



Terms of Reference (TOR)

International Consultant to Develop Training Manual for Capacity Building on Integrated Forest Landscape Restoration

Under the DA15 Project on

***“Turning the Tide on Deforestation-Building Partnerships to Combat
Intensifying Impacts of Climate Change, Forest Fires and Zoonotic Diseases”***

**United Nations Forum on Forests Secretariat (UNFF)
Department of Economic and Social Affairs (DESA)
United Nations**

Summary

Assignment Title: Development of a Training Manual including Session Plans and Training Materials for Capacity Building on Integrated Forest Landscape Restoration

Place of Work: Home based

Expected Duration: 40 Working Days Over the Period of 6 Months

Expected Start Date: Immediately

Type of Consultant International Consultant

Background

Forests cover 33% of the earth's land area and provide multiple social, economic and environmental benefits to humankind through its significant contribution to poverty eradication, climate change mitigation and adaptation, maintaining of biodiversity, clean air, water quality, weather stability, etc. However, forests, especially natural forests, are still disappearing in an alarming rate. From 2010 to 2015, 32.5 million hectares of natural forests were lost globally (FAO-FRA 2015). With acknowledgement of the importance of forests, the Sustainable Development Goals (SDGs) adopted by the General Assembly in September 2015 squarely address the need for conservation, restoration and sustainable management forests (SFM) in its Goal 15. In addition, conservation, restoration and sustainable management of forests also contribute to the achievement of most of the other SDGs through their multiple functions. In January 2017, the UN General Assembly adopted the first ever UN Strategic Plan for Forests (2017-2030) (UNSPF), which provides a global framework for actions to sustainably manage of forests and halt deforestation and forest degradation in a holistic and coherent manner.

It is in this context that the Department of Economic and social Affairs (DESA) developed a project ***"Turning the tide on deforestation-Building partnerships to combat intensifying impacts of climate change, forest fires and zoonotic diseases"*** aiming to strengthen capacity of four developing countries to develop and implement integrated forest landscape restoration plans to halt deforestation, tackle its drivers and its intensifying factors, and make progress towards the forest-related SDGs. The project also aims to build capacity for developing and implementing policy measures for enhancing mobilization of public and private sector investments into forest landscape restoration. This includes mobilizing funds for conservation, restoration and sustainable management of the forests in the context of the UN Strategic Plan for Forests (UNSPF) and the 2030 Agenda.

Description of the Assignment

The project aims to build the capacity of four developing countries on integrated forest landscape restoration by developing a national forest restoration plan and a framework for attracting public and private sector investments in forest landscape restoration. Specifically, outcome 1 of the project focuses on strengthening capacity of selected countries to design, develop and implement integrated forest landscape restoration plans by identifying and removing drivers of deforestation, combating intensifying impacts of climate change and forest fires, recovery and building back better from the impacts of zoonotic diseases, and enhancing actions to increase economic, social and environmental

contribution of forests and thus ultimately increase contribution of forests to SDGs. The training sessions will provide technical knowledge, techniques and tools for forest management, forest landscape restoration, biodiversity conservation, afforestation, fire management, collective planning, multi-stakeholder land use planning, and sustainable utilization of wood and non-wood forest products for livelihood support, resilience building and recovery from COVID-19. In this regard, one of the expected outputs of the project is to develop tailor-made training materials and adapt the methodologies, guidelines and approaches for integrated forest landscape restoration to meet the specific needs and priorities of target countries. Drawing lessons from the training materials developed and tested in four developing countries, the project will then develop a generic training module on development and implementation of integrated forest landscape restoration plans.

In this regard, the UNFF Secretariat seeks the services of an international consultant to develop training modules, session plans and training materials in designing and implementing integrated forest landscape restoration. The target audience is technical and policy level people who are involved in planning, implementation and monitoring of the IFLR.

The national consultant carries out detailed review of existing session plans, training materials, technical documents, case studies and best practices to prepare the session plan for five days long training course. The consultant should have knowledge of, and experience in, developing curricula, education materials, training modules, tools and materials preferably in the areas of forest conservation, restoration and sustainable management.

The specific tasks and activities of the consultant are to:

Task 1: Review of existing modules, session plans, training materials and tools used for capacity development activities in the areas of forestry, natural resources and environment management. Identify learning gaps and determine scope by analyzing the gaps between current and required competencies, skills, and knowledge.

- *Deliverable 1: An Inception report detailing the scope and learning objectives of IFLR structure and table of contents of the Modules, session plans and training materials including process, methods and timeline to prepare them.*

Task 2: Based on the agreed structure, contents and methodology under deliverable 1, prepare training modules, session plan, training materials and tools for each module. The consultant may need to carry out the following:

a. Research, gather and analyze the contents

- Collect and review all the relevant materials, policies, procedures, tools and technical documents related to integrated forest landscape restoration. Specifically refer to the published documents such as Standards of Practice to Guide Ecosystem Restoration (2024) – A contribution to the UN Decade on Ecosystem restoration, Forest Landscape Restoration Interventions (IUCN 2023) etc.
- Consult with subject matter experts: As necessary, engage and consult with SMEs to collect accurate, updated technical information.
- Gather best practices: Research standards and best practices for the topics being covered.
- Review policies, regulations and compliances and ensure the contents align with legal requirements, standards, and organizational policies.

b. Develop a structure and outline of the training manual

- Draft the training modules: The modules should be breakdown by topics by divide the contents into logical sections that includes principles, objectives, stakeholder engagement, assessment and planning process, implementation, financing, M and E etc. Each module should have its detailed table of contents that outlines the flow of the manual. Organize contents the contents of from basic to advanced, or in a sequence that aligns with the learning process. The modules should include both classroom and field exercises.
- Prepare session plan: Prepare session plan for each module with detailed step-by-step instructions and training delivery methods (procedures and tasks) to guide trainers and facilitators for effective delivery of the training.
- Prepare training materials and tools: for each module and session, prepare reading documents, case studies, PowerPoint presentations, Videos, guidelines (such as for planning and implementation field exercise etc). While preparing the training materials, use simple language, avoid jargon, and write clear, concise explanations and incorporate real-life examples, case studies (related to four pilot countries), and practical applications. It is suggested to visual such as relevant diagrams, charts, images, or infographics to support the text. The training materials may include a tool kit for identifying the key drivers of deforestation and forest degradation, and priority actions for restoration that enhance the economic, social and environmental contribution of forests.
- Create Exercises and Assessments: Develop exercises to allow learners to apply what they've learned by including quizzes, tests, or self-assessments at the end of each section to measure understanding. It is suggested to create scenarios for learners to analyze, promoting critical thinking. Include specific case studies for four pilot countries.

Deliverables 2: An untested version of training manual with structured modules, detailed session plans, materials and tools on integrated forest ecosystem restoration in English.

Task 3: Finalization of the training manual

- Pilot testing of the training manual: The consultant will attend the training sessions in one of the pilot countries to test, gather feedback and validate the training manual including session plan and training materials.
- Based on the feedback from the training session, the consultant will revise and adjust based on feedback, refining both the content and structure.

Deliverable 3: Final tested version training manual including modules, session plans and training materials and tools based on the feedback from the test run in one of the pilot countries and the experiences from the other three project countries.

Contract Duration

The international consultant will be engaged for 40 working days from 1st November 2024 to 30th April 30, 2025.

Duty Station

The international consultant will work remotely for most of the contract and remain available for regular supervisory and review teleconferences.

Travel

The international consultant will undertake travel to one of the pilot countries for a duration of 7 days to test and validate the training materials during first round of the training. The dates of travel will be determined in consultation with the UN Forum on Forests Secretariat (UNFFS). The international travel costs and the DSA will be covered by UNFFS. Travel costs will be covered separately.

Expected Outputs and Delivery Dates

The International consultant shall work along the following deadlines:

1. *An Inception Report detailing the scope and learning objectives of IFLR structure and table of contents of the Modules, session plans and training materials including process and timeline to prepare them by 15th November 2024 (5 working days).*
2. *A first version of the training manual with structured modules, detailed session plans, materials and tools on integrated forest ecosystem restoration in English to be submitted by 31st January 2025 (30 working days).*
3. *Final training manual including modules, session plans and training materials and tools based on the feedback from the test run in one of the pilot countries and the experiences from the other three project countries to be submitted by 30 April 2025 (5 working days).*

Performance Indicators

1. Successful and timely submission of deliverables as specified in the work plan.

Competencies and Qualifications

The consultant shall have the following competencies and qualifications:

Required Qualifications:

- Have an advanced university degree in education, natural resources management, environment development studies, or related disciplines. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
- At least 7 years' experience in education material development in the field of natural resources management, forest management, environment management or related areas.
- Have demonstrated expertise and experience relating to education material development including training manual, training materials, toolkits, guidelines etc.
- Excellent policy analytical, technical, managerial and drafting/writing skills.
- Possess thorough knowledge on the forestry, forest management, forest landscape restoration
- Ability to prepare and present reports in English.
- Familiarity with authoring tools such as Microsoft Word, PowerPoint, or specialized software like Adobe Captivate, Articulate, or similar eLearning tools.

- Ability to tailor the contents to the requirements of the learners' based on the level of expertise, needs, and learning styles.
- Be free from any interest that might cause him/her to act in other than an impartial and non-discriminatory manner.

Desirable Qualifications:

- Ability to incorporate visual elements (e.g., diagrams, flowcharts) to enhance comprehension.
- Experience using tools like Adobe Illustrator, Photoshop, or other design tools to improve visual appeal.
- Familiarity with adult learning principles and techniques for keeping learners engaged.
- Ability to manage the development process, timelines, and ensure the project is completed efficiently.
- Ability to develop quizzes, tests, and assessments to evaluate learner understanding.
- Ability to incorporate videos, animations, or other multimedia elements to enhance learning.
- Certifications in instructional design, eLearning development, or technical writing.

Application

The interested candidate should send a letter of interest explaining how they meet the above-mentioned qualifications, along with a copy of their CV, unff@un.org with a CC to shyam.paudel@un.org.

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