



MINISTRY OF LANDS, FORESTRY AND MINES

FORESTRY COMMISSION of GHANA

AND

FOOD AND AGRICULTURAL ORGANISATION OF THE UNITED NATIONS

TERMS OF REFERENCE (ToR)

NATIONAL FORESTRY PROGRAMME FACILITY

REQUEST FOR PROPOSALS FROM CIVIL SOCIETY ORGANISATIONS FOR
IMPLEMENTATION OF TASKS TOWARDS REGISTRATION OF TAUNGYA
FARMERS FOREST PLANTATION BENEFITS

Forestry Commission
P. O. Box MB434
Accra
Ghana

BASIC ELEMENTS OF THE TERMS OF REFERENCE

TITLE: REGISTRATION OF MODIFIED TAUNGYA FARMERS TOWARDS BENEFIT SHARING AGREEMENT

A. BACKGROUND

In January 2005, the Forestry Commission (Ministry of Lands, and Natural Resources) entered into a partnership agreement with the Food and Agriculture Organization of the United Nations to address priority gaps in the implementation of Ghana's national forest programme. A National Forest Programme (nfp) has to be implemented by all stakeholders rather than government alone thus during Phase I of the Facility support, the Ministry of Lands and Natural Resources established a National Forestry Forum (NFF) at the national, regional and district levels as a grassroot civil society organization to contribute to the development, implementation and monitoring of key policies in the sector. For this phase of the partnership agreement, the priority is accomplishing plantation development by consolidating the benefits due to farmers engaged in the Modified Taungya System¹.

In September 2001, the President of Ghana launched the National Forest Plantation Development Programme with an ambitious annual planting target of 20,000 hectares using variety of approaches. Under the Modified Taungya System (MTS), small-scale farmers *partner the Forestry Commission to establish and manage tree plantations in degraded forest reserves and are entitled to a share in the monetary value of the tree crop.*

Currently, it is estimated that nearly 100,000 hectares of MTS plantations have been established across the country through the involvement of over 100,000 rural farmers since its launching but the signing of their benefit sharing agreement has become stalled due to inadequate resources and staff constraints within the Forestry Commission. To rectify the situation, proposals are, hereby, invited from qualified civil society groups (academic institutions, NGOs, CBOs and consulting firms) to undertake the set of activities outlined in section C of the ToR aimed at completing the signing and registration of outstanding benefit sharing agreements.

B. OBJECTIVES OF THE PARTNERSHIP WITH THE FACILITY

The partnership with the Facility hopes to strengthen the beneficiary rights of taungya farmers by signing and registering their benefit sharing agreement. Specifically, the Partnership will seek to:

¹ The Modified Taungya System involves the partnering of rural farmers in the rehabilitation of degraded forest reserve lands by providing labour and expertise in return for a share in the plantation proceeds.

1. Strengthen the prospects of equitable benefit flows from forests and eventually contribute to sustainable forest management.
2. Organize Taungya farmers into viable Groups capable of articulating their rights and interests in negotiations with the Forestry Commission and other entities;
3. Enable outstanding Taungya farmers' groups benefit sharing agreements to be signed and registered.
4. Create sustainable avenues for greater and faster interactions between the FC, the Taungya farmers and key stakeholders.
5. Respond to citizen's expectations under the MTS and the call for better governance, more transparency and accountability as public and media scrutiny of the forest sector increases;

Specifically, the expected outputs are as follows:

- **Modified Taungya Farmers Groups organized** according to Modified Taungya Group Guidelines and constitution to facilitate dealings with them in various aspects of implementing the government approved MTS plantation establishment in forest reserves.
- **Capacity of MTS farmers built** to enable them become self-dependent in the effective running and management of the Modified Taungya Groups. Since the Taungya Groups are to act as economic production entities for the rotation period of the plantations it is important to train them in the relevant areas of group dynamics and management to minimize conflicts and promote organizational growth.
- **Taungya farmers benefit share registered** through compilation of data on taungya farmers on pre-designed electronic and printed formats, ensuring accuracy, securing farmers and traditional authority endorsements on the forms and submit captured data and the endorsed forms to the Forestry Commission for registration and further processing.
- **Completed signed agreements distributed** to taungya farmers at their respective locations so as to guarantee secured lodgement of the forms for their future transactions.

C. The tasks to be executed are as follows:

There will be six contracts (Letter of Agreements) based on zonal groupings as shown in the table below to implement activities outlined under the various outputs in section C.

Set	Regions/Forest Districts	Farmers to be registered*	Number of Lots
Lot -1	Brong Ahafo, Northern, Upper East and Upper West –All Forest Districts	15,000	1
Lot -2	Ashanti - Nkawie	26,000	1
Lot - 3	Ashanti – Offinso & Mampong	26,000	1
Lot - 4	Ashanti – Juaso, Bekwai, New Edubiase & Kumawu	20,000	1
Lot -5	Western & Central	12,000	1
Lot -6	Eastern, Volta and Greater Accra	10,000	1
TOTAL		109,000	6

*Approximate figures from the year 2002 to 2010

C. ACTIVITIES UNDER OUTPUTS

Modified Taungya Farmers Groups organized

- Identify and confirm the list of Farmers constituting Modified Taungya Groups to be registered by contacting District Managers of Forest Services Division
- Mobilize the Modified Taungya Farmers Groups into viable independent functional groups using existing Forestry Commission Guidelines

Capacity of Modified Taungya Farmers Groups built

- Sensitize and create awareness among prospective stakeholder groups including Taungya farmers' Groups, Regional Forestry forums, traditional authorities, the Forestry Commission and other relevant community-based organizations on the Benefit Sharing Agreement registration processes.
- Educate Modified Taungya Farmers Groups on their responsibilities, obligations, rights and requisite benefits associated with their role as partners in the Modified Taungya Plantation Venture.

Taungya farmers benefit share registered

- Undertake compilation of farmers' data in both electronic and hard copy versions using pre-designed formats by Resource Management Support Centre of the Forestry Commission.
- In conjunction with RMSC Computing unit and District Managers undertake necessary verification exercise to ensure that data captured is accurate for all the farmers' groups.

Completed signed agreement forms distributed

- Liaise with District Managers of FSD to ensure that compiled farmers data are correctly appended to Benefit Sharing Agreement (BSA) documents and the agreements duly signed by all the respective signatories (parties);
- Furnish the Forestry Commission's Legal Department with the signed Agreement documents for registration at the Lands Commission;
- Distribute the BSA Agreements upon completion of the registration process by the Forestry Commission to respective the MTS groups and landowners (chiefs) and finally;
- Devise for the MTS Farmers Groups secure storage and retrieval system for the farmers data and the registered BSAs.

Organizational Activities

This will involve:

- a) Submitting Inception, Progress and Final reports as well as any other necessary reports as may be demanded.
- b) Sponsor and Hold meetings/events with the MT Farmers, chiefs etc. as and when necessary to guarantee smooth implementation of assignment.

D. TIMELINE

Each set of assignments is expected to take six **(6) months** starting from the date the contract is signed. Winners of more than one set of assignment would be expected to complete the tasks concurrently within the six-month period.

E. REPORTING

An inception report should be submitted before commencement of the activities to be followed by two progress reports (1st report after six weeks and second report six weeks after the 1st report) and a final report shall be submitted to the Forestry Commission, with a detailed physical progress, actions, and any requests for guidance or decisions. Progress and Final reports should capture lessons learnt for improving similar endeavours in future. The release of the grant in accordance with the Letter of Agreement to be established with the NFP Facility will be made in instalments after approval of the progress and final reports. The first payment would be made upon signature of the Letter of Agreement (LOA) and the second upon approval of the second progress report.

The final report should be submitted two weeks after the end of the 6th month after which the final payment would be released.

F. SUBMISSION OF PROPOSALS

Interested applicants are requested to submit sealed bids to the:

The Manager,
Collaborative Resource Management Department (Room 18)
Resource Management Support Centre
(Near SSNIT, Adum Kumasi)
Forestry Commission
P. O. Box 1457
Kumasi

Applicants should follow the outline attached to these ToRs. Besides some background technical information, they should indicate the methodology to be followed which should include how the farmers will be mobilized, their data captured and registration facilitated, their plan for the execution of the task, indicators for its monitoring and evaluation, a detailed budget, qualification & experience of key personnel, similar undertakings executed and a capability statement.

The grant to be provided by the Facility for the set of activities to be proposed by the applicant cannot exceed USD 5,000 as base amount plus an incremental amount based on the approximate cumulative number of farmers to be registered per individual lot. The total proposed budget must thus include the base amount plus the projected additional cost for registering the determined number of farmers per each lot.

The beneficiary must be ready to provide a contribution from own or other resources, equivalent to, at least, 20% of the eligible cost of the activities supported by the Facility. This contribution can be in kind such as the use of vehicles, computers, office space, staff time, etc., but should be properly detailed and justified in the proposal.

The quoted budget must follow the formula below:

$\$5,000 + (\text{estimated number of farmers} \times \text{cost of registration per farmer}) =$
total quoted budget (80%) + Organisational in-kind support (20%)

Note: The cost of registration per farmer cannot exceed \$0.8.

The quoted budget will be taken into consideration in the selection of the organisation and the beneficiary must be a non-profit making organization.

The closing time and date for receipts of proposals is by 10.00 am on 27th May 2011. Late offers will not be accepted.

G. ELIGIBILITY AND SELECTION OF PROPOSALS

The set of requirements for eligibility and the criteria to be used on the selection of the winning proposals are also attached to these ToRs.

Attachments

Recommended Format for Proposal

Title

Should include a short title for the tendered initiative, the country where it is to be implemented, a mention of the nfp Facility, as well as the date and version of the document.

1. Background

Copied / adapted from the ToRs as applicable: overview of past activities leading to this initiative, e.g. a reminder of the date and content of the partnership agreement, steps already made in its implementation, results achieved and needs assessment for the tendered initiative.

2. Objectives of the Initiative

*Copied / adapted from the ToRs as applicable: summary description of the activities for which the tender is offered, and of their immediate objectives, i.e. **what** the tendered initiative is trying to achieve, with **whose** participation and **why** is it deemed useful to achieve it?*

3. Intended Results

Copied / adapted from the ToRs as applicable: detailed enumeration of what the tender is pledging to achieve:

- *for studies, description of the issues to be explored;*
- *for awareness and training events, list of the competencies or messages to be imparted on the target group;*
- *for consultative or participatory processes, list of issues on which advice is sought;*
- *for legislative or policy development / update, list of the legal or policy texts that need updating or production, and main policy orientations to be reflected in these texts;*
- *for the production of technical guidelines, technical domain covered;*
- *etc.*

4. Proposed Methodology

Description of how (by which activities) the organization or institution proposing the tender proposes to pursue the above purpose and produce the above results: secondary data to be used, stakeholders to be consulted, met or trained as part of the funded work, tools and approaches applied to collect or communicate information, etc.

5. Personnel, Logistics and Timeline

List and competencies of the persons proposed to conduct the work, locations and transport arrangements, work plan including when the final document is expected to be available.

6. Reporting and Evaluation

Copied / adapted from the ToRs as applicable: tools to be used for evaluating the activities planned in the ToRs, e.g. evaluation sheets filled in by workshop participants, schedule of reports with deadlines and format to be followed, and date of submission of a final financial statement, with a mention of who will review and certify it in country.

7. Budget and Terms of Payment

Detailed list of inputs by type (transport, fees, per diem, reproduction costs, etc.) that the proposing organization deem necessary to successfully complete the tendered initiative, with for each input a unit price, the number of units and the cost; part of the budget required from the Facility and part covered by the proposing organization and/or other sources.

Mandatory Annexes:

- Tender announcement / ToRs.
- List and Résumé (CV) of all resource persons, indicating gender (Mr. or Ms.), name, function or title, occupation, affiliation (organization or company they work in) if any, their addresses, email, fax and telephone numbers.
- Background information of the organisation with regards to experience in implementation of similar tasks.

8. The Proposal should be submitted in hard copy and electronic (WORD) format.

Criteria for Evaluating and Selecting Tenders for NFP Partnership

1. How clearly do the proposal describe and quantify (where appropriate) the objectives, intended results, monitoring, sustainability, participation, implementation arrangements, approach and budget?
2. Technical soundness and feasibility of the proposal
3. Organization's geographic area of expertise versus proposed location
4. Capacity to undertake proposed activity
5. How do proposed outputs and outcomes conform to bid specifications, in quantity and quality?
6. Are the proposed strategies innovative?
7. Is the budget realistic and the cost within the estimated budget range?
8. Funding from other sources and applicant's own financial contribution in cash or kind.
9. Linkage of the proposal with existing participatory forest initiatives in the region, the National Poverty Reduction Strategy, and other framework programmes dealing with the forestry sector
10. The Readiness of the Beneficiary to provide a contribution, from own or other resources, equivalent to, at least, 20% of the eligible cost of the activities supported by the Facility. This contribution can be in kind such as the use of vehicles, computers, office space, etc., but should be properly detailed and justified in the proposal
11. Recommendations