ANNEX II: TERMS OF REFERENCE

NATIONAL FOREST DEMARCATION AND BIO-PHYSICAL RESOURCE INVENTORY

1. BACKGROUND INFORMATION

1.1 Beneficiary country

Saint Lucia

1.2 Contracting Authority

The Banana Industry Trust (BIT)

1.3 Relevant country background

Biophysical description

Saint Lucia is located at 14^0 north latitude and 61^0 west longitude. It is situated just south of the mid-point of the Antillean Archipelago of the Eastern Caribbean. The island is approximately 32 km south of Martinique, and 40 km north of St. Vincent. Surface area is 616 km^2, with maximum length and width of 43 and 23 km respectively.

The "modified" tropical climate of Saint Lucia is highly affected by oceanic influences. It has a mean annual temperature of 21 to 27 ^oC which drops with increasing elevation and has little seasonal or diurnal variation. The highest point on the island (950 m ASL) is normally about 18 ^oC (Saint Lucia Environmental Profile, 1991). The rainfall pattern shows both topographic and seasonal variations. The highest average annual rainfall of approximately 4000 mm falls on the mountainous south-central part of the Island, and the lowest rainfall of about 1124 mm occur at the lower coastal regions, indicating its orographic origin. Mid-December to May is the period of lowest rainfall and June to December, rainfall is significantly higher

The total area of Saint Lucia classified as forest in the year 2000 was approximately 16,100ha (26% of the land area) as reported for FRA2005. Public ownership of forests exists in the form of Forest Reserves which comprise 14 units located mainly in the central ridge of the Island. Of the total acreage, 88.1% is of Natural Forest, 6.0% of Plantation forest, and the remaining 5.9% is either Scrub or some type of secondary forest.

The Forest Reserves of Saint Lucia is divided into three categories for management purposes:

Protection Forest, which is afforded complete protection;

Protection/Production forest which is primarily protective but with possibilities for some degree of exploitation;

Exploitation Forest for timber production.

This approach is suppose to limit harvest rates to sustainable levels, to preserves as much of the indigenous forests as possible, to restrict harvesting activities to areas that are biophysically resilient and economically accessible, and allows one to reforest land cleared for agriculture or any other inappropriate uses

The forest resources of Saint Lucia have never been subjected to a comprehensive study/inventory. To date, four inventories have been conducted in Saint Lucia. The first

forest resource assessment was conducted in 1942, by J. S. Beard, and funded by the British Treasury under a Colonial Development Plan. The result of Beard's work was the classification of Saint Lucia's forest resources by cover type with ecological descriptions of each type. This was followed by Goodlet (1970), Hope (1976) and Piitz (1982). The last inventory, Piitz (1982), was done under the Saint Lucia-CIDA Forest Management Assistance Project.

The major weakness of the aforementioned exercises is that they were for the most part, inadequate as forest resource monitoring systems/tools. They also did not provide information on non-timber forest resources and the trends in their use and or availability over time. Additionally the information obtained there from is now substantially out dated; Regular inventory and monitoring of forest resources is the most effective and efficient means, known to forestry practitioners for gathering important information on the spatial, temporal, and ecological properties of forest resources. A proper inventory will ultimately lead to the development of the best possible plans to understand, protect, and manage forest resources.

1.4 Current state of affairs in the relevant sector

The Forestry department is the principle agency responsible for managing forest, soil and wildlife resources on the island. It does so through legislative authority granted by the following statutes:

Forest, Soil and Water Conservation Ordinance (1946) and its amendments, 1957 and 1983;
Wildlife Protection Act (1980).

It is also assisted and guided by the following legislation:

- St. Lucia National Trust Act (1975)
- National Conservation Authority Act (1999)
- Fisheries Act (1984)
- Land Conservation and Improvement Act (1992)
- Crown Lands Ordinance Cap. 108
- National Development Corporation Act (1971)
- Water and Sewerage Act (2005)

The Forestry Department of Saint Lucia currently operates without a long term Strategic Management Plan. The last long term management plan expired in 2002. Since then, the Forestry Department has embarked on a process of facilitating the development of a new forest sector management plan. An important component of the proposed management plan is the redefining of the department's mission to conform to an ecosystem approach to management of forest resources.

The ecosystem approach is all encompassing and takes into consideration the inherent ecological capacity of the landscape where the forests exist and the system(s) necessary for the existence, growth and sustainability of the forest resource. Furthermore there are two essential pre-requisites for plan formulation and implementation viz (i) The physical parameters of the forest resource must be precisely demarcated and delineated (ii) the quantity, quality the nature, characteristics of the biophysical resources within the physical parameters of both private and public forest must be accurately defined and analysed.

The increasingly unmanageable and untenable status of the existing forest reserve boundaries is a source of grave concern for the Forestry Dept and a major factor inhibiting the effective management of the reserve which is the most significant natural resource holdings of the country. The department is directly responsible for the management of seventy-nine (79) miles of forest reserve boundaries. Additionally, there is the impending incorporation of 117 critical

forested Crown parcels (approx. 2015 acres) and 20+ parcels of newly acquired private forests into the Government Forest Reserves. This means that the forest reserve boundaries have to be realigned and re-demarcated to take account of these incremental changes.

Further it is important to have precisely delineated boundary lines given that it is a fundamental component of a system to safeguard the forests, and concomitantly the fresh water and biological resources of the country from degradation due to deforestation, encroachment, predial larceny, and other illegal activities.

The frequent occurrence of landslides and land-slippage over the last ten (10) years due to natural events such as tropical storm Debbie has resulted in the loss of important standard boundary markers at routine points along the boundary. The forest reserve requires permanent and visible boundary markers for management purposes to defend the integrity of the Reserves on the basis of a "perception" of where the boundaries "should be" rather than relying on the existence of precise physical markers. A comprehensive up-to-date survey and demarcation of Saint Lucia's Forest Reserves is a complimentary/vital component of a Strategic Management Plan.

Moreover this initiative will provide the necessary data and information for the development of a Forest Reserve Boundary Line Management Plan (FRBLMP). This FRBLMP is important for the sustainable management of the forest reserve boundaries overtime and will mitigate the factors that have been responsible for the current deplorable status of the forest reserves boundaries.

A comprehensive forest resource inventory is an important prerequisite for the management plan to conform to the ecosystem approach. The inventory is pivotal in providing important information for the development and implementation of new resource management approaches which will be firmly based on the inherent ecological capacity of the landscape. This new approach to resource management will promote more sustainable land use and livelihoods practices with reduced impact on the environment.

Accurate demarcation of the forest reserves and the conduct of a comprehensive inventory of the biophysical resource within the reserve are necessary at this time in order to determine the current inherent capacity of the local forest landscape, for the determination of yields and volume, and for the identification of basic, comparable units at local, regional, and national scales. The inventory will pave the way for, inter alia, the practical application of silvicultural prescriptions in forest resource planning and management.

1.5 Related programmes and other donor activities:

The United Nations Development Programme (UNDP) and the Global Environment Facility (GEF); Capacity Building and Mainstreaming of Sustainable Land Management in Saint Lucia. Saint Lucia's environmental integrity, sustainable livelihoods and agricultural production systems are seriously impacted by land degradation. The long-term goal of the project is to ensure sustainable management of the land resources of St. Lucia in order to enhance ecosystem health, integrity, stability, functions and services, while contributing directly to the environmental, economic and social well-being of the people of Saint Lucia.

The project is inextricably linked and compliments 2007 Saint Lucia Census of Agriculture, funded by the Food and Agricultural organization, to further enhance the capabilities of the Ministry of Agriculture, Forestry and Fisheries as it relates to the planning, design and management of forest reserve lands. Other related programmes and donor activities are as follows:

The Caribbean Vegetation Mapping project funded by USDA Forest Service International Institute of Tropical Forestry (IITF) and The Nature Conservancy (TNC).

OECS Protected Areas and Associated Livelihoods Project (OPAAL) designed to contribute to the conservation of biodiversity of global importance in the Participating Member States by removing barriers to the effective management of protected areas (PAs), and increasing the involvement of civil society and the private sector in the planning, management and sustainable use of these areas.

CANARI / FAO-NFPF Participatory Forest Management; Improving policy and institutional capacity for development. Designed Support the improvement of the socioeconomic and environmental benefits that can be derived from forest management by analysing, promoting and building capacity for participatory planning and management of forest resources at the regional, national and local levels.

EU Programme on Tropical Forests and other Forests in Developing Countries/ CANARI. Project title "Practices and policies that improve forest management and the livelihoods of the rural poor in the insular Caribbean." This project is designed to maximise the contribution of forests to the rural poor in the ACP countries of the insular Caribbean.

2. CONTRACT PURPOSE & EXPECTED RESULTS

2.1 Overall objective

The overall objective of the project of which this contract will be a part is as follows:

To survey and demarcate the physical parameters of the public forest reserve and conduct a comprehensive biophysical inventory/assessment and management system of forest resources to produce, inter alia, a forest resource monitoring system; obtained through ground survey, remote sensing, assessment and review of existing data that will serve as the basis for strategic sustainable planning and management of forest resources.

2.2 Purpose

The purposes of this contract are as follows:

i. To survey and demarcate and realign the Forests Reserves boundaries, inter alia incorporating the newly acquired crown lands, in order to facilitate better protection and management;

ii. To create an updated data base of Forest Reserve boundary line (digital and hard copy data, to reside at Forestry Department and Lands and Surveys Department) and measure the quality, quantity and distribution - inclusive of yield and volume - of timber and non-timber resources, and to compile statistics of their availability at the range, watershed and national level.

iii. To assess the status of the forest ecosystem, assessment of biodiversity (species richness and diversity) and all existing vegetation type at the watershed, range, and national level.

iv. To advise on the most optimal means/measures for the sustainable management (utilization and conservation) of forest resources

v. To recommend relevant silvicultural and utilization prescriptions necessary for planning and management of forest resources

vi. To assess all existing forestry related database, and to create an updated monitoring system for producing forest resource state and change estimates;

vii. To provide spatial and statistical data for estimating the nature, magnitude, geographical scope, in relation to Timber and NTFP yield and volume, biodiversity, carbon storage, and processes

viii. To conduct a training programme to develop the capacity of a cadre of persons in forests resource assessment and inventory method and forests management system using, scientific and modern technology

ix. To recommend and implement an effective, efficient and appropriate forest management system for Saint Lucia.

2.3 Results to be achieved by the Consultant

The key output (s) of the Inventory/Assessment of Forest Resources shall include inter alia:

i. An inception report that (i) contains a reconnaissance and preliminary report indicating the methodology and process to be used in order to achieve the objectives of the survey and (ii) outlines the process and methodology for achieving the objective of the inventory and recommendation for a sustainable forest resource monitoring system;

ii. Realigned, demarcated and updated forest reserve boundaries incorporating the 117 critical forested Crown parcels (approx. 2015 acres) and the 20+ parcels of private lands acquired for the purpose of amalgamating into the official Forest Reserves;

iii. Digital and physical plans/maps, reports, data and other information on land of all forests reserves produced from surveying and demarcation of the forests reserves boundary line survey;

iv. A national forest reserve boundary maintenance plan;

v. A comprehensive report on the current state of forest resources (Timber, Non-Timber, biodiversity, wild fauna etc), with recommendations for sustainable management practices. The report should include, but should not be limited to, the following key considerations:

   a. Background information;
   b. Previous inventories;
   c. Inventory Design;
   d. Inventory results, including area, volume, species composition;
   e. Accuracy of inventory results;
   f. Vegetation classification and composition;
   g. Species list;
   h. Summary of statistical calculations;
   i. Conclusions and recommendations;

vi. An updated and functional forest resource monitoring system which should include:

   a. Permanent sample plots;
   b. Yield tables and other tools for measurements of changing variables;
   c. An upgraded and integrated data base, with biodiversity, wildlife, forest, botanical inventory data;

d. Capacity for effective and efficient maintenance of monitoring system, including computers, GPS, GIS, other relevant tools and human resources;
e. Standard maps at a scale of 1:25,000 for the whole country using GIS data, indicating different forest zones, forest boundaries, forest cover classes, wildlife sanctuaries and important habitats for rare and endangers wild animals and other critical biodiversity conservation considerations.

vii. A botanical description of forest plants including an island wide specimen collection and identification. An upgraded and improved National Herbarium.

viii. An assessment of wildlife use attributes identifying critical habitats and recommendation for sustaining habitats of important, rare or endangered animal species.

ix. A forest management system in place and functioning;

x. A cadre of locally trained individuals with sufficient capacity and skills to function in a forest inventory/assessment environment and at least 2 local persons who can manage a forest management system.

3. ASSUMPTIONS & RISKS

3.1 Assumptions underlying the project intervention

1. Political and Administrative will and commitment to the realisation of integrated Forestry realignment, demarcation and inventory assessment initiative
2. Wide ranging commitment to the vision and ideal of the programme
3. Commitment of the requisite manpower and other resources to ensure success of the programme

3.2 Risks

The above stated assumptions are not met.

4. SCOPE OF THE WORK

4.1 General

Project description

The Agricultural Sector Policy of the Ministry of Agriculture, Forestry and Fisheries (MAFF) has as one of its objectives "to conserve the natural resource base". This is described within the policy document as land management, water resources management and bio-diversity maintenance

The Forestry Department in collaboration with the Crown Lands Division of the Ministry of Physical Development and National Mobilization has identified all the lands adjacent to the Forest Reserves and has made recommendations for their vesting/acquisition and eventual incorporation into the existing Forest Reserve Management System. However, before reaching that point, these lands have to be surveyed, demarcated on the ground with

standard physical markers, vested in the Crown, or acquired, and declared legal Forest Reserves. In addition, the existing forest reserve boundaries will be re-demarcated.

Geographical areas to be covered include all forest reserves, Castries Water Works Reserve, Barre-de-lisle North and South, Central A and B, Quilesse Additional Central Dennery and Dennery Ridgeand Sultibus Grand Magasin. The survey should also include all the propose areas to be included in the forest reserve, such as Marquis 1, 2 and 3-5, Forestiere Blocks. Saint Lucia country wide with particular emphasis on the forest regions

Target groups

The target groups for the programme as a whole are:

- Institutions such as the MAFF and in particular the Forestry Department;
- The general population of Saint Lucia;
- Key Government Ministries;
- Community groups, non state actors and NGOs, and;
- The private sector including:
  - others involved in the utilization of forest resources and their representative bodies,(stakeholders and beneficiaries)
  - agricultural companies/farmers and their organisations

4.2 Specific Activities

1. National Forest Demarcation

In respect of the survey of the physical boundaries the consultant will be required to:

i. ascertain, demarcate, and maintain/restore all existing forest reserve boundaries.

ii. realign and update forest reserve boundaries to incorporate recent land acquisitions and the incorporation of 117 critical forested Crown parcels (approx. 2015 acres) and the 20+ parcels of private lands earmarked for incorporation into the Forest Reserves. The plan(s) should be presented in accordance with the requirements of the aforementioned agency.

iii. Submit to the Forestry Department two copies of the lodged boundary survey plans and digitized information of the above-mentioned surveys. The format/programme for capturing the survey data must be AutoCAD 2005 k. It must also be compatible with the ongoing efforts at digitisation of spatial data in St. Lucia.

iv. Demarcate the limit of all forest reserves boundaries.

v. To develop a national forest reserve boundary line management plan.

2. Bio-Physical Resource Inventory

The forests resource inventory will collect data on biophysical factors and other variables, more specifically those characteristics that change slowly over time. It is expected that a complete enumeration of the factors and variables will be carried out and a standard methodology developed to capture the desired data. The following minimum requirements must be adhered to in the conduct of the Bio-physical inventory:

i. The inventory framework should be universally applicable irrespective of the forests type and geographical location and the design of the framework

should be cost effective and flexible enough to permit adaptability to changing trends.

ii. The inventory must be scientifically defensible, be based on internationally acceptable methodology and presented in a form that demonstrates a logical progression in the conduct of the assignment.

iii. The inventory process must be replicable.

iv. The forest inventory must employ standard terminology and quantifiable field sampling and data analysis methods, so levels of confidence can be documented.

v. The inventory methods employed should be widely accepted both nationally and internationally.

vi. The inventory design should take advantage of the information available from previous inventories.

vii. The inventory must classify existing biological associations that repeat across the landscape.

viii. The inventory units must be ecologically meaningful (relating to watershed boundaries wherever possible).

ix. The inventory units must be mappable from polygons that are discernable on imagery.

x. The system of assessment must be hierarchically organized such that it can be applied at different spatial scales.

xi. This system must identify units at an appropriate scale to meet the objectives for resource management and biodiversity conservation.

xii. The system must be flexible and open ended such that it will allow for additions, modifications, and continuous refinement.

xiii. The results should be analyzed, maintained and presented in the form of a GIS and geo-reference database linked specifically to other inventories.

xiv. The results must be presented in a user friendly format capable of being adopted and refined with necessary quality control measures.

xv. The monitoring results must address the stipulated indicators and be suitable for sustainable forest policy and strategic planning.

xvi. The process must be well documented.

xvii. A framework must be provided for collecting data on other criteria and indicators (e.g. socio-economic indicators) and for studying forest vitality (e.g. insects and diseases attack, pollutants deposition, and productivity).

xviii. The consultant must prepare a briefing session for key stakeholders for the presentation of:

- Process, technology and methods to be used for boundary line demarcation and biophysical inventory;
- Presentation of work plan;

xix. Conduct town hall meeting major communities that are directly or indirectly linked to the forest reserves and other important forest ecosystems that will require conservation interventions.

xx. Conduct training workshops for a cadre of local persons, including forestry officers, which will form part of the biophysical inventory and forest boundary line surveying team.

4.3 Project management

4.3.1 Responsible body

The Chief Forestry Officer of the Forestry Department, the Ministry of Agriculture, Lands, Forestry and Fisheries

4.3.2 Management structure

The BIT has overall responsibility for the project. All consultants and project management staff are accountable to the BIT**.**

4.3.3 Technical Committee

The Technical Committee (TC) main responsibility is to provide guidance and support for the implementation of projects and programmes

4.3.4 Project Implementation Unit (PIU)

The BIT will act as a PIU which is headed by the Project Manager who will be responsible for the management of project implementation.

Facilities to be provided by the Contracting Authority and/or other parties

Office accommodation and any other support facilities required for the execution of the study will be provide by the Department of Forestry within the Ministry of Agriculture.

5. LOGISTICS AND TIMING

5.1 Location

The office will be based in Castries Saint Lucia. The team will be required to operate throughout the country.

5.2 Commencement date & Period of execution

The intended commencement date is 16 June 2008 and the period of execution of the contract will be 18 months from this date. Further additional services under this contract are not anticipated

6. REQUIREMENTS

6.1 Personnel

This project will require a multi-disciplinary team of consultants including a Project Leader, who should be a forestry specialist. The Project leader shall have the responsibility for organizing the conduct of the work, designing and implementing the new inventory and the survey and demarcation of the forest reserve boundaries, and coordinating the outputs of the various experts and ensuring that the deliverables and implementation plan is integrated, holistic, and feasible.

The team shall comprise:

Key Experts

These include all experts who have a crucial role in implementing the contract are referred to as key experts.

The Key Experts shall include:

- Leader – Forest/Inventory Specialist for planning, designing methods, monitoring and evaluation of forest inventory/assessment;
- Principal Surveyor for Setting of preliminary controls, reconnaissance, field surveys, redesign, field checks and calculations;
- Conservation Biologist to compliment the inventory specialist in the determination of density, population size, health, ecological integrity of wildlife habitat;
- GIS and Data Management Specialist to compliment the surveyor in terms of producing digitize maps to show clear forest resource boundaries and also assist inventory specialist in forest classification through digital mapping.

The profiles of the key experts for this contract are as follows:

Key Expert 1:

Project Leader – Forestry/Inventory Specialist

The Specialist should possess at least:

- A Masters Degree in Forest Management or related qualification.
- Not less than 5 years of professional work experience in their respective field of professional endeavour .
- A track record of involvement in previous inventory in a tropical forests environment.

S/he should have demonstrated experience in the following areas:

i. previous experience in undertaking similar assignments
ii. knowledge and skills in setting up a functional forest resource monitoring system;
iii. knowledge and skills in training, participatory planning and facilitation methodologies in forest assessment and inventory;
iv. experience of working/executing assignments within a multi-national, multi-specialist team; and fluency in the English language.

Key Expert 2:

Principal Surveyor

The principle surveyor should possess at least, a diploma in surveying or in a related field and should be a holder of a licence to practice as Land Surveyor in Saint Lucia or such other international certification acceptable in Saint Lucia. The Surveyor must be fully knowledgeable of the local legal system and land registration laws.

General professional experience

The appointee will have a minimum of 10 years work experience

Specific professional experience

Preference will be given to someone with experience of working in Small Island States in transition, and preferably with knowledge of the Caribbean

Key Expert 3:

Conservation Biologist

The conservation biologist should possess at least:

- A Master degree in Wildlife Conservation Biology or related field;

- Should have at least 5 years professional experience in the field of wildlife conservation biology;
- A track record of working experience in a tropical forests environment.

i. previous experience in undertaking similar assignments
ii. knowledge and skills in training, participatory planning and facilitation methodologies in forest assessment and inventory;
iii. experience of working/executing assignments within a multi-national, multi-specialist team; and fluency in the English language.

Key Expert 4:

GIS and Data Management Specialist

The GIS and Data Management Specialist possess at least:

iv. A degree in GIS and Data Management;
v. Should have at least 5 years professional experience in the field of GIS and Data Management.

6.1.2 Other Experts

Short Term Experts

Shall include and not limited to:

- **Surveyor Technician**

  The Surveyor Technician should possess at least a certificate in building technology or related field and should have at least 5 years professional experience in the field of surveying

- **Surveyor Draftsman**
  The Surveyor Draftsman should possess at least a certificate in building technology or related field and should have at least 5 years professional experience in the field of surveying

CVs for experts other than the key experts are not examined prior to the signature of the contract. They should not have been included in tenders.

The Consultant shall select and hire other experts as required according to the profiles identified in the Organisation & Methodology and/or these Terms of Reference. These profiles must indicate whether they are to be regarded as long-term/short-term and senior/junior so that it is clear which fee rate in the budget breakdown will apply to each profile. All experts must be independent and free from conflicts of interest in the responsibilities accorded to them.

The selection procedures used by the Consultant to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience. The findings of the selection panel shall be recorded. The selection of experts shall be subject to approval by the Contracting Authority.

Note that civil servants and other staff of the public administration of the beneficiary country cannot be recruited as experts, unless prior written approval has been obtained from the European Commission.

6.1.3 Support Staff & Backstopping

Backstopping costs are considered to be included in the fee rates.

6.2 Office Accommodation

Office accommodation of a reasonable standard shall be provided. The costs of the office equipment, consumables are to be covered by the provision for incidental expenditure.

6.3 Facilities to be Provided by the Consultant

The Consultant shall ensure that experts are adequately supported and equipped. In particular it shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support its activities under the contract and to ensure that its employees are paid regularly and in a timely fashion.

If the Consultant is a consortium, the arrangements should allow for the maximum flexibility in project implementation. Arrangements offering each consortium member a fixed percentage of the work to be undertaken under the contract should be avoided.

6.4 Equipment

Equipment required for the setting up the management system is to be purchased on behalf of the Contracting Authority as part of this service contract and transferred to the Contracting Authority at the end of this contract. Any other equipment related to this contract which is to be acquired by the beneficiary country must be purchased by means of a separate supply tender procedure.

6.5 Incidental expenditure

The Provision for incidental expenditure covers the ancillary and exceptional eligible expenditure incurred under this contract. It cannot be used for costs which should be covered by the Consultant as part of its fee rates, as defined above. Its use is governed by the provisions in the General Conditions and the notes in Annex V of the contract. It covers:

Travel costs and subsistence allowances for missions to be undertaken as part of this contract from the base of operations in the beneficiary country;

Office running cost etc.

The Provision for incidental expenditure for this contract is **XCD 300,000**. This amount must be included without modification in the Budget breakdown.

Any subsistence allowances to be paid for missions undertaken as part of this contract from the base of operations in the beneficiary country must not exceed the per diem rates published on the Web site http://ec.europa.eu/europeaid/work/procedures/index_en.htm at the start of each such mission.

6.6 Expenditure verification

The Provision for expenditure verification relates to the fees of the auditor who has been charged with the expenditure verification of this contract in order to proceed with the payment of pre-financing instalments if any and/or interim payments if any.

The Provision for expenditure verification for this contract is **XCD 10,000**. This amount must be included without modification in the Budget Breakdown.

7. REPORTS

7.1 Reporting requirements

Please refer to Article 26 of the General Conditions. Interim reports must be prepared every six months during the period of execution of the contract. They must be provided along with the corresponding invoice, the financial report and an expenditure verification report defined in Article 28 of the General Conditions. There must be a final report, a final invoice and the financial report accompanied by an expenditure verification report at the end of the period of execution. The draft final report must be submitted at least one month before the end of the period of execution of the contract. Note that these interim and final reports are additional to any required in Section 4.2 of these Terms of Reference.

Each report shall consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts, of the incidental expenditure and of the provision for expenditure verification.

7.2 Submission & approval of progress reports

An overall work plan to be submitted at the commencement of the project.

An inception report to be submitted first week after project start date, together with an updated work plan if necessary.

One week following the start of the mission the consultant should present an Inception report for discussions with relevant stakeholders. A draft interim report shall be presented at the end of this first mission, which will be finalized by the consultant 3 weeks after the mission, following review and comments by key stake holders.

The final interim report shall comprise a brief summary of the Consultant's activities and the main report.

Following the second mission the consultant will present an overall final report, which will include his/her assessment of the progress made by project staff in adopting the M&E system.

The Consultant will be required to submit at least six (6) copies of the progress and all other reports referred to above to The Banana Industry Trust. The Project Manager is responsible for approving the progress reports. The reports must be written in English.

8. MONITORING AND EVALUATION

8.1 Definition of indicators

Achieving programme objectives and realizing expected outcomes thus empowering the Forestry Department of the MAFF with the capacity, tools and means to

However indicators on effective project implementation include the achievement of the following, inter alia:

1. Timely submission of reports, maps and plans
2. Conformity of report
3. Skills transfer
4. Utility of report
5. Existence of visible trails and monuments which serve as forest reserve boundary demarcations

8.2 Special Requirement

None