

**EMERGENCY OPERATIONS AND REHABILITATION
DIVISION (TCE)**

REGIONAL COMPONENT

**FORESTRY PROGRAMME FOR EARLY REHABILITATION
IN ASIAN TSUNAMI-AFFECTED COUNTRIES**

OSRO/GLO/502/FIN

PLAN OF OPERATIONS

30 March 2006

**FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED
NATIONS**

Table of Contents

I. INTRODUCTION AND BACKGROUND	2
II. OBJECTIVES	3
III. PROJECT APPROACHES	3
IV. BENEFICIARIES	3
V. RESULTS AND ACTIVITIES	4
RESULT 1. Information on forestry related tsunami impacts and rehabilitation responses and key forestry issues collected, analyzed and disseminated.....	4
Activity 1.1. Review forestry-related responses in tsunami affected countries.	4
Activity 1.2. Organize meeting on post-tsunami forest rehabilitation efforts and coastal forestry policies in Asian tsunami affected countries.	4
Activity 1.3. Organize a workshop on coastal land use planning in Asian tsunami-affected countries.	4
Activity 1.4. Organize a conference on the protective functions of coastal forests.	5
Activity 1.5. Produce articles, issues papers and press releases on post-tsunami forestry related topics.....	6
RESULT 2. Structures and mechanisms for information dissemination developed and managed.	6
Activity 2.1. Further development of FAO's tsunami forestry website as a portal for relevant tsunami-related forestry information.	6
Activity 2.2. Organize quarterly meetings of project staff and national counterparts.	6
RESULT 3. Tsunami forest rehabilitation support materials developed.....	7
Activity 3.1. Develop and maintain an annotated bibliography of integrated coastal area management.	7
Activity 3.2. Develop and maintain a bibliography on mangrove rehabilitation and management.	7
Activity 3.3. Develop and maintain an annotated bibliography on the role of forests and trees in coastal protection.	7
<i>Description:</i> preparation and posting on the FAO website of an annotated bibliography on the role of forests and trees in coastal protection.....	7
VI. PROJECT MANAGEMENT	7
Timeline and logical framework.....	7
Collaboration and coordination.....	7
Monitoring, evaluation and reporting	8
Project visibility	8
Procurement.....	8
VII. PROJECT INPUTS	8
VIII. REGIONAL BUDGET OF THE PROJECT OSRO/GLO/502/FIN.....	10
IX. TIMEFRAME	11
X. LOGICAL FRAMEWORK	12
X1. TERMS OF REFERENCE OF PROJECT STAFF FOR THE REGIONAL WORK	14

I. INTRODUCTION AND BACKGROUND

The Government of Finland is financing the regional project, “Forestry Programme for Early Rehabilitation in Asian Tsunami Affected Countries” (OSRO/GLO/502/FIN) under the umbrella of the UN Flash Appeal launched in January 2005 to provide a strategic, efficient and coordinated emergency relief response. The aim of the project is to support rehabilitation in the three most affected countries – Indonesia, the Maldives and Sri Lanka, and to strengthen capacity and facilitate coordination among the eight Asian affected countries (Bangladesh, India, Indonesia, Malaysia, Maldives, Myanmar, Sri Lanka and Thailand). The duration of the project is from May 2005 to December 2006.

The project concept emerged from a regional workshop, “Rehabilitation of tsunami-affected forest ecosystems: strategies and new directions”, which was held at FAO’s Regional Office for Asia and the Pacific (RAP) in Bangkok from 7 to 8 March 2005. The workshop convened over 40 representatives from affected countries, regional and international organizations, NGOs and donor countries to exchange information on the impacts on forest ecosystems and forest resources in tsunami-affected areas; to share plans for forest-related actions in rehabilitation and reconstruction efforts and to discuss mechanisms for collaboration and joint activities in forest-related rehabilitation efforts within the region. Strong endorsement was expressed for the development of a regional partnership under FAO’s leadership to support coordination of organizations active in forest-related tsunami rehabilitation efforts.

In Indonesia, the project is supporting participatory planning and implementation of forestry activities in ten villages in Nanggroe Aceh Darussalam (NAD) Province (also called Aceh Province). It is also assisting the Government of Indonesia to address needs related to securing timber from sustainable sources for reconstruction. The project has also been instrumental in facilitating improved coordination and cooperation among the main government agencies and groups concerned with forest rehabilitation and wood for reconstruction in Indonesia.

The project in the Maldives is supporting a wide range of activities on six islands, including rehabilitating home gardens and mangroves, planting windbreakers and shade trees, and developing a village tree nursery. The project is carrying out a forest sector study and is also assisting the Government to outline a process for developing a national forest policy and strategy and to strengthen its institutional capacity so as to provide a more effective foundation for forest management.

In Sri Lanka, the project is working through six district forest offices on the south and east coasts to assist villages in rehabilitating home gardens in addition to planting coastal shelterbelts. The project is also providing support for increased coordination at district and national levels for forestry-related rehabilitation efforts.

These efforts are complemented by the regional component for the project that covers all Asian-affected countries and focuses on information sharing and coordination. The regional component is designed to foster communication and collaboration on forest related rehabilitation in the region and to create synergies among the three country components of the project as well as with other forestry activities in tsunami affected countries funded by other sources.

II. OBJECTIVES

The overall objective of the programme is to help restore the livelihoods of the people in the tsunami-affected areas and to contribute to their improved and more secure futures through forest rehabilitation and reforestation. The specific objectives of the regional component of the programme are:

- to provide information on the status of forest-related rehabilitation efforts and long-term rehabilitation plans in the region;
- to improve access to technical and policy-relevant information to support forest-related post-tsunami rehabilitation in Asian countries; and
- to enhance coordination among interested stakeholders in the affected countries and international and regional organizations assisting the countries with post-tsunami rehabilitation and reconstruction.

III. PROJECT APPROACHES

The regional component of the programme provides support for increased cooperation at two levels: i) among the Asian tsunami-affected countries; and ii) among the three country components of the project in Indonesia, Maldives and Sri Lanka. The work will utilize available means to facilitate transfer of information including the internet, mass media and meetings and will also synthesize and disseminate information from field activities, technical conferences and literature reviews.

In general, technical knowledge will be disseminated to increase the social, economic and environmental value of post-tsunami forestry interventions implemented both by FAO and by other organizations working in Asian forestry related tsunami rehabilitation.

IV. BENEFICIARIES

The direct beneficiaries of the regional component of the programme will be the government forestry agencies and other agencies and organizations working in forest rehabilitation in the eight tsunami affected countries. The regional component will also complement and enhance the work of the three country components. Although beyond the direct reach of the regional component, the indirect target beneficiaries will be tsunami affected populations in Asian countries. A particular effort will be made to provide constructive inputs where indications are that there are important gaps in the information base and where forestry related interventions are not achieving their full potential.

V. RESULTS AND ACTIVITIES

RESULT 1. Information on forestry related tsunami impacts and rehabilitation responses and key forestry issues collected, analyzed and disseminated.

Activity 1.1. Review forestry-related responses in tsunami affected countries.

Description: the project will commission country papers for Bangladesh, India, Indonesia, Malaysia, Maldives, Myanmar, Sri Lanka and Thailand, which will provide the following information:

- background to and status of coastal trees and forest resources before the tsunami;
- forestry-related impacts of and responses to the tsunami, including extent to which forestry is included in rehabilitation and disaster management plans;
- policies and legislation affecting trees and forests in coastal zones (e.g. buffer zone regulations); and
- changes in forestry plans or policies as a result of the tsunami.

The papers will be presented at a regional meeting detailed in Activity 1.2 and will also be posted on the FAO website.

Roles: the Programme Coordinator and Assistant Coordinator are to develop Terms of Reference (including a proposed outline of the paper), to edit the papers and develop a synthesis report. The Project Secretary is to administer contracts.

Activity 1.2. Organize meeting on post-tsunami forest rehabilitation efforts and coastal forestry policies in Asian tsunami affected countries.

Description: a one day meeting of Asian tsunami affected countries at which papers commissioned under Activity 1.1 will be presented. The meeting will facilitate dialogue between countries on approaches for post-tsunami forest rehabilitation, coastal forest management, and forest related disaster management strategies and will also serve to identify opportunities for collaboration among countries and organizations. This provides an opportunity for taking stock of progress and identify key issues and needs that have emerged since the meeting held at FAO's RAP in March 2005.

About 30-40 participants, including Government representatives of the eight Asian tsunami-affected countries and representatives of international and regional organizations and non-governmental organizations assisting in rehabilitation efforts in these countries would attend this meeting. The tentative date is scheduled for 19 September 2006.

Proceedings of the meeting will be produced, including the papers prepared under Activity 1.1 and a summary of the meetings presentations, discussions and recommendations/outcomes.

Roles: the technical content and programme for the meeting is to be developed by the Programme Coordinator and Assistant Coordinator. The project Secretary is to be responsible for logistics. The Assistant Coordinator will produce the meeting report

Activity 1.3. Organize a workshop on coastal land use planning in Asian tsunami-affected countries.

Description: a three day technical workshop on coastal land use planning in Asian-affected countries with a focus on forestry, fisheries and agriculture will be jointly organized and sponsored with other FAO departments and projects. The workshop will involve 60-80 participants, including planners and resource managers involved in coastal rehabilitation

efforts in the affected countries as well as representatives from international regional organizations and NGOs. The workshop aims to increase the understanding of issues relevant to improved coastal land use planning and management in Asian-tsunami affected countries, with particular reference to integration of the forestry, fisheries and agriculture sectors. Key themes include: policy and legislative processes countries have used to support coastal area management; addressing conflict over land and resource tenure; and influence of institutional structures on coastal planning. Overview papers, issues papers and case studies will be commissioned and presented at the workshop, and working groups will identify common issues, exchange experiences and develop recommendations for action that could be taken at national and regional level to promote improved coastal area planning and management and cross sectoral integration.

This workshop is planned for 20-22 September, immediately after the meeting on post-tsunami forest rehabilitation efforts and coastal forestry policies in Asian tsunami affected countries (Activity 1.2).

Roles: the Programme Coordinator and Assistant Coordinator, along with staff of other FAO departments (under coordination of RAP Tsunami Coordination Unit), are to organize the workshop. The Project Secretary is to be responsible for logistics.

Activity 1.4. Organize a conference on the protective functions of coastal forests.

Description: a regional technical workshop will be convened on the protective functions of coastal forests. The workshop will involve 60-80 participants, including Government representatives from Asian countries, including from forestry and land use planning departments and research institutions, as well as international and regional organizations and NGOs involved in coastal land management and coastal forestry.

Specific objectives of the workshop are:

- to assess the effectiveness of coastal forests and trees in protecting populations and resources from various types of natural hazards in Asia;
- to increase understanding of the effectiveness and value of coastal forests and trees relative to other forms of coastal protection, e.g., hard (engineering) structures, sand dunes and other coastal vegetation in the region; and
- to identify the variables that will determine the potential effectiveness of forests and trees in providing coastal protection

Invited experts will present papers on the state of knowledge regarding the current and potential role of coastal forests and other vegetation in providing protection from tsunamis, cyclones and other destructive natural events such as erosion and salt spray. Tentative dates of the workshop are scheduled from 14 to 17 August 2006.

The proceedings of the workshop and materials derived from it (e.g. an annotated bibliography, links to useful sources of information), a diagnostic tool that identifies the variables needed to assess the protective function of forests/trees, and a set of recommendations of actions that could be taken at national and international level to improve knowledge and access to information on means to improve coastal protection through forestry will be produced and posted on the FAO tsunami forestry website.

Roles: the Conference Organizer is to plan and organize the meeting and assemble relevant technical experts and inputs, with supervision and input from the Programme Coordinator and

Assistant Coordinator. The Project Secretary is to assist with logistical arrangements for the meeting.

Activity 1.5. Produce articles, issues papers and press releases on post-tsunami forestry related topics.

Description: articles, issues papers and press releases on key topics related to post-tsunami forest rehabilitation efforts will be produced and widely distributed including through the website and in journals such as FAO's Tiger Paper and Unasyuva.

Roles: the Programme Coordinator and Assistant Coordinator are to produce the materials, with inputs from the Chief Technical Advisers (CTAs) and FAO Forestry Department officers.

RESULT 2. Structures and mechanisms for information dissemination developed and managed.

Activity 2.1. Further development of FAO's tsunami forestry website as a portal for relevant tsunami-related forestry information.

Description: the FAO's website will be maintained and further developed to act as a web-based portal with the following features:

- links to relevant websites and information sources;
- list of focal points for post-tsunami forest rehabilitation in local, national, regional and international organizations;
- details of organizations working on forest related tsunami rehabilitation; and
- information items on topical issues and links to relevant associated organizations.

Roles: Assistant Coordinator to further develop the website and its portal function.

Activity 2.2. Organize quarterly meetings of project staff and national counterparts.

Description: quarterly meetings of the Programme Coordinator, Assistant Coordinator and the CTAs and national counterparts (National Project Directors/Coordinators) for the project's components for Indonesia, the Maldives and Sri Lanka) will be convened. The meetings will provide an opportunity to share technical information and experience in project implementation and to develop common approaches to cross-cutting issues (e.g. methods for identifying criteria for beneficiary selection and monitoring and assessment of impact.)

Roles: Programme Coordinator and Assistant Coordinator to be responsible for planning technical content of the meetings. Project Secretary is to provide support for logistical arrangements.

Activity 2.3. Provide support for meetings needed by other partners working on tsunami forestry issues.

Description: due to the nature of the tsunami forestry rehabilitation efforts and to the large number of actors and stakeholders, there is a need to plan and organize meetings with partners on a regular basis.

Roles: Programme Coordinator and Assistant Coordinator.

RESULT 3. Tsunami forest rehabilitation support materials developed.

Activity 3.1. Develop and maintain an annotated bibliography of integrated coastal area management.

Description: preparation and posting on the FAO website of an annotated bibliography of integrated coastal area management.

Roles: Assistant Coordinator

Activity 3.2. Develop and maintain a bibliography on mangrove rehabilitation and management.

Description: preparation and posting on the FAO website of an annotated bibliography on mangrove rehabilitation and management.

Roles: Assistant Coordinator

Activity 3.3. Develop and maintain an annotated bibliography on the role of forests and trees in coastal protection.

Description: preparation and posting on the FAO website of an annotated bibliography on the role of forests and trees in coastal protection.

Roles: Conference Organizer and Assistant Coordinator.

Activity 3.4. Develop and maintain details of organizations working on forest-related tsunami rehabilitation.

Description: names and details of organizations working in forest-related tsunami rehabilitation will be collated with details of respective contact points and posted on the FAO forestry tsunami website portal.

Roles: Assistant Coordinator

VI. PROJECT MANAGEMENT

Timeline and logical framework

The timeline and log frame for the activities of the regional component are provided in Sections 9 and 10, respectively.

Collaboration and coordination

The Regional Coordinator, Assistant Coordinator and Project Secretary, who are based in FAO's RAP Office in Bangkok, shall provide technical oversight and ensure coordination among the project's three country components and between them and the regional component.

Coordination between this project and other FAO projects in agriculture and fisheries are facilitated through the RAP Tsunami Task Force and Tsunami Coordination Unit in Bangkok.

The project will liaise closely with other UN agencies (e.g. UNDP and UNEP), and bilateral aid agencies and international and national NGOs (e.g. International Tropical Timber Organization, International Union for the Conservation of Nature and Natural Resources, Wetlands International, etc.) in order to capture information and potential synergies and avoid duplication of effort.

Monitoring, evaluation and reporting

Description: monitoring and evaluation of project outcomes and impacts related to each result will be measured on the basis of criteria given in the log frame (Section10).

Reporting progress on the activities carried out and results achieved under the regional component (as outlined in this plan of operations) will be carried out at quarterly intervals beginning in March 2006 (March, June, September, November).

Roles: Programme Coordinator and Assistant Coordinator.

Project visibility

The project will have high visibility as a result of the information sharing and coordinating activities detailed in results 1-3, e.g. the web portal, workshops and conferences, press releases and issues papers, etc. Specific activities aimed at increasing visibility will include:

- production of an information note on FAO Regional Office for Asia and the Pacific tsunami related forestry activities with significant focus on this project;
- production of a project flyer for distribution through the three country components, in FAO hosted meetings and at relevant meetings of other organizations, and through individual contacts with organizations; and
- articles published in FAO journals and elsewhere on outcomes/issues addressed by project meetings and field activities.

Procurement

Procurement will be implemented by FAO in accordance with FAO Procurement rules and regulations.

VII. PROJECT INPUTS

Amount: US\$ 746 574 granted by the Government of Finland

Personnel (up to US\$471,100)

This budget will allow the recruitment of:

- Programme Coordinator (Chief Technical Adviser), 16 person months (Terms of Reference in Section 11);
- Assistant Coordinator for the Regional Component of the Project, 13.5 person months (Terms of Reference in Section11);
- Secretary, 12 person months (Terms of Reference in Section 11);
- Conference organizers/assistants, 8 person months;
- three consultants to draft papers on forestry-related coastal land-use planning and management related topics for Activity 1.3;
- six consultants to draft papers on the role of forests and trees in coastal protection for Activity 1.4; and

- eight national consultants to draft papers reviewing forestry related tsunami responses in each of the eight Asian tsunami affected countries for Activity 1.1 and 1.2).

Overtime (up to \$3,000)

This covers overtime costs for secretarial and other services provided by locally contracted labour.

Travel (up to US\$ 128,000)

This covers the cost of travel of the project staff and travel costs of the sponsored participants of the project meetings.

Training (up to US\$ 62,000)

This covers miscellaneous cost for two field trips @ \$10,000; 4 project coordination meetings @ \$8,000

Expendable Equipment (up to US\$ 5,000)

This budget line covers a mobile phone and minor office equipment.

Non-expendable Equipment (up to US\$ 9,000)

This budget line covers office furniture and computer equipment.

Technical support services (up to US\$ 5,000)

Reporting costs.

General Operating Expenses (up to US\$ 17,908)

To cover the other operational costs, including office running expenses and locally incurred miscellaneous expenses related to the implementation of the project (office material, operation and maintenance), monitoring and evaluation. To cover the costs of expenses related to the lay-out and printing of reports and promotional/visibility materials (e.g., brochures).

Support costs (up to US\$ 45,566)

This budget line covers the standard direct operating costs of the FAO for emergency projects (6.5% of the sub total).

VIII. REGIONAL BUDGET OF THE PROJECT OSRO/GLO/502/FIN

Accts	Item	Sub/Child Account	Main/Parent Account
5300	Salaries		300,000
5300	Salaries – Programme Coordinator	300,000	
5013	Consultants		171,100
5542	Consultants - Internationally recruited		117,100
5542	Assistant Coordinator (13.5 p/m @ 5000/mth)	67,500	
5542	Technical workshop coordinators (8 p/m @ 3000/mth)	24,000	
5542	Authors for technical papers for two regional w/s (8 authors @ \$3200)	25,600	
5543	Consultants - Nationally recruited		54,000
5543	National forestry tsunami response papers (8@\$1500)	12,000	
5543	Secretary (PSA)	42,000	
5020	Overtime		3,000
5660	Locally contracted labour and workshop assistants	3,000	
5021	Travel		128,000
5661	Duty travel	30,000	
5684	Travel - International consultant	38,000	
5694	Travel - Training workshops	60,000	
5023	Training		62,000
5902	In-service training (2 workshops@10,000; 4 project coordination meetings @ \$8000)	62,000	
5024	Expendable equipment		5,000
	Other expendable equipment	5,000	
5025	Non-expendable equipment		9,000
6006	Office furniture	4,000	
6004	Computers (laptop computer & equipment)	5,000	
5027	Technical support services		5,000
6111	Reporting	5,000	
5028	General Operating Expenses		17,908
6177	Other operating costs	17,908	
5029	Support Costs		45,566
6118	Direct Operating Costs 6.5%	45,566	
	GRAND TOTAL		746,574

IX. TIMEFRAME

			Jan-06				Feb-06				Mar-06				Apr-06				May-06				Jun-06				Jul-06				Aug-06				Sep-06				Oct-06				Nov-06				Dec-06			
DESCRIPTION			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Result 1	Information on forestry related tsunami impacts and rehabilitation																																																	
Activity 1.1	Organize a meeting on post-tsunami forest rehabilitation efforts and coastal forestry policies in Asian tsunami affected countries	Final concept note																																																
		Identifying participants/resource persons																																																
		Commissioning/writing papers																																																
		Distribution of papers																																																
		Meeting																																																
		Preparation of proceedings																																																
Activity 1.3	Organize a workshop on coastal land use planning in Asian tsunami-affected countries	Final concept note																																																
		Identifying participants/resource persons																																																
		Commissioning/writing papers																																																
		Distribution of papers																																																
		Meeting																																																
		Preparation of proceedings																																																
Activity 1.4	Organize a workshop on the protective functions of coastal forests	Final concept note																																																
		Identifying participants/resource persons																																																
		Commissioning/writing papers																																																
		Distribution of papers																																																
		Meeting																																																
		Preparation of proceedings																																																
Activity 1.5	Produce articles, issues papers and press releases on post-tsunami forestry related topics		On-going activity																																															
Result 2	Structures and mechanisms for information dissemination developed and managed																																																	
Activity 2.1	Further develop FAO's tsunami forestry website/portal	Development																																																
		Maintenance																																																
Activity 2.2	Organize quarterly meetings of project staff and national counterparts																																																	
Result 3	Support materials developed																																																	
Activity 3.1	Develop an annotated bibliography on integrated coastal area management	Development																																																
		Maintenance																																																
Activity 3.2	Develop an annotated bibliography on mangrove rehabilitation and management	Development																																																
		Maintenance																																																
Activity 3.3	Develop and maintain an annotated bibliography on the role of forests and trees in coastal protection	Development																																																
		Maintenance																																																
Activity 3.4	Develop and maintain details of organizations working on forest-related tsunami rehabilitation	Development																																																
		Maintenance																																																
Project Management																																																		
	Reporting																																																	
	Monitoring and evaluation																																																	
	Project visibility		On-going activity																																															

X. LOGICAL FRAMEWORK

	<i>Intervention Logic</i>	<i>Objectively Verifiable Indicators</i>	<i>Sources of Verification</i>	<i>Risks and Assumptions</i>
Principal Objective	To restore and improve the livelihoods of the tsunami-affected population who are dependent on forestry resources			
Specific Objectives	To provide information on the status of forest-related rehabilitation efforts in the region, and long-term rehabilitation plans; To provide easy access to sound technical and policy-relevant information on key issues to support efforts in forest-related post-tsunami rehabilitation in Asian countries To enhance coordination among interested stakeholders			
Results	<p>Result 1 Information on forestry related tsunami impacts and rehabilitation responses and key forestry issues relevant to rehabilitation collected and disseminated</p> <p>Result 2 Structures for information dissemination developed and managed</p> <p>Result 3 Support materials developed</p>	<p>Papers (8) produced for eight tsunami affected countries on forestry related responses and made available on web-site</p> <p>Number of people (30-40) attending meeting on post-tsunami forest rehabilitation efforts and coastal forestry policies in Asian tsunami affected countries</p> <p>Number of people (60-80) attending conference on the protective functions of coastal forests</p> <p>Number of people (60-80) attending workshop on coastal land use planning and management in Asian tsunami-affected countries</p> <p>Number of issues papers and press releases on post-tsunami forestry related topics published</p> <p>Number of hits on tsunami/forestry web portal</p> <p>Quarterly meetings of project staff held in four countries</p> <p>Bibliographies (3) prepared and available on web site</p> <p>Details of organizations working on forest-related tsunami rehabilitation prepared and available on web-site</p>	<p>Project reports and records.</p> <p>Monitoring/evaluation reports.</p> <p>Physical verification and measurement.</p>	<p>Interest in networking exists in other organizations</p>
	Activities per result:			

<i>Activity</i>		<i>Means</i>	<i>Costs</i>	
	<u>Result 1</u>			
1.1	Review forestry-related responses in tsunami affected countries			
1.2	Meeting on post-tsunami forest rehabilitation efforts and coastal forestry policies in Asian tsunami affected countries	See proposal	See detailed budget	
1.3	Workshop on coastal land use planning and management in Asian tsunami-affected countries			
1.4	Conference on the protective functions of coastal forests			
1.5	Articles, issues papers and press releases on post-tsunami forestry related topics			
	<u>Result 2</u>			
2.1	Tsunami/forestry web portal			
2.2	Quarterly meetings of project staff and national counterparts			
2.3	Support for outside meetings			
	<u>Result 3</u>			
3.1	Bibliography of integrated coastal area management			
3.2	Bibliography on mangrove rehabilitation and management			
3.3	Details of organizations working on forest-related tsunami rehabilitation			

Pre-conditions Stable security situation and accessibility of the project area.

X1. TERMS OF REFERENCE OF PROJECT STAFF FOR THE REGIONAL WORK

Terms of Reference of the Programme Coordinator, Regional Forestry Programme for Tsunami Rehabilitation (Susan Braatz)

Background

The Indian Ocean tsunami that occurred on 26 December 2004 caused serious damage and loss of lives and livelihoods in coastal communities and ecosystems in India, Indonesia, Malaysia, Maldives, Myanmar, Seychelles, Somalia, Sri Lanka and Thailand.

Coastal forests and trees suffered considerable damage. Rehabilitation and reconstruction efforts should address the rehabilitation of damaged forests as well as opportunities to expand forests and trees in the affected areas to improve the livelihoods of the local people and make them less vulnerable to future disasters. Securing sufficient supplies of adequate quality wood for reconstruction of houses and other infrastructure is another need to be addressed. It is essential that the forest-related needs are addressed from the outset in the countries' tsunami rehabilitation and reconstruction plans.

In May 2005, FAO received a large grant from the Government of Finland to implement a project to support forest-related tsunami rehabilitation in the affected countries in Asia until the end of 2006. The programme is structured along 4 main issues: integrated coastal management; forest rehabilitation, reforestation and forests livelihoods initiatives; wood supply for reconstruction; capacity building and technical information sharing and coordination. The programme will support the following major components: a national component for Indonesia (to be managed by an international consultant), a component for Sri Lanka and the Maldives (to be managed by a national consultant from Sri Lanka), and a regional component technically managed from the RAP office in Bangkok. A Programme Coordinator would be responsible for the management of the regional component as well as technical coordination of all aspects of the programme. The Coordinator would be based in the Regional Asia and Pacific (RAP) office, with travel to the affected countries, as required.

Tasks

Under the general guidance of the Chief of the Emergency Operations Service (TCEO) regarding operational matters and under the general guidance of the ADG Forestry Department concerning technical aspects of the programme; under the overall supervision of the FAO Assistant Director-General of the Regional Office for Asia and the Pacific (RAP); and in close collaboration with FAO's regional forestry officers and other members of the Forestry Department Tsunami Task Force, and other FAO departments working on the tsunami, and in conjunction with the HQ Technical Committee for the Tsunami and the RAP Tsunami Task Force, and in day to day work with TCEO Operations Officers, the Coordinator shall:

- Provide overall coordination of all technical activities carried out under the Forestry Programme for Early Rehabilitation in Asian Tsunami Affected Countries funded by the Government of Finland, and possibly also by other donors, including those directly overseen by the international and national Chief Technical Advisors (CTAs) appointed for the Indonesia and Sri Lanka/Maldives components, respectively, and working under the Emergency and Rehabilitation Coordinators in each country, as part of the Emergency and Rehabilitation

Coordination Units (ERCUs); Organize the preparation of the needs assessment in the Asian affected countries and ensure that these address both immediate emergency and rehabilitation needs (from now until December 2006) and the longer term reconstructions plans for tsunami-affected ecosystems, with the aim to bridge the gaps during the transition period from relief to development work.

- Collaborate with TCEO, which is responsible for all operational aspects of the programme, to ensure close coordination between the technical inputs and operational servicing of the programme activities;
- Provide TCEO with a regional plan of operations, six monthly progress reports and the terminal report for the regional coordination programme component according to the schedule agreed upon with TCEO;
- Coordinate and consolidate country specific plans of operations, progress and terminal reports into one coherent report for the forestry programme according to the schedule agreed upon with TCEO;
- Develop an overall monitoring and evaluation plan of FAO's forestry emergency and rehabilitation activities in the region as part of FAO tsunami response;
- Manage the regional component of the programme, including the organization of regional coordination meetings, regional technical workshops, and studies of regional relevance for forestry rehabilitation efforts;
- Oversee the further development and maintenance of FAO's forestry tsunami website and coordinate the forestry-related inputs for press releases and other informational materials issued by GIIM and FONL on the tsunami;
- Participate in meetings of the RAP Tsunami Task Force and, as requested, conference calls with the HQ Technical Committee for the Tsunami and represent the FAO Forestry Department at tsunami-related meetings convened by RAP and by other organizations, particularly those concerning forest issues;
- Maintain close contact with key international organizations, donors, financial institutions, NGOs and scientific institutions with regards to forest-related tsunami rehabilitation issues and identify and develop opportunities for cooperation and collaboration;
- Liaise with the responsible officers for the forestry tsunami activities that are not funded by the Finnish financed programme (i.e., the UNDP-financed project for Thailand; the activity in Sri Lanka funded by the Government of Japan under the Special Programme for Food Security) to enhance coordination and synergies among all FAO-supported tsunami reconstruction work in the forest sector;
- Work in close collaboration with the officers in the Agriculture, Fisheries, Sustainable Development, and Economic and Social Departments to facilitate an integrated approach to FAO's support to tsunami rehabilitation, in particular as relates to integrated coastal area management and to land and natural resource use.
- Review available information and regularly brief the FAO HQ relevant departments, the FAO Representatives, the UN Country Team, interested donors and other key stakeholders on ongoing and planned activities in forestry sector in the region
- Liaise regularly with the FAO Representatives to ensure a smooth implementation and coordination of the interventions in the forestry sector.
- Perform other related duties, as assigned.

Duration of the assignment and dates: 16 months (1 Sept 2005 – 31 Dec 2006)

Duty Station: Regional Office for Asia and Pacific, Bangkok, Thailand

Terms of Reference of the Assistant Coordinator for the Regional Component of the Forestry Programme for Early Rehabilitation in Asian Tsunami Affected Countries (Jeremy Broadhead)

Tasks of the Assistant Coordinator

Under the general guidance of the Chief TCEO, under the overall supervision of the FAO Assistant Director-General of the Regional Office for Asia and Pacific (RAP), under the technical supervision of the Programme Coordinator for the Regional Forestry Programme for Tsunami Rehabilitation, and in close cooperation with the staff of the technical groups in RAP for forestry (RAPO), fisheries (RAPI) and agriculture (RAPG), in particular the members of the RAP Tsunami Task Force, the Assistant Coordinator shall:

- Assist the Regional Coordinator in carrying out the coordination and technical support functions for the programme, in particular the regional component;
- Assist with the organization and convening of two regional technical meetings on forest-related tsunami rehabilitation;
- Assist with the organization and convening of periodic workshops of project staff and national counterparts;
- Develop and service a network of organizations involved in forest-related tsunami rehabilitation to share information;
- Actively liaise with other actors involved in forest-related tsunami rehabilitation and coastal area management to identify potential areas of collaboration;
- Improve and maintain FAO's forestry tsunami website, including collecting and uploading up-to-date information on programme achievements, relevant meetings and reports, new developments, etc.;
- Collect and, where relevant synthesize and analyze, information on activities in coastal forest rehabilitation post-tsunami and coastal area management and related technical information, guidelines, best practices and case studies;
- Assist with RAP Tsunami Coordination Unit and Tsunami Task Force activities;
- Assist in the writing and editing of press releases, promotional materials, technical reports, project documents and progress reports for the programme;
- Assist the programme's country specific forest projects where and when needed;
- Perform other related professional duties as required.

Duration of the assignment and dates: 13,5 months (November 2005 – December 2006)

Duty Station: Regional Office for Asia and Pacific, Bangkok, Thailand

Post Description, Secretary, Regional Forestry Programme for Tsunami Rehabilitation (Chalinee Vamarupa)

Post Specification

Title: Secretary, Regional Forestry Programme for Tsunami Rehabilitation

Project: OSRO/GLO/502/FIN

Department: Forestry Department (FODPD)

Level: G-5

Duty Station: Bangkok, Thailand

Appointment duration: 12 months

Effective date: 1 January 2006

Description of Duties

Under the immediate supervision of the Coordinator, Regional Forestry Programme for Tsunami Rehabilitation, but with leeway permitted to exercise independent judgement, the incumbent performs secretarial, clerical and other duties. In particular, the incumbent will:

- Screen and arrange appointments for the supervisor; modify and confirm schedules as necessary, take minutes and/or notes at meetings; place and screen telephone calls, receive visitors, answer queries and provide information as required;
- Receive, screen, log and distribute incoming correspondence, reports and other material attaching necessary background and maintain follow-up system;
- Review outgoing correspondence for accuracy, correctness and conformity with established procedures and ensure that appropriate background material is completed and attached;
- Take dictation using shorthand or from recordings and other materials; type a variety of documents, letters, reports on word processing from manuscripts, including statistical tables, ensure that necessary copies are produced and maintained in office files and distributed to other officers concerned;
- Draft correspondence on own initiative or on instructions from the supervisor on a variety of technical, operational, administrative and policy matters, proof read for correctness and maintain appropriate files and records;
- Create and maintain a filing reference system including also confidential files ensuring that background information are properly maintained and cross reference copies included as appropriate; undertake research and select a variety of information from office files, records and reports;
- Make travel arrangements, raise TA and process the TEC for the supervisor and for other project staff and consultants for the project;

- Assist in the organization of meetings including all administrative formalities, hotel bookings, air tickets, preparation of TAs, reproduction of material and reports and ensuring that meetings facilities are all in order;
- Perform other duties as required.

Essential Qualifications

Education: Secondary school education.

Experience: Four years of experience in clerical and secretarial work including at least one year at a G-4 level.

Language: Working knowledge (level C) of English and knowledge of Thai.

Others: Knowledge of modern office methods. Ability to draft correspondence clearly and concisely and ability to maintain neat and accurate records. Computer literacy and ability to use office technology equipment. Ability to work under pressure and within established deadlines. Tact, maturity and courtesy. Ability to establish and maintain effective working relationships with people of different national and cultural background. Knowledge of FAO corporate systems (Oracle/Atlas).

Terms of reference for the Conference Organizer: consultant to organize technical conference on the protective functions of mangroves and other coastal forest as part of the Regional Component of the Forestry Programme for Early Rehabilitation in Asian Tsunami Affected Countries

Tasks of the Consultant

Under the general guidance of the Chief TCEO, under the overall supervision of the FAO Assistant Director-General of the Regional Office for Asia and Pacific (RAP), under the technical supervision of the Programme Coordinator for the Regional Forestry Programme for Tsunami Rehabilitation and in close collaboration with the Assistant Coordinator, Regional Component of the Regional Forestry Programme, and in consultation with the staff of the technical groups in RAP for forestry (RAPO), fisheries (RAPI) and agriculture (RAPG), in particular the members of the RAP Tsunami Task Force, the consultant shall:

Plan and organize a regional technical meeting on protective functions of mangroves and other coastal forests against storm events and erosion. The meeting should present the best scientific information available that is relevant to provide planners and practitioners.

Specific tasks will include the following:

- Carry out an internet search and literature review and contact experts by e-mail and phone to assess the current state of knowledge on the subject and to identify key institutions and individuals that can provide the most current information on the topic;
- Prepare materials on mangroves and coastal forests derived from the preparation of the workshop for posting on our website (e.g., annotated bibliographies, links to useful sources of information, information notes).
- Draft a concept note on the meeting;
- Identify the authors and commission papers to be presented at the meeting;
- Develop the meeting programme;
- Prepare a invitations list and draft the invitations;
- Maintain the participants list and work closely with the Secretary of OSRO/GLO/502/FIN to ensure that travel and
- Review and circulate to appropriate reviewers in FAO the draft papers;
- Assist with the logistical arrangements for the meeting;
- Prepare the camera-ready draft of the meeting proceedings;
- Respond to requests from the Coordinator and Assistant Coordinator related to services needed in HQ with regard to the project (e.g. literature searches, contacts with staff in other departments, etc).
- Other tasks related to meeting organization, as assigned.

Qualifications: A Masters degree in forest management, forest ecology or environmental science, coastal zone management, rural development or related fields of relevance to the duties of this post. Knowledge of technical and management matters related to mangroves and coastal

vegetation is particularly import. Ability to work in a team environment and with people from different backgrounds and cultures.

Duration of the assignment and dates: 5 months (February – June 2006)

Duty Station: Rome, except for 2-3 weeks at the Regional Office for Asia and Pacific, Bangkok, Thailand for the workshop and to carry out pre- and post workshop tasks.