



FORVAC

**Forestry and Value Chains Development Programme
Tanzania – Finland Cooperation**

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Call for Proposals

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FORVAC Baseline Study

Project number and title	P34809P001 / Forestry and Value Chains Development Programme (FORVAC)
1. Operational Area	<p>FORVAC head office in Dodoma, Tanzania; the operational areas, including the programme target districts and villages in 3 clusters:</p> <ul style="list-style-type: none"> • Tanga cluster: Handeni and Kilindi districts, and the district of Mpwapwa located in Dodoma region • Lindi cluster: Liwale, Ruangwa and Nachingwea districts • Ruvuma cluster: Namtumbo, Songea, Mbinga and Nyasa districts
2. Duration of the assignment	<p>Maximum 2 ½ months after signing of the contract, tentatively from 20 January to 5 April 2020. This duration covers activities from data collection to analyses and report writing and submission of the final report and processed data.</p>
3. Background	<p>The Forestry and Value Chains Development Programme (FORVAC) is a 4-year (7/2018-6/2022) Programme funded by the Governments of Tanzania and Finland. The implementing agency of the programme is the Forest and Beekeeping Division (FBD) of the Ministry for Natural Resources and Tourism (MNRT), in close cooperation with Tanzania Forest Service (TFS) and the President's Office Regional Administration and Local Government (PO-RALG).</p> <p>Forestry and Value Chains Development (FORVAC) aims to contribute in increasing economic, social and environmental benefits from forests and woodlands while reducing deforestation. The expected outcome of FORVAC is <i>“Improved forest-based income, livelihoods and environmental benefits”</i>. The outcome will be achieved through the following outputs:</p> <p>Output 1: Improved Value Chains and increased Private Sector Involvement in the forest sector.</p> <p>Key interventions:</p> <p>1.1 Establishment and Mobilization of Village Land Forest Reserves (VLFR); under this category (VLFR) is a starting point for CBFM and related value chains development in the context of FORVAC. The VLFR establishment also covers land use planning to secure ownership over forest products, such as timber, NWFP/NTFP and charcoal, for local communities.</p> <p>1.2 Support to value chains development</p> <p>Output 2: Stakeholder capacity to implement and promote forestry value chain development enhanced.</p> <p>Key interventions:</p> <p>2.1 Improved institutional and management capacities of Village Councils and VNRC to implement CBFM and develop forest value chains;</p> <p>2.2 Improved capacities to support and monitor CBFM/forest and related value chains and incorporating HRBA aspects; and</p> <p>2.3 Forest products value chains/market system and business development skills incorporated in curricula of relevant training institutes.</p>

	<p>Output 3. Functional extension, communication, monitoring systems; and Management Information System (MIS) in place.</p> <p>Key interventions:</p> <p>3.1 Enhanced extension and communication services; and</p> <p>3.2 Monitoring and Management Information System (MIS) established.</p> <p>Output 4. Supportive legal and policy frameworks to forest value chain and sustainable forest management developed.</p> <p>Key interventions:</p> <p>4.1 Improved policy and regulatory framework for forest value chain development; and</p> <p>4.2 Support to development of forest law enforcement, forest governance and trade of legally sources timber</p>
4. Objectives of the service provision	Through completion of the establishment of baselines for indicators of the FORVAC Results Framework, support efficient monitoring and evaluation (M&E) of the FORVAC implementation as well as documentation of the programme's results (impact, outcome and outputs).
5. Scope	<p>The Service Provider conducts a complementary study to establish baselines for indicators of the FORVAC Results Framework that do not yet have defined baselines (completion of the programme's Results Framework).</p> <p>The Service Provider will develop and include in the proposal a feasible approach, methodology and workplan to implement the baseline data, also including a sampling methodology and tools to be used for data collection.</p> <p>A framework for the coverage of the study/sampling:</p> <ul style="list-style-type: none"> • Each programme district must be covered and represented by at least one (1) sample village. • Tentative allocation of sample villages by clusters (20 villages in total, approximately 20% of the villages where FORVAC is operational): <ul style="list-style-type: none"> - Tanga cluster: 3 villages - Lindi cluster: 11 villages - Ruvuma cluster: 6 villages <p>Analysis will be presented in the final report and collected data cleaned/organized and provided to the FORVAC programme.</p> <p>The Service Provider through desk studies, stakeholder meetings and interviews and field studies in the programme districts and villages collects and systematizes the baseline data to record details of the following indicators:</p> <p><u>Study to define the socio-economic status of the programme areas - indicators</u></p> <ul style="list-style-type: none"> • Increased household income derived from forests (disaggregated by age, sex, disability): <ul style="list-style-type: none"> - Focus group discussions (FGDs) and review of samples of households (HH) to define HH income levels in the selected villages • Improved services for villages, e.g. water services, health services, renewable energy (RE) solutions, improved services of the village office for villagers, e.g. regarding land registry: <ul style="list-style-type: none"> - HH surveys, focus group discussions (Village Council, Village Natural Resources Committee, men, women, disabled) <p><u>Study of Forest Value Chains and their contribution to sustainable forestry and forest-based livelihoods – indicators</u></p> <ul style="list-style-type: none"> • Increased number of community producer groups and their members engaged in wood and Non-Wood Forest Products (NWFP) harvesting and Charcoal production and sale, processing and marketing (per products/ district/ year, by sex, age and potential disability): <ul style="list-style-type: none"> - Engage with the villagers and collect the data from village governments, districts (DFO) - Focus groups discussions (VNRC, men, women, disabled) • Social fund distribution from forest produce sales (e.g. school uniforms, school desks,

	<p>dispensary building, benefitting vulnerable; by gender, age and disability) and number of people benefiting:</p> <ul style="list-style-type: none"> - Engage with the villagers and collect the data from HH, village government - Focus groups discussion (VNRC, men, women, disabled) <ul style="list-style-type: none"> • Annual Allowable Cut (AAC) defined in harvesting plans, and logging done according to plans: <ul style="list-style-type: none"> - Data collection from the respective districts (DFOs), Village Councils and VNRCs. <p><u>Study of the private sector involvement in the forest sector – indicators</u></p> <ul style="list-style-type: none"> • Honey producer or other Non-Wood / Non-Timber Forest Products (NWFP/NTFP) producer groups linked with traders and other value chain actors (by sex) and their income increased: <ul style="list-style-type: none"> - Collect data from HHs, Village governments - Focus groups discussion (VNRC, Honey producer groups, men, women) • Increased efficiency of timber processing (e.g. use of efficient sawmills contra pit sawing): <ul style="list-style-type: none"> - Review and recording of existing operational saw mills (brand/type of the sawmill, number of the saw mills, amount/volume of production – volume/approximate value) - Necessary data can be obtained from districts, VCs and VNRCs • Number of private business actors engaged in legal timber processing (per district/year) increased: <ul style="list-style-type: none"> - Data collection from the respective districts (DFOs) and Village Councils and VNRCs of the selected villages (sample of villages) • Increased employment (# of persons getting income) in harvesting and transportation, processing, pit sawing and saw milling; by gender. <ul style="list-style-type: none"> - Data from HHs, VCs - Focus group discussions (VNRC, Men, Women) • Total income from charcoal sales within FORVAC VLFR's: <ul style="list-style-type: none"> - Data collected from the VCs and VNRCs • Reduction in annual illegal forest harvesting cases in FORVAC supported forests: <ul style="list-style-type: none"> - Focus group discussions - VC, VNRC records
<p>6. Expected deliverables</p>	<ol style="list-style-type: none"> 1. Inception report (adjusted approach, methodology and work plan), to be presented within 5 days from the commencement of the baseline study. 2. Draft final report for debriefing, at the latest 8 days before the completion of the Service Contract. The report covers the following main Sections: 1) Introduction/Background; 2) Approach/ Methodology applied, Workplan; 3) Results, specifying the established baselines also presenting the comprehensive Results Framework along with indicators. People met during the Service Provision and well as institutes/stakeholders consulted will be given Annexed. 3. Final Report, incorporated with the comments and feedback on the draft report from participants of debriefing and the FORVAC programme. Cleaned and organized data collected during the service provision will be submitted with the Final Report.

7. Timetable / workplan	Call for proposals	<ul style="list-style-type: none"> • 2 – 20 December 2019 • Submission of Technical and Financial Proposals by 20 December 2019.
	Selection of the Service Provider and contracting	<ul style="list-style-type: none"> • By 15 January 2020
	Implementation of the baseline study	<p>Tentatively 20 January – 5 April 2020 (as per approach, methodology and workplan developed and agreed between the parties based on the technical proposal of the Service Provider).</p> <ul style="list-style-type: none"> - Inception report, to be presented within 5 days from the commencement - Draft final report for debriefing, at the latest 8 days before the completion of the Service Contract. - Submission of the Final Report by 5 April 2020.
8. Travels	Required traveling, accommodation / per diems etc. covered by the Service Provider (to be included in the proposal/budget and the related contract).	
9. Mandate	During the assignment, the Service Provider is entitled and expected to collect necessary information to implement the consultancy and produce expected deliverables also including recommendations and proposals for further action by the programme, the donor agency and the MNRT. However, the Service Provider is not authorized to represent or to make any commitments on behalf of the FORVAC programme.	
10. Qualification criteria for the Service Provider	<p>By the organization (Service Provider), experience of similar assignment:</p> <ul style="list-style-type: none"> • At least 5 baseline studies / impact assessment / project evaluations conducted. • At least 5-year experience in total in carrying out qualitative and quantitative research of natural resources management or socio-economic surveys of development projects. • Experience of the forest based livelihoods research and development and participatory research at the community level desirable. <p>Key team members (core team) of 3 – 5 experts:</p> <ul style="list-style-type: none"> • Team leader, a minimum educational degree of M.Sc., in subjects relevant to the Service Contract (Natural Resources Management/Economics, Sustainable Development, Socio-Economics) • Other team members with a minimum educational degree of B.Sc., in subjects relevant to the Service Contract. • Team leader with professional experience of more than 10 years, of which at least 5 years in the fields relevant to the Service Contract. • Other Key Team members: professional experience of more than 4 years, of which at least 3 years in the fields relevant to the Service Contract. • Strong analytical, facilitation and communication skills. • Good knowledge and understanding on Tanzania Participatory Forest Management (PFM) processes and the guidelines of the implementation of CBFM as well as Tanzania forestry policy and other relevant policies desirable. • Excellent reporting and presentation skills. • Fluent in spoken and written English and Kiswahili. 	
11. Payment	<p>The proposal should include the budget breakdown and clearly specify the total value of the proposal.</p> <p>Advance payment of a maximum of 30 – 40 % within one week from the signature of the contract; final payment within 2 weeks of the completion of the Service Contract (approval of the Final</p>	

	Report). Exact terms of payment will be negotiated with the Service Provider during contracting.
12. Mode of selection	<p>Quality/price based.</p> <p>Maximum scoring 100, divided by the selection criteria as follows:</p> <ul style="list-style-type: none"> • Organization's (Service provider) experience and capacity of implementing similar assignments: max. 20 points. • Technical proposal: proposed approach, methodology and workplan, resources allocated: max. 25. • Team leader – education, experience: max 10. • Other team members (in total) – education, experience: max. 15 • Financial proposal (budget): max. 30.
13. Applications	<p>Applications should cover the following subjects:</p> <p><u>Technical proposal for the FORVAC baseline study</u></p> <ul style="list-style-type: none"> • Approach, methodology and workplan (timetable) to implement the baseline study, also including a sampling methodology and tools to be used for data collection. • Proposal for resources to be used: <ul style="list-style-type: none"> - Key Experts' team (3 – 5 members), with comprehensive CVs and description their roles in the study, Team Leader to be specified. - At least two teams for field data collection (enumerators): organization, education, number of team members. - Equipment / software to be used. <p><u>Financial proposal</u></p> <ul style="list-style-type: none"> • Detailed budget breakdown. • Total price of the Service Provision to conduct the FORVAC baseline study. <p>Signed Technical and Financial Proposals should be sent electronically to the email address: procurement@forvac.or.tz by 20 December 2019.</p> <p>For further information, please contact: Juhani Härkönen, FORVAC CTA, email: juhani.harkonen@forvac.or.tz ; tel. +255 624 855 759, or Alex Njahani, Forest Management Expert, alex.njahani@forvac.or.tz ; tel. +255 755 380 673.</p>
Annexes	<ul style="list-style-type: none"> • FORVAC Programme Document (PD) - https://forvac.or.tz/wp-content/uploads/2019/12/FORVAC-Programme-Document_FINAL.pdf • Programme Results Framework (ANNEX 1 of the Programme Document)