



**FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS**  
**Terms of Reference for Consultant/PSA**

<b>Name:</b>	
<b>Job Title:</b> Consultant-Author Practical Guide for NFP/forest policy review	
<b>Division/Department:</b> FOE/Forestry Department	
<b>Programme/Project Number:</b>	
<b>Location:</b> Home based and short mission in Rome	
<b>Expected Start Date of Assignment:</b> ASAP	<b>Duration:</b> 50 days before 21 December 2012
<b>Reports to: Name:</b> <i>Ewald Rametsteiner</i> <i>Irina Kouplevatskaya-Buttoud</i>	<b>Title:</b> Senior Forestry Officer Forestry Officer (Forest policy)

**GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED**

**Background :** Up-to date and effective NFPs, as commonly agreed comprehensive forest governance framework in pursuit of sustainable forest management (SFM) at the country level, and forest policies are essential for SFM. Monitoring, review and periodic evaluation of NFPs and formal forest policies are integral part of an effective governance framework. Over the past years the FAO Forestry Department has assisted many countries in forest policy development, and based on the experiences, published guidelines for effective forest policy development in 2010.

Over the years the FAO Forestry Department has also assisted countries in reviewing NFPs or forest policies, generating a wealth of experience about the process. In order to capture these experiences and enhance support to countries in the review of NFPs and forest policies, a companion guidance document will be developed, which should also capture the existing expertise in reviewing NFPs and/or forest policies. FAO thus has started to develop a practical guide for NFP/forest policy review. The guide will be written by an international expert-author with inputs and peer-reviews from other experts in this field.

**Objective:** Based on experiences of NFP and forest policy reviews supported by FAO as well as other development agencies and donors, the consultant will develop a practical guide for NFP / forest policy reviews, focusing on the formal forest policies and NFP and their respective implementation arrangements. Specifically: working in a close collaboration with the FAO forest policy team, the consultant-author will:

- Based on his own practical experience and a desk study of reviewing different approaches and methods used in the recent NFP and forest policy reviews, assessments or evaluations develop an annotated outline of the guide and agree it with the forest policy team of FAO.
- Based on a list of contact persons defined jointly with the FAO forest policy team, conduct semi-structured interviews with experts regarding their experiences in NFP and forest policy reviews; will identify their characteristics in practical application, strengths and weaknesses; and summarize respective experiences and lessons learnt. The key questions for the interviews will be developed jointly with the forest policy team in FAO HQ.
- Prepare a draft of the practical Guide for Forest Policy Review that would contain the key messages complemented by practical examples. The draft will be transferred to the FAO forest policy team for further circulation and comments.
- Take part and assist in the facilitation of an expert consultation workshop to collect comments and views of various experts in NFP and/or forest policy review.
- Taking into account the comments received, prepare an editing-ready draft and submit it to FOE.

**KEY PERFORMANCE INDICATORS**

Expected Outputs:	Required Completion Date:
<ol style="list-style-type: none"><li>1. Annotated outline</li><li>2. Raw results of interviews</li><li>3. Draft of the guide</li><li>4. Short report on the expert meeting</li><li>5. Final draft</li></ol>	15 June 3 September 1 October 1 December 21 December