

## TERMS OR REFERENCE

### 1. Background information

REDD+ is a mechanism agreed under the United Nations Framework Convention on Climate Change (UNFCCC) to achieve reductions in anthropogenic emissions of greenhouse gases (GHGs) from the forest sector, thus contributing to international efforts to combat climate change. Developing countries participating in this initiative can receive REDD+ incentives for reducing GHG emissions by reducing deforestation and forest degradation, promoting the sustainable management of forests, conserving existing forests and restoring forests.

In order to ensure that REDD+ implementation achieves significant social and environmental benefits and avoids potential risks, a set of seven safeguards principles has been agreed under the UNFCCC<sup>1</sup> (known as the [Cancun Safeguards](#), see Annex 1).

To qualify for results-based incentives under REDD+, Myanmar will need to develop the following four main building blocks or elements, which together are known as the pillars of the Warsaw Framework<sup>2</sup> for REDD+:

- National REDD+ Strategy (&/or Action Plan)
- National Forest Monitoring System
- Forest Reference Level or Forest Reference Emissions Level
- Safeguards Information System (i.e. a system providing information on how safeguards for REDD+ are addressed and respected).

Myanmar is in the final stages of its REDD+ readiness activities, i.e. developing and establishing the institutions, processes and capacity to participate in REDD+. The Myanmar UN-REDD National Programme<sup>3</sup> is supporting the Government of Myanmar in its readiness activities.

In 2013, the Government of Myanmar and stakeholders developed a “[REDD+ Readiness Roadmap](#)”, setting out how the country will undertake its readiness activities. The Myanmar National UN-REDD Programme was initiated in 2016, and comprises the following five Programme Outcomes:

- Outcome 1: Relevant Stakeholders engaged and their capacities developed
- Outcome 2: National institutions have capacities to implement effective and participatory governance arrangements for REDD+
- Outcome 3: REDD+ safeguards defined in the national context and national safeguards information system developed
- Outcome 4: Development of Myanmar’s national forest monitoring system (NFMS) and preliminary forest reference emissions levels (FRELs/FRLs) supported
- Outcome 5: National REDD+ Strategy developed

This assignment is related to Outcome 3 of the Programme: REDD+ safeguards defined in the national context and national safeguards information system developed. As a country wishing to participate in REDD+, Myanmar needs to meet a number of requirements in relation to the Cancun safeguards (see above). These requirements are:

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<sup>1</sup> Cancun Agreements (UNFCCC Decision 1/CP.16)

<sup>2</sup> Warsaw Framework for REDD+ (Decision 9/CP.19)

<sup>3</sup> The UN-REDD Programme is a joint initiative deploying the support of three UN agencies – FAO, UNDP and UN Environment – “to support countries in meeting their commitments under the UNFCCC, and developing the elements of the Warsaw Framework.”

1. Make sure that the UNFCCC Cancun safeguards for REDD+ are addressed and respected throughout the implementation of REDD+ activities;
2. Develop a Safeguards Information System (SIS) for providing information on how the Cancun safeguards are being addressed and respected;
3. Provide Summaries of Information (SoI) to the UNFCCC on how the Cancun safeguards are being addressed and respected.

Through its National UN-REDD Programme, Myanmar is working to develop its approach for meeting these requirements (known as a 'country approach to the safeguards'<sup>4</sup>). Significant progress has already been made, including: an assessment of potential social and environmental benefits and risks of REDD+; a review of safeguards-relevant policies, laws and regulations; the development of a national safeguards clarification, setting out what the safeguards mean in the Myanmar national context; the design of the country's Safeguards Information System (SIS) and an operationalisation plan for this system; and the preparation of a complete draft of Myanmar's first Summary of Information on Safeguards.

## **2. Overview of assignment**

This assignment is to support the Government of Myanmar, through a process involving stakeholder engagement and consultation, to begin to establish and operationalise the Safeguards Information System (SIS). The design of Myanmar's SIS is set out in its '[SIS Design Document](#)', available [here](#). The [Operationalisation Plan](#), which sets out the steps needed to make the SIS fully functional, is currently in final draft form and will be published in the near future.

## **3. Objective and scope of assignment**

The key objective of this assignment is to assist the Government of Myanmar, represented by the Forest Department, to undertake a first series of steps to establish and operationalise the SIS.

To achieve the objective, this assignment will involve the following four steps, described in more detail in section 4 below:

- i. Helping to establish a SIS Working Group (SIS-WG) and organise a first meeting of this group;
- ii. Working with Forest Department, Central Statistical Organisation and other key stakeholders in the SIS-WG to review and refine initial template/s for the provision of information for the SIS;
- iii. Liaising between Forest Department, key stakeholders and an IT consultant to help establish an interim webpage on the SIS;
- iv. Helping to compile content for this interim SIS webpage.

The delivery of these tasks will draw significantly on the previously completed work and documents related to Myanmar's safeguards approach and SIS, as well as the country's proposed [national REDD+ strategy](#). Relevant outputs so far include:

- [National Safeguards Roadmap](#) (2017), setting out how Myanmar is developing its safeguards approach
- Results of the assessment of potential [benefits and risks of REDD+](#) policies and measures (2017-2018)

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<sup>4</sup> The UN-REDD Programme promotes a country approach to safeguards, which builds on a country's existing governance arrangements to meet UNFCCC requirements. More information is available in [UN-REDD Technical Brief 2: Conceptual framework for country approaches to safeguards](#).

- [Clarification of the Cancun safeguards](#) in the national context (2019)
- Assessment of information needs and relevant information systems and sources for Myanmar's SIS (2018-2019)
- [National SIS design document](#)
- National safeguards approach document
- [Draft Summary of Information](#) on safeguards
- Draft SIS Operationalisation Plan

#### 4. Tasks

The national consultant will work closely with representatives of key organisations involved in REDD+ in Myanmar:

- The Forest Department (FD), as the government's lead agency for REDD+
- The Myanmar National UN-REDD Programme Management Unit (PMU) (including a national IT specialist to be recruited to assist in setting up a SIS webpage, see below)
- UN agencies supporting the National UN-REDD Programme, including UNEP, FAO and UNDP
- UNEP-WCMC, which will be the managing agency for this assignment, and which provides technical support to the National UN-REDD Programme on safeguards and SIS.
- The Central Statistical Organisation (CSO, as proposed host of the SIS), and the members of the new SIS-WG will also be key stakeholders for this assignment.

The expected tasks are described below and a proposed timeline is provided in Annex 2.

##### ***TASK I. Establishment and first meeting of the SIS Working Group***

1) Liaise with Forest Department, Myanmar UN-REDD PMU, FAO and UNEP, UNEP-WCMC to finalize Terms of Reference for the SIS-WG (already drafted), translate into Myanmar language, and facilitate process to contact participating institutions/organisations and confirm members. The SIS-WG is a new body, which will fall under the auspices of one of the new Technical Working Groups that will guide REDD+ implementation and monitoring in Myanmar. The purpose of the SIS-WG is to bring together key institutions for the operation of the SIS, including data providers, to support the SIS host (CSO) and lead (FD) in running the SIS.

2) Agree dates and appropriate format for a first meeting of the SIS-WG, with due consideration of the COVID-19 situation, and help to organise and facilitate this meeting. The meeting may be held online, or in Naypyitaw, depending on the restrictions that may be in place. This task will include helping to develop an agenda and other materials, facilitating particular sessions of the meeting, liaising with PMU to make logistical arrangements, and drafting meeting minutes. The meeting will likely focus on two main areas: a) capacity building on the SIS, and b) reviewing template/s for information provision, and will be conducted in both Myanmar language and English.

##### ***TASK II. Review and refine SIS information provision templates***

1) An initial draft template for collecting certain information needed for the SIS has been prepared by the Myanmar UN-REDD Programme with FAO and UNEP in early 2020, along with a proposed information flow process. Together with the partners and in consultation with the designated SIS hosting institution, the consultant shall review this draft and identify needs/next steps to refine the template together with SIS-WG members. For example, this may include checking the template against the list of proposed priority indicators for the first phase of the SIS to identify any categories

of information that may not be fully covered, helping to develop additional template/s, and identifying questions and issues for discussion with the SIS-WG.

2) The consultant will help to prepare the draft template/s and other materials for discussion with the SIS-WG, ensure relevant documents are shared with the SIS-WG and other stakeholders as needed, and facilitate collection of feedback on the template/s and information flow process. Some translation between English and Myanmar may be needed for this task.

### ***TASK III. Liaising for the development of an interim SIS webpage***

1) The development of an online portal for Myanmar's SIS is expected in the future but will take time to establish. In the interim, a webpage presenting background information and key content of the SIS is to be developed, as a sub-page of the current Myanmar REDD+ website (<http://www.myanmar-redd.org/>). During 2020, this task will be led by the Myanmar UN-REDD Programme with technical support from FAO, including an IT specialist recruited for this purpose. The consultant will help to liaise with this IT specialist to ensure that the key elements of the SIS are well-represented (e.g. helping to develop site content/outline with FAO team and PMU) and that the available content is utilised (see Task IV), and will support liaison with the SIS-WG and other stakeholders to review the draft interim webpage.

### ***TASK IV. Compiling content for the interim SIS webpage***

1) A lot of content for the interim SIS webpage has already been developed through the previous analyses and outputs of the Myanmar REDD+ Programme (see section 3 above). However, this content will need to be organised and summarised for use in the webpage, based on an agreed site content/outline (see Task III). In addition to selecting content, preparing or packaging it according to the specifications needed for the webpage and producing short pieces of introductory or linking text to close any gaps, this task may involve some limited translation between Myanmar and English languages, or liaison with a professional translator if needed.

## **5. Assignment duration, duty stations and travel**

Duration: Estimated 24-25 person days (over approximately 5 months) (July – November 2020)

Duty Station: Naypyitaw / home-based. In case of travel being required, separate travel arrangement including DSA will be made by UNEP-WCMC based on standard rates.

## **6. Outputs of assignment**

The national consultant will deliver the following products for approval by UNEP:

- a) Final agreed workplan for the assignment
- b) Final agreed ToR and membership list for SIS-WG
- c) Inputs on materials and logistical arrangements for a successful first meeting of the SIS-WG, and meeting minutes
- d) Final/refined template/s and information flow for the SIS, agreed with SIS-WG, CSO and FD
- e) Proposed content/outline for interim SIS webpage, agreed with partners
- f) Content for interim SIS webpage, provided to IT specialist/webpage team
- g) Compilation of feedback on draft webpage

The primary languages of the assignment will be English and Myanmar language, and some documents will be produced in both languages (e.g. SIS-WG ToR, information collection template/s).

Some limited translation between these two languages will be required from the consultant. Should more significant translations be required (e.g. long documents, highly technical), professional translation services will be arranged.

## **7. Supervision**

The national consultant will regularly report to the Myanmar UN-REDD National Programme Coordinator and to UNEP-WCMC on the progress of the work based on the agreed tasks and approach.

The consultant will work under the leadership and guidance of the safeguards team within the UN-REDD Programme, with technical backstopping provided by UNEP-WCMC and UN-REDD safeguards advisors. UNEP-WCMC's role is to manage this assignment and to provide technical support to, and to help coordinate the work of, the national consultant, SIS-WG and key stakeholders. The SIS-WG, once active, will provide a crucial forum for consultation with key national-level stakeholders on the SIS.

## **8. Expertise and qualifications**

- Advanced degree in a relevant discipline, such as Political Science, Development Studies, Legal Studies, Monitoring and Evaluation, Environment/Natural Resource Governance, Forestry, Rural Development or Sociology;
- At least 5 years of relevant working experience in areas such as knowledge management related to governance of natural resources, application of environmental and social safeguards, standards/certification, impact assessments, monitoring and evaluation of government development programmes and donor-funded projects, and/or information systems;
- Good knowledge of REDD+, including the REDD+ context in Myanmar and the REDD+ safeguards;
- Experience providing strategic advice and dealing with the government and development partners;
- Strong research, analysis, report-writing, facilitation, communication and inter-personal skills;
- Ability to adapt and work in politically sensitive situations; and
- Strong skills in spoken and written English;

## **9. Additional information**

Arrangement of meetings and interviews with key informants/counterparts:

The national consultant shall arrange and conduct small meetings and/or interviews needed for the assignment and seek PMU support when it is necessary.

Documentation/secondary information:

All relevant project documents, publications, and materials available at PMU, through UN-REDD and UNEP-WCMC relating to the work will be made available for reference.

## **10. Payment schedule**

Payment terms are as follows:

- The first instalment of 40% of the contract value will be paid upon submission of the products a) and b) with acceptance as satisfactory by UNEP-WCMC.
- The second and final instalment of 60% of the contract value will be paid upon submission of remaining final products c) – g), with acceptance as satisfactory by UNEP-WCMC.

## **Annex 1: The Cancun Safeguards<sup>5</sup>**

When undertaking [REDD+] activities, the following safeguards should be promoted and supported:

- (a) That actions complement or are consistent with the objectives of national forest programmes and relevant international conventions and agreements;
- (b) Transparent and effective national forest governance structures, taking into account national legislation and sovereignty;
- (c) Respect for the knowledge and rights of indigenous peoples and members of local communities, by taking into account relevant international obligations, national circumstances and laws, and noting that the United Nations General Assembly has adopted the United Nations Declaration on the Rights of Indigenous Peoples;
- (d) The full and effective participation of relevant stakeholders, in particular indigenous peoples and local communities;
- (e) That actions are consistent with the conservation of natural forests and biological diversity, ensuring that the [REDD+] actions are not used for the conversion of natural forests, but are instead used to incentivize the protection and conservation of natural forests and their ecosystem services, and to enhance other social and environmental benefits\*;
- (f) Actions to address the risks of reversals;
- (g) Actions to reduce displacement of emissions.

*\* Taking into account the need for sustainable livelihoods of indigenous peoples and local communities and their interdependence on forests in most countries, reflected in the United Nations Declaration on the Rights of Indigenous Peoples, as well as the International Mother Earth Day.*

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<sup>5</sup> Cancun Agreements (UNFCCC Decision 1/CP.16)

**Annex 2: Proposed timeline for SIS development in 2020**

Task/activity	Jul	Aug	Sep	Oct	Nov
<b>TASK I. SIS-WG</b>					
Confirm ToR & membership list	█	█			
Prepare and hold first meeting		█	█	█	
<b>TASK II. Template/s for information provisions</b>					
Assess needs for refining draft template/s and information flow	█	█	█		
Coordinate feedback and refine template/s and information flow		█	█	█	█
<b>TASK III. Liaise with webpage team</b>					
Provide input and facilitate agreement of webpage content/outline	█	█			
Liaise with webpage team during development of webpage		█	█	█	
<b>TASK IV. Compile content for webpage</b>					
Assist in compilation of content and provide to webpage team		█	█		