of AIGAs;
7. Maintain liaison with DFOs;
8. Support to procurement of goods and services for the project by communities.

## **Data, personnel, facilities and local services to be provided by the client,**

The PD and CTA will provide necessary information as per requirement of the CMO. PD will also inform all cost centers to provide necessary data and documents as needed for the tasks assigned to the CMO.

## **Qualifications & pre-requisites**

- Masters in Forestry/Social Science/Economics/Marine Science or relevant degree;
- Proven working experience and ability to work with natural resources dependent communities, particularly with forest dependent communities in Bangladesh;
- Experience in community mobilization, promoting resource independent income generating activities;
- Experience of working in donor funded projects and forestry department implemented activities;
- Extensive knowledge on social norms, collaborative forest management, social forestry, etc.;
- Ability to provide training and capacity building in various aspects of a community-involved project on natural resources development, protection and AIGAs;

## **Institutional Arrangement**

The consultants can use office space of PMU in Dhaka/Field Office if needed and will report directly to the Project Director, SUFAL Project, BFD, Dhaka Bangladesh. The Individual Consultants of the firm will work closely with concerned DPD at the PMU. The consultant is expected to undertake the activities (scope of services) mentioned in the TOR in order to achieve the stated objectives.