



## **GUYANA FORESTRY COMMISSION**

### **Invitation for Proposals**

#### **DEVELOPMENT OF A NATIONAL FOREST MANAGEMENT AND CHAIN OF CUSTODY STANDARD FOR GUYANA**

#### **Terms of Reference**

**February, 2022**

## **Background/Context**

One of the main focal areas of Guyana Forestry Commission's (GFC) work has been on forest law enforcement and legality. This has been due not only to the legal requirements as set out in the Forest Act, but also to a recognition of the importance of legality in ensuring that the benefits from forest resources utilization flow to the right beneficiaries, preventing unfair competition between illegal and legal produce, maintaining a low rate of deforestation and forest degradation, ensuring sustainable development of forest dependent communities, and mitigating against climate change in a REDD+ framework.

Guyana's Low Carbon Development Strategy (LCDS) was first formulated in 2008 and aimed to support the country in the pursuit of a '*resilient, low-carbon, socially-inclusive economy*', paving the way for national efforts to reduce emissions in the forest and land use sector. The LCDS set out a vision through which economic development and climate change mitigation will be reconciled with the generation of payments for forest services in a mechanism of sustainable utilization and development (i.e. REDD+). The result is intended to be the transformation of Guyana's economy whilst combating climate change.

Guyana's Nationally Determined Contribution (NDC), submitted to the UNFCCC in 2016, refers to a cross-sectoral and *economically holistic emission reduction commitment* as an overarching premise for policy-based measures to reduce emissions against Guyana's business-as-usual greenhouse gas emissions, with the land use and forest and energy sectors as key sectors for its unconditional and conditional commitments. Unconditional and conditional commitments established in the NDC – together with the National Forest Policy, Codes of Practice for Timber Harvesting for Sustainable Forest Management – have established the overarching guiding instruments and systems in Guyana to support country efforts on reducing emissions in the forest sector.

Guyana has committed to unconditionally continue to pursue sustainable forest management (SFM), in compliance with applicable Forest Codes of Practice governing timber operations, including continuous efforts on forest monitoring to ensure high levels of timber legality. Similarly, Guyana is preparing and will commence to implement the Voluntary Partnership Agreement (VPA) under EU-Forest Law Enforcement Governance and Trade (FLEGT) aiming to provide independent accreditation of forest legality and management practices in the timber industry.

Since 2002, Guyana has developed and implemented initiatives, regulations, procedures, and management systems, in close consultation with stakeholders within the country's forestry sector, to underpin its sustainable forest management objective, including the following:

- Guyana's Forest Regulations of 2018 (No. 6 of 2009) made under the Forest Act of 2009;
- Guyana's Code of Practice (No. 1 of 2018 – The Forest Act (No. 6 of 2009), for forestry operations;
- Guyana's National Wood Tracking System, November 2015;
- Forest Resources Management Division's (FRMD) Manual of Procedures, 2012;
- Guidelines for Forest Operations (Small Concession);
- Guidelines for Forest Operations (Large Concession);
- Forest Monitoring Division's (FMD) Manual of Procedures, 2012; and
- Finance Division's Manual of Procedures.

### **Purpose of Development of a National Forest Management and Chain of Custody Standard for Guyana**

The Guyana Forestry Commission (GFC) is seeking to develop a National Forest Management and Chain of Custody Standard. This standard is expected to be accredited by an International Certification Body and submitted for PEFC Endorsement – Programme for Endorsement for Forest Certification.

The Guyana Forestry Commission is the governing body to develop a national forest management and chain of custody standard for endorsement by the Programme for Endorsement of Forest Certification (PEFC).

Guyana is seeking to establish a globally recognised, accessible and cost-effective mechanism for Guyanese forest sector operators to demonstrate both the legality and sustainability of their forest management and timber production to world markets. More specifically:

- to enhance further the sustainable management and use of Guyana's natural forests in a manner that maintains ecological integrity, so as to keep the ecosystem viable for multiple use including timber production in the long run, for the present and future generations of Guyana's citizens; and
- enable Guyana to demonstrate to international markets that, in addition to demonstrating legality through the VPA-FLEGT system, it is also able to prove that the management of its natural forest is sustainable:
  - in this context, the project outcomes will enable Guyana to meet the dual requirements of key international markets: being legality and sustainability; and
  - underpin and support the sustainable implementation of the Guyana/EU Voluntary Partnership Agreement (VPA).

## **The Guyana Forestry Commission**

The GFC has full authority and responsibility for this contract which includes oversight over service provider and of the procurement process. The GFC is a semi-autonomous organization formed in 1979 with a legal mandate to manage and control the utilization of the State Forest Estate. Its main role is to ensure the sustainable utilization of the State Forest Estate in keeping with sustainable forest management principles and guidelines captured in the Forest Act, 2009. Governed by a developmental mandate, this agency ensures that there is a balance among the pillars of social, economic and environmental development. Over the past decade, the Commission has undergone rapid development in the implementation of sustainable forest management, legality, and environmental standards.

The Guyana Forestry Commission will provide access to relevant personnel and information to be used in the execution of activities in this contract. The management of GFC will identify GFC staff members who will be collaborating with the Consultant in execution of all project activities. The Consultant will receive full logistical support at pre-approved level, from the GFC.

## **National Standard Setting Working Group (NSSWG)**

The Guyana Forestry Commission (GFC) is the governing body to develop a national forest management standard and certification system for endorsement by the Programme for Endorsement of Forest Certification (PEFC). As part of the process, a National Standard Setting Working Group is required.

The primary role of the standard-setting working group is to build consensus on Guyana's forest management standard. Collectively all work done by the NSSWG will inform the Reports that will be drafted by the PEFC Secretariat of the GFC, and will be submitted to relevant bodies (including the Ministry of Natural Resources) for purposes of providing updates, seeking policy level advice and guidance and for formal decision making at the policy level.

## **Scope of Work**

The National Forest Management and Chain of Custody Standard for Guyana will cover forest management on all land tenures where forest management for commercial purposes is permitted by law and is intended to be available to both individual forest management organisations and potential group schemes involving multiple forest management entities. Certification will cover both timber and non-timber forest products and will facilitate chain of custody certification for entities purchasing, processing and/or trading in forest products.

The Consultant will be required to undertake the tasks below:

## Scope of Work

Phase	Outcome	Outputs
<b>PHASE 1 - Application for PEFC Membership and nomination of the Governing Body</b>	1A. Completion of Due Diligence Assessment of GFC as Governing Body for PEFC.	
	1B. Support the GFC in Guyana’s PEFC membership application.	
<b>PHASE 2 – Certification scheme development</b>	<b>2A. Preparation of standard setting documentation necessary to initiate and undertake stakeholder consultations.</b>	2A1. Develop a proposal for the Standard to meet the requirements of the PEFC. The proposal should provide a justification for the Standard.
		2A2. Assist the GFC to organize a workshop of key stakeholders to discuss the proposal document and seek their endorsement for developing the Standard.
		2A3. Undertake stakeholder mapping to identify stakeholders to be included in the Standard development process.
		2A4. Based on the stakeholder mapping, assist the GFC to establish a broad-based technical working group to develop the Standard.
		2A5. Prepare public announcement documentation to be used in inviting expressions of interest from stakeholders interested in becoming members of the technical working group.
	<b>2B. Preparation of PEFC required standard setting documentation.</b>	2B1. In consultation with the GFC, define the Standardizing body’s status and structure.
		2B2. Develop the standard-setting process guidelines in line with PEFC’s requirements including the following: <ul style="list-style-type: none"> <li>• Procedures for record-keeping.</li> <li>• Procedures for ensuring the balanced representation of stakeholders.</li> <li>• Procedures that describe the mechanism for reaching consensus.</li> <li>• Procedures for handling complaints and appeals.</li> </ul>

		<ul style="list-style-type: none"> <li>• Procedures for the periodic review and revision of the standard.</li> </ul>
	<p><b>2C. Develop the Standards (forest management, chain of custody, requirements for group certification) for the Guyana national certification scheme, based on the PEFC's benchmark standards.</b></p>	<p>2C1. Assist the GFC to establish the National Technical Working Group for the development of the standards.</p> <p>2C2. Prepare the preliminary draft forest management standard based on the PEFC's benchmark standard as a basis to commence stakeholder engagement.</p> <p>2C3. Prepare the preliminary draft group certification guidelines based on the PEFC's benchmark standard for group certification as a basis to commence stakeholder engagement.</p> <p>2C4. Prepare preliminary draft of chain of custody standard as a basis to commence stakeholder engagement.</p> <p>2C5. Prepare stakeholder engagement program and timeline (notification periods, workshops, timeline protocols for feedback, revision).</p>
	<p><b>2D. Development of the standards (forest management, chain of custody, requirements for group certification).</b></p>	<p>2D1. Assist the GFC to conduct stakeholder workshops to work through:</p> <ul style="list-style-type: none"> <li>• Core PEFC's requirements;</li> <li>• Unique characteristics of forest management in Guyana; and</li> <li>• Stakeholder needs.</li> </ul> <p>2D2. Collate and review feedback from the technical working group.</p> <p>2D3. Assist the GFC to conduct as many workshops as may be required to guide the technical working group review drafts of the Standards until completion.</p> <p>2D4. Revise drafts of the Standards as may be required following each technical working group workshop.</p> <p>2D5. Assist the GFC and the technical working group to undertake a final review of the Standards, leading to their endorsement for public review.</p>

		2D6. Prepare final drafts of the Standards for posting on GFC's website, followed by public announcement of their availability for public review and comment.
		2D7. Assist GFC and the technical working group of pilot testing of standards.
		2D8. Assist the GFC and the technical working group to review any feedback from pilot testing and undertake any revisions as required.
	<b>2E. Development of the certification scheme management system</b>	2E1. Assist the GFC to develop a Business Plan for the management and administration of the certification scheme.
		2E2. Develop the certification and accreditation procedures.
		2E3. On behalf of the GFC, liaise with candidate accreditation bodies and certification bodies to identify a suitable accreditation body to accredit the certification scheme.
		2E3. Develop the certification scheme's administration procedures.
		2E4. Develop the procedures for Notification of Certification Bodies.
		2E5. Develop the procedures for Logo Licence issuance.
		2E6. Develop the procedures for Handling of Complaints and Appeals.
<b>PHASE 3 – Pilot testing and accreditation of the scheme</b>	<b>3F. Assist the GFC and the National Standard Setting Working Group to undertake pilot testing of the Standard</b>	3F1. Assisting to identify a suitable certification body and accreditation entity for approval by the GFC.
		3F2. Working with the GFC, the NSSWG and the certification body to undertake pilot testing of the Standard to assess its auditability in the field.
		3F3. Participating in in-country pilot testing of the Standard, reviewing the pilot testing results with the GFC, the NSSWG and the certification body, and incorporating agreed changes to the Standard.
<b>PHASE 4 - PEFC Endorsement of</b>	<b>4G. Assist with the PEFC's External Assessment of the</b>	4G1. Preparing all the documentation required by the PEFC for advertising internationally the availability of the Guyana national Certification Scheme for comment;

<b>the certification scheme</b>	<b>standard and certification scheme documentation</b>	4G2. Assist the GFC and the NSSWG to organise an international Zoom meeting to introduce the Scheme to international audience and inviting their comment; and
		4G3. Making any changes required to the Scheme's document at the conclusion of the international review, based on feedback from the PEFC.



## **Reporting**

The Consultant will be reporting to the Guyana Forestry Commission. All reports and communication are to be directed to the GFC.

## **Profile of Consultant**

The Consultant is expected to have at least first tertiary degree in Forestry/Forest Management/ Forest Policy, Forest/Environmental Law, Natural Resources Management, or related field, with extensive experience and knowledge in forestry certification schemes (FSC and PEFC), including practical experience in auditing and certification of forestry entities, at a minimum of 5 years. Familiarity with issues relating or relevant to forestry in Guyana would be an added advantage.

Candidate must possess excellent oral and written English communication skills. Candidate must possess a demonstrated ability to work with a range of stakeholders and in relating monitoring activities to the appropriateness of different country environments.

## **Application Process**

### **Interested Individuals or firm must:**

- Submit a 5-10 page project proposal no later than 5<sup>th</sup> March 2022.
- Proposals should be addressed to:

The Commissioner of Forests  
Guyana Forestry Commission

1 Water Street, Kingston, Georgetown, Guyana, South America.

Or can be emailed to: [ndewnath@gmail.com](mailto:ndewnath@gmail.com) copied to [finance@forestry.gov.gy](mailto:finance@forestry.gov.gy)

### **The Proposal should specifically cover:**

- a. Proposed methodology to undertake the services as specified in this TOR
- b. The fees and business conditions associated with the implementation of the services as specified in this TOR
- c. Activity Timeline
- d. In an appendix, the experience/resources you would bring to the project. Applicants are expected to provide named references with proven implementation and business experience in the terms of reference outlined. This appendix should cover your organization's previous work experience, as well as work relating to this area.
- e. Proposals must be submitted in English and costs must be quoted in US dollars. Cost should be separated by Fees and Field Cost, Third Party Audit, Accreditation and Associated Cost in Ensuring the Standard is endorsed by PEFC, Travel, and Incidentals.

**Some of the Assessment Criteria for the proposals include:**

- Technical strength and credibility of proposal in meeting required generally accepted international guidelines and standards.
- Experience of the Provider in forestry certification schemes (FSC and PEFC), including practical experience in auditing and certification of forestry entities.
- Cost Considerations and efficiency of approach

**DEADLINE:** Proposals should be received no later than 5<sup>th</sup> March 2022.