



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference

Job Title:	FLEGT Advisor to the Ministry of Environmental Conservation and Forestry (MOECAF)
Location:	Nay Pyi Taw, Myanmar (with regular travel to Yangon and regions/states)
Start date of Action: 15 th May 2015	Duration: 5 months
Completion Date: 15 th October 2015	

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

1. Context and justification

In March 2014 the Government of Myanmar (GoM) and the European Union (EU) agreed to enter in a Preparation Phase of the Voluntary Partnership Agreement (VPA) negotiation process. The inception workshop of the FLEGT VPA Preparation Phase was organised in January 2015 and resulted in the development of a work plan for the Preparation Phase. The Government of Myanmar has signalled that the next six months would constitute an information sharing and awareness raising period for stakeholders in the country with the view to inform the anticipated VPA negotiations. An Interim Task Force, with balanced representation from the different stakeholder groups, will guide the implementation of the FLEGT VPA Preparatory Phase work plan and the establishment of the longer term VPA negotiation structures.

At meetings held between the EU and the GoM, Myanmar has indicated its interest in advancing its dialogues with the EU to strengthen sector governance and in particular in preparation for VPA negotiations. The Government has requested assistance to help prepare itself, and its interested stakeholders for these talks. The Government is keen to advance quickly and to use this process to further sector reforms and prepare for engagement with international markets. The UK has indicated that it is prepared to support Myanmar in the VPA process, including the provision of 1) advisory support to MOECAF that will lead this process on behalf of the Government, 2) support for a neutral FLEGT Facilitatorⁱ, and 3) funds to support the VPA process. However, as this support will take some time to establish, the Government is requesting the EU FAO FLEGT Programme to provide short term advisory support to meet immediate needs, to coach MOECAF on FLEGT VPA concepts and approaches and help them prepare for their role within the Interim Task Force. FAO will therefore recruit a short term FLEGT Advisor while the more comprehensive DFID support programme is designed and agreed.

2. Objective of the Terms of Reference

Provide technical and organisation support to MOECAF to advance the country's preparations for formal Voluntary Partnership Agreement negotiations between Myanmar and the European Union.

3. Expected Activities and description of work

1. Provide guidance to MOECAF on FLEGT/VPA concepts, approaches for multi-stakeholder consultation and mediation, negotiation, and on how VPA processes can support forest governance reforms;
2. Provide coaching and guidance, as may be needed, to the FLEGT Focal Points within MOECAF to support them in their FLEGT-related roles;
3. Support MOECAF to understand the perspectives of different stakeholder interests, commission studies that provide analysis to address any identified concerns;
4. Support the identification of FLEGT-related capacity building needs by building on the work of the inception workshop, provide corresponding training if and when required or support the identification and mobilisation of means to deliver upon those needs (including where appropriate supporting the preparation of funding proposals);
5. Prepare MOECAF as well as other relevant government ministries and institutions (Commerce, Agriculture, Home Affairs, Customs, Justice, Finance, etc.) to participate in VPA negotiations and dialogue with stakeholders on key issues that will be part of the VPA negotiations;
6. Support MOECAF to prepare and provide up-to-date information, regular reports and feedback on FLEGT related activities to government stakeholders as needed;
7. Support MOECAF establish effective lines of communication for coordinating both the national process (i.e. between in-country stakeholders) and the bilateral process (i.e. between Myanmar and EU Delegation/European Commission);
8. Support MOECAF to develop coherence between FLEGT and other on-going initiatives related or relevant to FLEGT (REDD+, national and regional projects/programs on forest governance, illegal logging, land policy reform, peace process, investment reform, legal reform, etc.);
9. Support MOECAF to prepare for and fulfil its role within the Interim Task Force and in setting up a functioning FLEGT Secretariat;
10. Support MOECAF in drafting initial mandates, ToRs and internal decision/working mechanisms for different VPA negotiations structures and in defining interactions between these different structures by providing examples and lessons learned from other processes;

11. Support MOECAP to implement its responsibilities framed under the Preparation Phase work plan including: i) identify key initial study topics; ii) coordinate arrangements for carrying out such work; iii) prepare corresponding ToRs, iv) identify sources of support (i.e. fundraising);
12. Assist MOECAP in the preparation, organisation and follow up of FLEGT meetings and workshops;
13. Ensure effective coordination with the FLEGT Facilitator from the moment this post is filled.
14. Any other tasks as deemed appropriate to support Government's engagement in the FLEGT VPA process

4. Expected Outputs/deliverables

The FLEGT Advisor will produce an initial inception report which will include a tentative work plan. Monthly progress reports against the present ToR will be provided to MOECAP and FAO. Monthly reports will summarize main achievements and challenges encountered during the reporting period as well as brief work and travel plans. Monthly reports will form the basis for a monthly dialogue between FAO and MOECAP's FLEGT Focal Points. These dialogues will provide the opportunity to verify whether the provided Advisory Support is meeting expectations. A final report will provide a summary of completed tasks against the ToR and will list and describe completed and remaining activities against the original VPA Preparatory Phase work plan as well as reflections (what has worked well, areas that need further support etc.) on Advisory Support going forward.

5. Supervision and Responsibilities of the consultant

The FLEGT Advisor will have an office in and work directly with the designated FLEGT Focal Point within the Forest Department of MOECAP who will provide day-to-day supervision. The FLEGT Advisor will work under the overall oversight of the Director General of the Forest Department and the overall supervision of the FAO Designated Representative.

The FLEGT Advisor is responsible for completing all tasks and products outlined in these terms of reference. All tasks will be considered complete after approval by both MOECAP and the FAO Designated Representative.

6. Expected Expert profile

The FLEGT Advisor will have the following expertise, experience and competencies:

1. Postgraduate degree in Forestry, Law or other relevant subject;
2. A minimum of 7 years of relevant work experience, recent working experience in Myanmar is an advantage;
3. Excellent working knowledge of FLEGT VPA processes – prior experience in VPA context would be an advantage;
4. Proven experience in Forest Governance reform and multi-stakeholder processes;
5. Good interpersonal communication and networking skills;
6. Good skills in consensus building, partnership development and programmatic coordination;
7. Effective trust building, professional integrity;
8. Fluency in English – both spoken and written, working knowledge of Myanmar language is an advantage.

7. Recruitment process and contracting

The recruitment or selection process will be consistent with the FAO standards and criteria for recruiting consultant services. The FAO will establish an evaluation team (3) who will advertise the terms of reference, receive all submissions of candidacy and shortlist appropriate candidates. The short list will be based on the selection criteria or expected profile outlined in these ToR. A MOECAP Forest Department representative will act as official observer to the process and will be empowered to provide an official "no objection" to the ranking of the shortlisted candidates.

8. How to apply

Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at: <http://www.fao.org/employment/irecruitment-access/en/>

The PPF, CV and Cover letter should be sent via e-mail to: VA-FLEGT-ADVISOR-MYA@fao.org

Deadline for application: 15 April 2015

Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted.

¹The role of a FLEGT Facilitator is different but complementary to the Role of a FLEGT Advisor:

The role of FLEGT Facilitator(s) is to help all stakeholders to create and maintain an open dialogue and reach consensus as needed in FLEGT VPA preparation and negotiation. It is a neutral body described as being 'on the side of the VPA', rather than the EU, the partner country or any other group.

The role of a FLEGT Advisor is to help Government prepare for negotiations, ensure their role of fostering knowledge sharing amongst stakeholders, and helping to promote dialogue between the government and stakeholders.

Both functions need to be well coordinated to ensure an effective and balanced engagement from all in the process.