

Terms of Reference – consultancy on guidance and quality assurance recommendations for developing Integrated Conservation and Land Use Plans

Introduction

Established in 2014, the High Carbon Stock Approach (HCSA) is a methodology that distinguishes forest areas for protection from degraded lands with low carbon, social and biodiversity values that may be developed. The methodology was developed with the aim to ensure a practical, transparent, robust, and scientifically credible approach that is widely accepted to implement commitments to halt deforestation in the tropics, while ensuring the rights and livelihoods of local peoples are respected.

In applying the HCS Approach, after initial preparation and FPIC activities, an HCV-HCSA assessment is conducted to identify HCS forest, HCV areas and community land to protect. Guidance on how to conduct this assessment is provided in the HCV-HCSA assessment manual and HCSA toolkit (v2). The output of an HCV-HCSA assessment is a report that includes management and monitoring recommendations. However, the next critical activity after the assessment report is for the company commissioning the assessment to convert these recommendations into a proposed Integrated Conservation and Land Use Plan or ICLUP as per Steps 13 and 14 of the HCSA decision tree, and with support from other key stakeholders (e.g. local communities).

The HCV-HCSA assessment manual and HCSA toolkit state that the “HCSA will develop guidance and quality assurance procedures for finalised the proposed ICLUP”. HCSA’s Protection Working Group (PWG) has started discussions and experience sharing of other management and monitoring planning processes to provide suggestions for what elements should be captured in an ICLUP. However, this consultancy has been tendered to build on this to develop guidance and quality assurance recommendations for ICLUP development for the HCSA.

Objectives

The consultant will develop and share with the PWG:

1. A recommended process for:
 - a. Development and implementation of ICLUPs, building on existing guidance in the HCSA toolkit
 - b. Quality assurance of ICLUPs (including options for desk or field-based formal review or more informal QA via public reporting of minimum outputs)
2. Minimum required outputs that should be included in an ICLUP, including maps, evidence of FPIC and involvement of local people in developing and implementing management and monitoring objectives and responsibilities.
3. Recommended indicators for QA of the ICLUP (linked to the minimum requirements)
4. Guidance on ICLUP development. It is recognised that it is unclear to many companies what elements need to feed into ICLUP development and how to conduct the process. Therefore, guidance is needed in addition to the process and minimum requirements to help companies to comply.
5. Attend the October 2019 and April 2020 LTP WG meetings to present findings and consult WG members

In addition to the specific deliverables above, the consultant is expected to consider the following:

- The recommended outputs and process must explain how integration with existing RSPO processes (e.g. the New Planting Procedure) will be achieved to avoid duplicative requirements (where relevant)
- The role of local communities in the ICLUP development process and requirements for FPIC, consultation and best practice in involving communities in conservation planning and management. This should be done in close consultation with the Social Requirements WG
- Existing case studies and experiences of grower companies in developing conservation and land use plans, management and monitoring plans – including experiences from different geographies,
- The work should build on outputs from the April PWG meeting as well as existing guidance for management and monitoring from the HCVRN, RSPO and other relevant sources,

Ultimately, the PWG will review recommendations from the consultant and decide which option(s) will be put forward to the EC for approval.

Deliverables

The consultant is expected to deliver:

1. A consultancy report provided in draft for comments from the WG or WG leads.
2. A summary presentation of recommendations to present to the LTP WG
3. Final report to incorporate feedback. This will cover the above deliverables, as well as a summary of the methodology used (literature reviewed, stakeholders consulted).
4. A summary of feedback provided by the WG and short explanation of how feedback was addressed

Timeline

A first draft will be shared with the WG in October 2019 and the final draft completed by March 2020.

Expertise and abilities

- Experience and/or knowledge of the High Carbon Stock Approach toolkit as well as concepts such as High Conservation Value Approach,
- Experience of conducting HCV and/or HCSA assessments
- Experience with conservation planning
- Experience with local community participatory mapping
- Experience developing action plans, management/monitoring plans or recommendations for palm and/or fibre grower companies
- Excellent written communication skills with experience in producing formal procedure/protocol documentation.
- Excellent project planner/manager and time management skills.
- Ability to engage and coordinate within the multi-stakeholder framework.

Budget

The total budget available is US\$ 13,000 and up to a maximum of \$3,700 for expenses.

Item	USD	Payment Terms
Consultant Fee for total deliverables	13,000 (plus expenses)	i. 50% upon signing contract
		ii. 50% on completion of deliverables 1 & 2

If you have the relevant experience and are interested in the position, please send in your CV and cover letter to the HCSA Secretariat at info@highcarbonstock.org by **Tuesday, 17 September 2019**.

For all queries relating to this tender please also contact info@highcarbonstock.org.