I. BACKGROUND / RATIONALE

Soil erosion including wind and water erosion is considered as one of the most important elements of land degradation in Iran. Of the total land area in Iran, approximately 75 million ha are exposed to water erosion, 20 million ha to wind erosion, and the remaining 5 million ha to other types of chemical and physical degradation. This has resulted in endangering 2 million ha to infertility, 2 million ha exposed to salinity and 1 million ha threatened by other types of degradation.

The main threats to land and forest resources in Iran are the overexploitation of pastures, forests, biodiversity and soils caused by unsustainable agro pastoral practices, inappropriate policies and management responses to the increasing pressure on natural resources caused by a combination of natural and human factors, such as increasing population pressure and climate change impacts. Other threats include inadequate alternative livelihood options, lack of economic incentives for conservation, and inadequate access to markets and lack of marketing policies to support alternative products.

The basic approach adopted by the project to address this situation is development and implementation of participatory integrated sustainable land management. It is based on the concept that local communities will be more capable of controlling and regulating the resources than the government; and that local control could be more sustainable in the long term. Specifically, the project focuses on reducing the main barriers for participatory rural development management: policy, legal and regulatory constraints- insufficient tools for participatory land management- insufficient institutional capacities. The project objective is to demonstrate that participatory management of land can be a viable strategy for conserving natural resources, integrity and biodiversity in Rigan and Sarayan basin. The project’s development objective is to enhance and increase the sustainability of livelihoods in local communities.

The project has the following activities:

- Strengthening the capacity of local communities in 45 pilot villages, provincial and local institutions, to plan, implement and evaluate participatory integrated Sustainable Land and Forest Management (SLFM) initiatives.
- Status of forests and range improved, severity of wind erosion decreased and natural resources managed sustainably on 75,000 ha of land.
- Enhanced capacity at local and national levels to integrate SLFM across different institutions and sectors.
- Project monitored and evaluated effectively and best practices and lessons learnt disseminated widely with a view to their replication in other areas.
- Project managed effectively.
II. OBJECTIVES OF THE SERVICE / WORK

Objectives:

Project Outcome 4a. Project monitored and evaluated effectively and best practices and lessons learnt disseminated widely with a view to their replication in other areas

The outputs of this component include: 4a.1. Project data collection and Monitoring and Evaluation system established; 4a.2. Project progress and monitoring reports prepared and midterm and final evaluations conducted in a timely manner; 4a.3. Lessons learnt, publications and documentaries prepared and widely distributed; 4a.4. Stakeholders beyond residents of the 45 pilot villages familiar with project approach and results; 4a.5 Decision makers and ministry professionals aware of project results.

With respect to the awareness raising and promotion of lessons learnt and best practices, the following activities are envisaged: include: (i) analysis and compilation of best practices and lessons learnt; (ii) organization of field visits, meetings and workshops to inform the stakeholders on project implementation and results; (iii) the development of a communication strategy targeting dissemination of project best practices targeting different stakeholder segments; (iv) preparation of adequate communication tools for raising awareness and best practices promotion. The communication tools might include preparation of documentaries, website, brochures, and success stories for distribution through the media. Indeed, project results and lessons learnt will be disseminated through publications, technical reports, brochures, posters and launching of a user friendly website which will provide a space for the stakeholders to share stories and experiences directly on the website. It will also be possible to access information on the project directly.

Reports and publications, including newsletters and scientific publications resulting from involvement of graduate research students at demonstration sites and organized visits to demonstration sites and sharing of these stories through documentary films and digital photos will highlight achievements and innovations of the project.

With respect to the development of the project M&E system the following activities will be developed: (i) recruitment of a monitoring and evaluation specialist (Service Provider Firm) and provision of training on M&E to the project team; (ii) definition of specific methods and tools to monitor project indicators; (iii) development of a data collection and M&E system; (iv) undertaking of strategic planning, and the monitoring and evaluation of project activities (operational progress, outputs, and outcomes); and (v) development of a systematic supervision system of the contracted agencies for forest data collecting.

The Service Provider will aim at developing an M&E system for the project. The Service Provider will assist the project in reviewing M&E needs and establishing necessary practical procedures and measures in order to operationalize M&E. The Service Provider is expected to design a practical M&E system with regard to the following key aspect:

- What needs to be measured?
- What is the most appropriate source of information that needs to be collected?
- How to collect the information and how often?
- How to store and analyze data?

The Service Provider is responsible to M&E the project activities based on the established M&E system during the remaining life cycle of the project (end of June 2018).
III. SCOPE OF THE SERVICE / WORK

The overall objective of the assignment is the establishment of operational Monitoring and Evaluation system for the project. The purpose is to provide the project team with tools to effectively monitor, project progress and achievement, and to provide evaluations at the end of project with sufficient information to assess the project success.

The Service Provider is expected to:

- Study the relevant project documents (including, but not limited to the project document, work plan), review and revise the log frame and result matrix, and revise the indicators if necessary
- Review the M&E needs and plans of the project, and extract relevant indicators to monitor the project outcomes and outputs
- Establish an effective data collection system and reporting forms for capturing quantitative and qualitative information
- Based on the relevant indicators help design baseline socioeconomic surveys to avoid collecting redundant information
- Identify sources of verification that the project can use. As much as possible, use existing data sources embedded in existing systems
- To establish an operational manual of M&E system that includes the above and guides the project team in processing and evaluating the information
- To implement the established M&E system during the remaining life cycle of the project

➢ Specific objectives:

- To formulate a set of relevant, simple and straightforward indicators to monitor the project outputs and activities, through establishing of M&E system;
- To implement the established M&E system during the remaining life cycle of the project.

➢ Inputs to be provided by the Technical Committee (TC) to the selected Service Provider:

- M&E Logframe
- Project document
- Project progress reports
- Baseline studies
- Site visits Report

➢ Outputs/ Deliverables by Service Provider:

- Revised M&E Log frame
- Manual on M&E indicators
- Manual on Reporting
- M&E System*
- Produce an operational manual of M&E
- Monthly Progress Reports (please refer to workplan Part VI for more details)
- Bi-monthly M&E Reports
The M&E system designed by the selected service provider will have the capability to ensure the followings:

- Efficient implementation and accomplishment of the activities,
- Monitoring and Evaluation during the remaining life cycle of the project,
- Assessment of the progress and impacts of the activities of the project objectives till the end of the project.

The timeframe/sequence of activities:

The whole timeframe of the required services by the service provider is foreseen towards the remaining life cycle of the project (by end June 2018), for sequence of activities please refer to workplan (Part VI).

Please note that the duration for each activity will be announced by the potential service provider in the proposed methodology.

Verification and Quality control of end-product/deliverables:

Based on the indicators defined in the M&E Log-frame and workplan (Part VI) the quality of the deliverables will be verified by the Technical Committee (TC).

IV. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

The TOR aims to achieve the expected outputs through the most appropriate methodology/ action plan which is to be proposed by the potential service provider by applying the below executive elements.

The Service Provider must provide a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

The TOR aims to achieve the following outcome through the most appropriate methodology which is to be proposed by the potential service provider by applying the below executive elements.

Outcome:

Monitor project based on the outcome and output indicators and timeframe for delivery as stated in the project logframe and agreed project work plan

Executive Elements:

- Multi-disciplinary capacity in monitoring the aforementioned areas;
- Participatory approaches.

The Service Provider should have real outcome, each and every step will be part of the process progress.
V. DURATION

The contract is expected to start from **end-July 2017**, for the period of 11 months, to be completed by **end of June 2018** ensuring efficient implementation and accomplishment of the activities within lifecycle of the contract.

VI. LOCATION – WORKPLAN - DELIVERABLES/OUTPUT

**Location:**

The activities will be implemented in two project sites, Kerman and South Khorasan, the detailed activities will be based on the approved proposed action plan by the selected service provider.

**Work plan/deliverables:**

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>OUTPUT/DELIVERABLES</th>
<th>ACTIVITY</th>
</tr>
</thead>
</table>
| 1. To formulate a set of relevant, simple and straightforward indicators to monitor the project outputs and activities, through establishing of M&E system | 1.1 Revised M&E Log frame | - Review and study the relevant project documents (including, but not limited to the project document, work plan), review and revise the log frame and result matrix, and revise the indicators if necessary  
- Review and revision of M&E Logframe |
| | 1.2 M&E System | - Establish an effective data collection system and reporting forms for capturing quantitative and qualitative information through a set of expert’s meetings and in accordance with the revised M&E Logframe  
- Review the M&E needs and plans of the project, and extract relevant indicators to monitor the project outcomes and outputs  
- Establishment of Manual on M&E indicators  
- Identify sources of verification that the project can use. As much as possible, use existing data sources embedded in existing systems  
- Establishment of Manual on Reporting  
- Based on the relevant indicators help design baseline surveys on environmental and socio-economic to avoid collecting redundant information |
2. To implement the established M&E system during the remaining life cycle of the project

| 2.1 To develop an operational manual of M&E system | - To establish an operational manual of M&E system that includes the above and guides the project team in processing and evaluating the information |
| 2.2 Service Provider monthly progress report | Submission of monthly progress report of the contractor including: |
| | - Monthly narrative report of the activities conducted |
| | - Progress in achieving the set milestone for reporting period |
| | - Status report including challenges, deviation, alternate solution, new initiatives |
| | **Note:** Progress reports will be reviewed and approved by an expert assigned by the Technical Committee (TC) |
| 2.3 Project M&E Reports: | Compiling and analyzing of the collected data and information for producing related reports |
| 2.3.1 Regular bi-monthly M&E report (Report on the M&E system implemented for monitoring the project activities) | |
| 2.3.2 Final Report (A comprehensive summary report on the M&E of the project outputs based on the bi-monthly M&E Project Reports) | |
| 2.3.3 English Summary Report | |

**VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The Technical Committee (TC) consisting of provincial experts and provincial project managers, Project Team in Desert Affairs Bureau of Forest Rangeland Watershed Management Organization (FRWO), FAO National Project Officer will directly supervise the service provider. Representation will receive, review and clear the reports submitted by the project office in Tehran.

- In addition to the monthly reports, the service provider will submit the deliverables outlined in the workplan
- The service provider is responsible for all the facility required and the logistics for the expected service

**Provisions for monitoring and evaluation of performance**

Each month the expert assigned by the TC will review and approve the progress report prepared by selected service provider: The progress report should include but not limited to the below topics:
• Monthly narrative report of the activities conducted
• Progress in achieving the set milestone for reporting period
• Status report including challenges, deviation, alternate solution, new initiatives

VIII. PAYMENT MILESTONES AND AUTHORITY

As full consideration for the services performed by the Service Provider/Service Provider under the terms of the agreement, shall pay the Contractor the total offered, verified, and accepted amount upon certification by the project office that the services have been satisfactorily performed and submission of approved monthly progress reports and according to the payment installment indicated below:

Terms of Payment:

<table>
<thead>
<tr>
<th>Installment of Payment/Period</th>
<th>Deliverables or Documents to be Delivered</th>
<th>Timeline</th>
<th>Percentage of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Installment</td>
<td>Action plan in accordance to the workplan Part VI</td>
<td>By 2 weeks after the contract is signed</td>
<td>10%</td>
</tr>
</tbody>
</table>
| 2<sup>nd</sup> Installment    | • Revised M&E Logframe  
• Manual on M&E indicators  
• Manual on Reporting  
• M&E system  
• Monthly Progress Report (narrative report of the activities conducted) | By 6 weeks after the 1st installment and upon submission of the mentioned deliverables related to the 2nd installment | 40%                  |
| 3<sup>rd</sup> Installment    | • An operational manual of M&E system  
• Bi-monthly M&E Project Reports                                                                 | During 10 months after the 2nd installment and upon submission of each bi-monthly report, 8% of the total 40% will be disbursed (total 5 payments) | 40%                  |
| 4<sup>th</sup> Installment    | • Bi-monthly M&E Project Reports  
• Final Report (a compiled version of all the Bi-monthly M&E project reports)  
• Final English Report                                                      | Performance guarantee; one month after satisfactory completion of all tasks mentioned in 4<sup>th</sup> installments and approval of related authorities | 10%                  |

• Total offered amount is expected to cover travel costs, communication costs, costs of typing and preparing the soft and hard copies of required documents and any other relevant costs regarding this activity
• All envisaged travel costs (including, ticket, accommodation, transportation, etc.) must be included in the Offeror’s financial proposal.
• Each payment will be made in Iranian Rails (IRR) within two weeks from receiving NPD/NPC’s verification and payment request.
• Each payment will be transferred through Electronic Fund Transfer to the account number of the contractor introduced through an official letter indicating full banking information.
• The Contractor shall not do any work, provide any equipment, materials and supplies or perform any other services which may result in any cost in excess of the above mentioned amounts.
• NPD/NPC’s final approval is a pre-requisite for verification and releasing each payment.

IX. MINIMUM ORGANIZATION AND SERVICE PROVIDER TASK FORCE REQUIREMENTS

9.1 Minimum Organization Requirements

The prospective Service Provider is expected to meet the following minimum requirements:

➢ *Expertise of the company / organization submitting the proposal:*
  • Minimum 5 years of work experience in related field work, i.e multi-disciplinary capacity on monitoring, experience working with UN or other international organizations is beneficial;
  • Experience of work with local communities thorough participatory approach;
  • Experience in data collection and analyzes in the fields of socio-economic and environmental;
  • Proof of successful accomplishment of the contract with the similar nature, minimum of three reference letters;
  • Officially registered suppliers;
  • Track record and working knowledge of a particular region or the country.

➢ *Team of Experts:*
  Minimum of three highly qualified experts to perform the services required for each of the following areas:

  • Natural Resources management; Master degree and minimum of 5 years of experiences in evaluation and monitoring
  • Socioeconomic; Master degree and minimum of 5 years
  • Good command of reading and writing in English
  • Work experience with governmental organizations
  • Work experience in community based and participatory approach projects
  • Knowledge and experience in project management and logical frameworks.

X. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Service Provider is expected to submit both the Technical and Financial Proposals. Accordingly; the service provider will be evaluated based on Cumulative Analysis as per the following conditions:

• Responsive/compliant/acceptable as per the request for Proposal (RFP), and
• Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  a. Technical Criteria weight is 80% (only offerors who received 800 scores out of 1000 will be eligible for opening of their financial offer)
b. Financial Criteria weight is 20%

<table>
<thead>
<tr>
<th>Criteria Category</th>
<th>Weight</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expertise of the company / organization submitting the proposal</td>
<td>35%</td>
<td>350</td>
</tr>
<tr>
<td>Team of Experts</td>
<td>30 %</td>
<td>300</td>
</tr>
<tr>
<td>Proposed work plan, methodology and approach</td>
<td>35%</td>
<td>350</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

NOTE: Only Applicants receiving 800 scores will be eligible for evaluation of financial offers.

XI. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a Service Provider is given a proposed Table of Contents, Annex II (technical proposal form) to be filled by the service provider.

XII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the Service Provider or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of FAO. This assignment will be administrated by the Food and Agriculture Organization of the United Nations (FAO), and all relevant rules, policies and procedures will apply.

The use of logo for any items/events/Labeling must be coordinated with FAO Iran and the written approval must be obtained prior to any use.

Others

All data gathered and produced under this contract and all deliverables of this contract are to be considered of propriety nature. The use, copy, publication and distribution of the entire or any portion of such deliverables without the expressed written consent of Iran is forbidden.

XIII. ANNEXES TO THE TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.

Annex II: Project Document
Annex III: M&E log frame
Annex IV: Technical Proposal Form
Annex V: Financial Proposal Form
Annex VI: Proposal Summary Form