



**Call for Applications:  
National Consultant for Supporting the Alignment of Forest Foundation's Results  
Framework 2017-2021 to National Development Plans and Global Targets**

## **I. Background**

Established in 2002, Forest Foundation Philippines (formerly known as Philippine Tropical Forest Conservation Foundation (PTFCF), Inc.) is a non-government organization that provides grants and technical assistance to organizations that empower the people to protect the forests. Through a Second Tropical Forest Conservation Agreement (TFCA II) between the governments of the Philippines and United States of America, the Foundation administers USD 32M over ten years to employ sustainable landscape approach in achieving its goal. Priority is given to forested landscapes lying within the geographic areas of Sierra Madre, Samar/Leyte, Palawan, and Bukidnon/Misamis Oriental given the ecological significance and importance to its neighboring provinces and regions.

In 2017, the Foundation launched its Results Framework 2017-2021 to serve as its medium-term strategy. The Framework was developed with consideration of the Foundation's more than a decade of experience in grants management. It also encapsulated relevant elements from various national development plans, such as the Philippine Development Plan, Master Plan for Forestry Development, National Climate Change Action Plan (NCCAP), Philippine Biodiversity Action Plan (PBSAP), among others. At the core of the framework is the support for activities consistent with the Philippine National REDD-Plus Strategy (PNRPS).

Halfway through the implementation of the Results Framework, the Foundation sees the need to enhance and strengthen its mechanism in providing reports to mandated government bodies as contribution to the national commitments, and in turn to the global targets. The Foundation will be engaging a consultant or team of consultants to review its accomplishments in implementing the Results Framework, as well as enhance its internal capacity for tracking and reporting its progress as aligned to the various national government development plans and global targets.

## **II. Objectives**

The overall objective of this consultancy engagement is to support Forest Foundation in aligning its accomplishments and progress to the targets and priority actions of the various national development plans, and thereby improving its reporting mechanism and public information.

### III. Scope of Work

In general, the scope of work includes: (a) Review of Forest Foundation Results Framework 2017-2021, Project Documents/Reports and align to the various national development plans and global targets relevant to Forest Foundation; and (b) Develop the Foundation's mechanism of reporting its contribution to national commitments and global targets. Upon commencement of engagement, the consultant or team of consultants shall:

- a) Review of Forest Foundation Results Framework 2017-2021, Project Documents/Reports and align to the various national development plans and global targets relevant to Forest Foundation:
  - i. Prepare a work plan and inception meeting report;
  - ii. Conduct review and assessment of current information, relevant literature and project document and reports of the Foundation;
  - iii. Review relevant and most recent literature, policies and various national and global plans, and its reporting requirements/indicators, such as but not limited to:
    - National: Philippine Development Plan 2040, Philippine Master Plan for Climate Resilient Forestry Development, NCCAP, PBSAP, updated PNRPS
    - Global: United Nations 2030 Sustainable Development Agenda, UNFCCC Paris Agreement and recent developments, Strategic Plan for Biodiversity 2011-2020, including Aichi Biodiversity Targets
  - iv. Conduct consultations with relevant stakeholders;
  - v. Compile technical and substantive support for the alignment of Foundation's project portfolio to the national plans;
  - vi. If needed, facilitate workshop with the Foundation's Program staff and/or Program Committee members for joint development of reporting mechanism.
  - vii. Develop document/report and infographics conveying the alignment of the Results Framework to national development plans and global agenda;
- b) Develop the Foundation's mechanism of reporting its contribution to national commitments and global targets:
  - i. Based on the document/report developed as above, develop the Foundation's mechanism of reporting its contribution to the achievement of the national and global plans;
  - ii. Support strengthening internal capacity of Forest Foundation in preparing such reports; and
  - iii. Prepare and submit the final documents for approval.

#### IV. Timelines, Deliverables and Budget Schedules

The proposed consultancy work shall be completed within three calendar months commencing on the date of signing of Consultancy Agreement.

Forest Foundation will provide logistical support for the identification of stakeholders to be consulted and conduct of relevant agency meetings. The Consultant may work in Forest Foundation office and shall directly coordinate with the Program Staff.

The Consultant shall be paid with a professional fee inclusive of all applicable Government taxes and charges, professional fees, and other incidental and administrative costs (i.e., transportation expenses, printing and reproduction of reports, cost of conduct of meetings including, food, venue, and equipment rental, and other expenses deemed necessary for the project). The schedule of payment shall be as follows:

<b>Tasks and Deliverables</b>	<b>Payment schedule</b>
Presentation and acceptance of the consultancy work plan and framework for scanning/analysis to Forest Foundation (within three days after signing the Agreement)	30%
Submission of the first draft of report to Forest Foundation	30%
Submission and acceptance of final report	30%
Approval of the final report	10%
<b>Total</b>	<b>100%</b>

Forest Foundation Philippines shall have the sole ownership of the final outputs, upon full payment of the professional fee.

#### V. Qualifications, Experience and Competency

##### Functional competencies:

- Strong capability to analyze policies, regulatory frameworks, barriers and the like, related to sectoral sustainable development approaches;
- Ability to research and write at a high level;
- Ability to research and conduct interviews with key informants;
- Flexibility in the event adjustments are required based on the findings, both at the organizational and technical levels, for successful implementation of the consultancy.

##### Core Competencies:

- Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs;
- Ability to work independently, produce high quality outputs;
- Possess a solid understanding of the institutional arrangements and resources required to carry out the scope of works;
- Sound judgment, strategic thinking and the ability to manage competing priorities; and
- Displays cultural, gender, religion, and age sensitivity and adaptability.

Required Skills, Experience and Education:

- At least Masters Level Degree in Sustainable Development, Development Studies, Development Policy, Environmental or Natural Resource Management or any related discipline;
- Minimum of 8 years of relevant experience on strategy development, policy support, monitoring and evaluation, technical operations in areas of sustainable development, environment and natural resources;
- Familiarity with the international development agenda and the national development plans mentioned above would be an asset; and
- Excellent written and spoken English.

**VI. Application Procedure**

Interested applicants are requested to send application to the Executive Director through [admin@forestfoundation.ph](mailto:admin@forestfoundation.ph) **on or before June 28, 2019**. Indicate “National Consultant for Aligning the Results Framework” as the subject of the email.

Applicants shall submit the following through email:

- Comprehensive CV, indicating all experience from similar projects, contact details (email and phone number), and at least two professional references;
- Letter of intent (not more than one page) briefly describing the suitability of the applicant;
- Technical proposal (not more than two pages) briefly describing the methodology/approach to complete the consultancy; and
- Financial proposal (not more than one page) indicating the all-inclusive fixed total contract price, supported by a breakdown of costs.