

**Terms of Reference**  
**World Bank**

**Forest Carbon Partnership Facility**

*Consultants to act as Expert Members of a Technical Advisory Panel (TAP) to review REDD+  
Emission Reduction Program Documents for the FCPF Carbon Fund*

**1. Background**

The Forest Carbon Partnership Facility (FCPF) is a global partnership of governments, businesses, civil society, and Indigenous Peoples focused on reducing emissions from deforestation and forest degradation, forest carbon stock conservation, the sustainable management of forests, and the enhancement of forest carbon stocks in developing countries (activities commonly referred to as REDD+). The FCPF has two separate but complementary funding mechanisms — the Readiness Fund and the Carbon Fund — to achieve its strategic objectives. Countries that have made significant progress in their REDD+ readiness endeavors may be selected to participate in the Carbon Fund, through which the FCPF will pilot incentive payments for REDD+ policies and measures.

The pilot emission reduction programs (ER Programs) in the FCPF Carbon Fund can be at the national or sub-national scale. The design and implementation of the ER Programs is guided by different documents including the FCPF General Conditions applicable to Emission Reductions Payment Agreements (ERPA) (November 1, 2014) and the FCPF Carbon Fund Methodological Framework (December 20, 2013). The Methodological Framework acts as a standard containing a set of relatively high level criteria and indicators that are designed to achieve a consistent approach to carbon accounting and programmatic characteristics.

An interested REDD Country or an authorized entity is required to prepare an ER Program Document (ER-PD). The submission of the ER-PD is the basis for the potential selection in the portfolio of the FCPF Carbon Fund and one of the documents that determine the decision to start the negotiations of an ERPA. In the ER-PD, the Country or its authorized entity will provide information on the program design and on how the program meets the criteria and indicators of the Methodological Framework. The ER-PD, in combination with other documents such as the Country's Readiness Package, thus provides the information required by the Carbon Fund Participants to decide whether to proceed to negotiating an ERPA for the proposed ER Program.

In order to assist with the review of an ER-PDs, the Carbon Fund Participants have requested the Facility Management Team (FMT) of the FCPF to establish a Technical Advisory Panel (TAP).

**2. Objective and scope of work**

The TAP will review the advanced draft ER-PD and assess it against the criteria and indicators listed in the Methodological Framework of the FCPF Carbon Fund. In addition, once the final version of the ER-PD is submitted, the FMT can request the TAP to review the final ER-PD to determine how the issues that were raised during the assessment of the advanced draft ER-PD have been considered in the final ER-PD.

## **Terms of Reference**

### **World Bank**

To ensure consistency across reviews and countries, the TAP will be organized around the different sections of the ER-PD as outlined in Annex I to this Terms of Reference (ToR). Experts are expected to review a number of ER-PDs focusing on the sections that deal with their recognized field of expertise.

To establish the TAP, the FMT of the FCPF seeks to establish an FCPF Carbon Fund Roster of Experts (CF RoE). Generally, the FMT will select around five individual experts from the CF RoE to constitute a TAP review team for an ER-PD. Each TAP review team should offer cross-disciplinary expertise across the major components of the ER-PD.

To ensure consistency across the countries, knowledge exchanges and calibration workshops may be organized between the experts on a certain subject, the FMT, relevant REDD Countries, Carbon Fund Participants and Carbon Fund Observers.

### **3. Methodology**

The REDD Country Participant or its authorized entity will share an advanced draft of the ER-PD by sending it to the FMT. Once the FMT deems the advanced draft to be sufficiently complete and of sufficient quality to be reviewed, the FMT will arrange for a TAP to review the advanced draft ER-PD and complete its assessment of the advanced draft ER-PD within 3 months.

The TAP review of the advanced draft ER-PDs will primarily be performed via desk reviews and conference calls. Where deemed necessary by the FMT, one or more of the TAP experts might perform country visits. At the direction of the FMT, each expert will contribute to a written assessment of the advanced draft ER-PD, focusing on the subject(s) they are invited to review. A TAP expert may also be requested to present an assessment of an ER-PD at a Carbon Fund meeting.

In addition, TAP experts may be asked by the FMT to participate in conference calls and/or 'calibration' workshops with the FMT, other TAP experts, the REDD Country or authorized entity that prepared an ER-PD and Carbon Fund Participants and Observers to exchange technical information pertinent to ER-PD review and the interpretation of the FCPF Carbon Fund Methodological Framework.

The FMT will provide technical direction or ToR for specific activities, and manage the work, set the type of product to be produced and the delivery schedule, and provide for review of draft or final products, and for the dissemination and reporting to the Carbon Fund Participants or other entities on this work.

An individual's TAP work is confidential, to respect the interests of the countries and individuals involved in the FCPF, and the product produced will be the property of the World Bank, and not of the TAP expert. The final written report will be made public.

During the assignment, experts may contact other experts or institutions for technical information, data, or expertise, if warranted for a fair and informed review of an ER-PD and if communicated beforehand to the FMT. TAP members individually and collectively shall be committed to providing independent, fair and balanced review of all relevant documents.

## **Terms of Reference World Bank**

### **4. Application process**

Experts can apply to be included in the Roster of Experts based on their individual qualifications. To be included, experts should submit a CV and the completed Application form as contained in Annex 1 of this ToR to the FMT.

The FMT will review the applications and follow up with experts if further information is required.

### **5. Contracting arrangements and remuneration**

The FMT will select TAP members for the review of an advanced draft ER-PD from the Roster of Experts. No work is guaranteed to any expert on the Roster of Experts; experts will be selected on an as-needed basis by the FMT, for a body of work or period of time determined by the FMT. At the moment it is expected that the assessment of the advanced draft ER-PD will require about 15-20 days for each expert.

Experts can be contracted as individuals (through a Short Term Consultancy contract) or through a company or organization. Preference will be given to experts that can be contracted as individuals.

1. Experts contracted as individuals will be remunerated on the basis of the World Bank's standard Short Term Consultancy (STC) daily rate, B series, at the net or gross rate (i.e., net of tax considerations for non-US citizens; or the gross rate including the estimated tax implications, for US and some other nationality citizens), and based on standard World Bank Human Resource considerations (i.e., educational qualifications, years of relevant professional experience, and level of responsibility required for the assignment). The World Bank will set the remuneration rate, which the individual TAP member will need to agree to when signing the contract for services. Payment shall occur via standard Bank practices, generally upon timely receipt of the required products from the individual TAP member, and receipt and FMT approval of an invoice from the individual TAP member for work performed and other allowed expenses previously approved by the FMT. Contracts for individual TAP members will follow the World Bank fiscal year calendar (July 1<sup>st</sup> to June 30) with an extension possible by the FMT and World Bank. Please note that for an expert who is contracted as an individual but is affiliated with a company or organization, the expert's acceptance of an individual STC contract may have implications on the company or organization's eligibility for company/organization-level contracts with the World Bank<sup>1</sup>.
2. For experts contracted through a company or organization, the company or organization must register to be a World Bank Group Vendor in order to participate in the Roster of Experts. To become a World Bank Group Registered Vendor, a company must be invited to complete a Vendor Registration form, meet all eligibility requirements, and provide any required supporting documentation.

---

<sup>1</sup> For details, please refer to:

<http://web.worldbank.org/WBSITE/EXTERNAL/OPPORTUNITIES/EXTCORPPROCUREMENT/0,,contentMDK:22594534~pagePK:64147231~piPK:64147158~theSitePK:438017,00.html>

## **Terms of Reference**

### **World Bank**

Independent of the contracting arrangements, the World Bank will reimburse those TAP members invited by the FMT to participate in a country visit or meeting, for their allowable travel and subsistence costs in accordance with World Bank travel policies.

#### **6. Qualifications**

All the Experts on the CF RoE will have the following qualifications

- Good understanding of REDD+ and the FCPF Methodological Framework
- Excellent writing and communication skills in English and preferably Spanish, Portuguese and/or French
- Experience interacting with dynamic stakeholders and balancing diverse interests

Experts are requested to provide all relevant information and experience to show their expertise in one or more of the subjects using the application form contained in Annex 1.

#### **7. Conflict of interests**

TAP members shall be responsible for identifying to the FMT, prior to performing work on any given task, any potential conflicts of interest between the work they are asked to perform and their financial or other substantive relations with a country, organization involved in an ER program or other major activity under review by the TAP. The FMT shall be responsible for reviewing potential conflicts of interest, and resolving them via determining the conflict does not exist or is minor and unlikely to affect the performance of TAP duties; or mitigating the conflict by reassigning the TAP member or otherwise.

**Terms of Reference  
World Bank**

**Annex 1: Expert Qualification form**

Using the following table, please indicate your area(s) of expertise and provide a justification referring to relevant sections of your CV.

| ER-PD Section                             | Sub-section                                  | Qualified<br>(tick if<br>qualified) | Specific<br>country<br>expertise (list<br>countries) | Justification |
|-------------------------------------------|----------------------------------------------|-------------------------------------|------------------------------------------------------|---------------|
| 2 - Strategic Context                     | 2.1 Status of the R-Package                  |                                     |                                                      |               |
|                                           | 2.2 Ambition                                 |                                     |                                                      |               |
|                                           | 2.3 Political commitment                     |                                     |                                                      |               |
| 3 - Location of Program                   | 3.1 Accounting Area                          |                                     |                                                      |               |
|                                           | 3.2 Socio-environmental conditions           |                                     |                                                      |               |
| 4 – Description of ER-Program activities  | 4.1 Analysis of Drivers                      |                                     |                                                      |               |
|                                           | 4.2 Analysis of barriers                     |                                     |                                                      |               |
|                                           | 4.3 Description of interventions             |                                     |                                                      |               |
|                                           | 4.4 Land Tenure                              |                                     |                                                      |               |
|                                           | 4.5 Applicable Laws                          |                                     |                                                      |               |
|                                           | 4.6 Duration of ER-P                         |                                     |                                                      |               |
| 5 - Consultation and participation        | 5.1 Consultation Process                     |                                     |                                                      |               |
|                                           | 5.2 Comments received                        |                                     |                                                      |               |
| 6 - Operational and Financial Planning    | 6.1 Institutional Arrangements               |                                     |                                                      |               |
|                                           | 6.2 ER-P Budget and Annex 1 – financial plan |                                     |                                                      |               |
| 7 - Carbon Pools                          | 7.1, 7.2                                     |                                     |                                                      |               |
| 8 – Reference Emission Level              | 8.1 - 8.6                                    |                                     |                                                      |               |
| 9 - Monitoring, Measurement and Reporting | 9.1 - 9.3                                    |                                     |                                                      |               |
| 10 - Leakage                              | 10.1, 10.2                                   |                                     |                                                      |               |
| 11 - Reversals                            | 11.1 - 11.4                                  |                                     |                                                      |               |
| 12 - Uncertainty                          | 12.1 - 12.2                                  |                                     |                                                      |               |
| 13 - Calculation of ERs                   | 13.1                                         |                                     |                                                      |               |
| 14 - Safeguards                           | 14.1 UNFCCC safeguards                       |                                     |                                                      |               |
|                                           | 14.2 Information on safeguards               |                                     |                                                      |               |
|                                           | 14.3 FGRM                                    |                                     |                                                      |               |
| 15 – Benefit Sharing                      | 15.1 -15.3                                   |                                     |                                                      |               |
| 16 – Non-Carbon Benefits                  | 16.1,16.2                                    |                                     |                                                      |               |
| 17 - Title to the ERs                     | 17.1, 17.2                                   |                                     |                                                      |               |
| 18 – Registry System                      | 18.1, 18.2                                   |                                     |                                                      |               |