**BACKGROUND**

The overall objective of the “Miti Mingi Maisha Bora – Support to Forest Sector Reform in Kenya” (hereafter MMMB Programme) is: “A reduction in poverty through ensuring that the forest sector contributes to improving the lives of the poor while restoring the environment, and aiding the economic recovery and growth of Kenya, within the context of Vision 2030”. The Programme purpose is: “Improved forest and woodland management and utilization practices, and a transformation of policy and institutional arrangements to serve the needs of communities, the private sector, civil society and the government”.

**RATIONALE**

The Constitution requires revision of the policy and legal framework and thus also calls for a new framework for the management of natural resources and forestry in general. It profoundly changes the existing institutional structures, mandates, roles and responsibilities for forest and wildlife conservation and management, as well as the balance between the stakeholders from government, local governments (counties), community and private sector. The challenges come, for example, in the form of the Bill of Rights (which includes the right to have the environment protected for the benefit of present and future generations), and the two-tier system of National and County government. In addition a new forest bill and a new forest policy is drafted.

The MMMB Programme Mid Term Evaluation recommended the development of a National Forest Programme (NFP) as a critical step towards sustainable development of the Kenyan Forests. It furthermore highlighted the development of the NFP as the most important priority of five significant priorities (“the big five”) for the remaining programme period. The NFP is named the Elephant priority and is implemented by the MEW&NR in cooperation with a wide range of stakeholders.

Such a development objective calls for a framework that seeks strategic solutions for uniting and empowering stakeholders. The objective of the Kenyan National Forest Programme is to promote the conservation and sustainable management and use of forest resources in Kenya. The NFP will aim to meet local, national and global needs by coordinating partnerships to manage, use, protect and regenerate forest resources for the benefit of present and future generations of Kenyans. The preparation of a NFP, whilst adopting a highly consultative approach, will emphasize national sovereignty with regard to the management of the country’s forest resources, and the need for country leadership and responsibility. The NFP, as a framework for planning, will provide strategic orientation for the forestry sector in harmony with other sectors of the national economy. As a framework for action and investment, the NFP will also facilitate concerted and coordinated implementation of programmes and activities by all stakeholders based on mutually agreed objectives and strategies.
The key objectives of a NFP are to:

- promote inter-sectorial planning involving all relevant partners, in order to resolve conflicts and develop effective policies and programmes to address key problems in the forestry sector;
- raise awareness and mobilize commitments at all levels of forest governance and human rights in order to address the issues related to sustainable forestry development;
- increase the efficiency and effectiveness of both public and private actions for sustainable forestry development;
- foster local (village and county), national and regional partnerships;
- mobilize and organize national and international resources to implement prioritised projects and programmes in a coordinated manner;
- plan and implement how forests and the forestry sector could better contribute to the national economy and to complementary global initiatives.

PURPOSE OF THE CONSULTANCY

The preparation of the National Forest Programme (NFP) is aimed at boosting the contribution from the forest sector through the devolution of values and priorities from the Constitution and overarching policies. Furthermore it is the objective the forest sector becomes well integrated with other sectors.

There is therefore a need to identify, assess and formulate priorities, strategies, approaches, governance, and investment opportunities in close cooperation with stakeholders. The NFP Facilitator will play a central role in this.

The consultancy will help towards covering a gap in the NFP Secretariat of available national manpower.

The concrete purpose of the assignment is thus to assist in covering the need for establishing a national network, an outreach and collaboration with stakeholders. The consultancy will thus directly support and technically facilitate 7 national thematic working groups through a series of meetings, seminars and workshops with stakeholders. The consultant will work with nominated/elected thematic group conveners to identify, capture and in particular formulate central messages derived from these stakeholder arrangements and subsequently formulate these inputs to the national forest programming.

The Consultant will work closely with a team in the NFP Secretariat in the MEW&NR. In addition collaboration with senior managers, officials and key stakeholders is expected. The consultant will formally report to the Component Manager and be supervised by the Forest Development Advisor, assisted by the National Forest Coordinator and the Director of the Forest Directorate of Conservation.

SPECIFIC TASKS AND MODE OF WORK

The following main activities are expected to be carried out by the Consultant. Limited complementary and/or supporting activities are likely to be added as need may arise.

1. Assist the NFP Secretariat and NFP working groups, technical assistance team in the preparation of workshop proceedings and in capturing deliberations during consultative stakeholder meetings, in the process of developing the NFP for Kenya.
2. Assist the NFP Secretariat and the NFP Advisory Panel in establishing consensus on topics of discussion and compiling strategic messages received from stakeholders during consultative forums

3. Prepare and assist undertaking facilitation of working sessions of selected thematic groups and seminar with stakeholders, including elaboration of key messages and formulate these for integration into the wider NFP programming

4. Formulated selected parts of the NFP for inclusion into the wider framework

5. Organising of meetings, seminars and consultations including documentation, taking minutes/procedures of meetings etc.

6. Assist NFP Secretariat to maintain effective communication and coordination with stakeholders.

7. Assist in the formulation of inputs to a NFP Webpage for information dissemination

8. Elaborate and/or comment upon draft Terms of Reference for the commissioning of specific NFP-related studies.

9. Contribute to the development of NFP baseline milestones and monitoring progress toward agreed NFP milestones, inform the NFP Secretariat of problem areas and recommend corrective action

10. Support the NFP Secretariat in all activities arising from the NFP work plans

11. Present findings of consultations and lead in preparing selected NFP draft documents

12. Contribute to national and international fora on issues concerning the development and implementation of the NFP

13. Identify analyse and disseminate lessons learned in relations to development of the National Forest Programme.

EXPECTED OUTPUTS

Well facilitated and documented stakeholder consultative sessions
Well formulated, specific and substantial written inputs into the NFP draft documents
Lessons learnt and good practices of Kenya’s NFP documented.
Milestone development.
A major contribution in organising, effective conducting and reporting proceedings of stakeholder meetings and Secretariat consultations with thematic working groups.

REPORTING

The reporting language is English. The national consultant reports within the MMMB framework i.e. through the Component Manager to the DFC at MEW&NR and will be supervised by the Forest Development Advisor.

TIME TABLE

The national consultancy input is 6 months (6 x 21 = 126 full working days). The working days will be spread out on a period of app. 9 months according to agreement with the Component Manager and the FDA. Preparation of a time sheet and its approval by the Component 1 Manager and the FDA will
be formally required before payments can take effect. The consultancy is expected to commence in early June 2014.

QUALIFICATIONS

The consultant should have the following qualifications:

- A Master's degree in Public Administration, Strategic Development, Forestry, Business Development, Natural Resource Management or related field
- Experience in participatory approaches and multi-stakeholder processes in specific strategic policy settings from Kenya. Work experience in private sector will be an added advantage
- General knowledge of the forest sector
- Excellent report writing skills
- Insight into the NRM-related NGO and civil society forums

SKILLS

- Exhibits impartial approaches in establishing stakeholder dialogues
- Experience in private sector development is considered an advantage
- Previous exposure to strategic national or sector planning, devolution experience would likewise be considered as advantages
- Demonstrated ability to work highly efficiently in team setting.

SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS

The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

For each proposal, the consultants shall prepare the number of copies indicated in herewith below. Each Technical Proposal and Financial Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “FINANCIAL PROPOSAL” and warning: “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address as indicated in the advertisement and other information indicated herewith below and be clearly marked, “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.”