

**FCPF-Capacity Building on REDD+ for Civil
Society Organizations and Local Communities in
East Asia and the Pacific Region (P153588)**

OPERATIONAL MANUAL

August 04, 2017

Disclaimer: Nothing in this document or absent from this document should be construed or understood to replace or change legal agreements between ANSAB and the World Bank. In the event of any conflict between this document and the funding agreement between ANSAB and the World Bank, the legal agreement will take precedence and ANSAB will coordinate changes in this document to bring this document into alignment with the legal agreement.

Table of Contents

ACRONYMS	V
1. BACKGROUND	1
2. PROJECT DESCRIPTION	2
2.1. Project Objective and Results	2
2.2. Countries of Implementation	3
2.3. Project Components.....	3
2.3.1. Component 1: National Capacity Building and Awareness Raising	3
2.3.2. Component 2: Regional Exchange and Sharing of Lessons Learned	3
2.3.3. Component 3: Management, M&E and Reporting	4
2.4. Schedule of Implementation	4
2.5. Budget	5
3. IMPLEMENTATION ARRANGEMENTS	5
3.1. Guiding Principles	5
3.2. Governance Structure	5
3.2.1. The World Bank Facility Management Team of the FCPF	5
3.2.2. The Regional Advisory Committee	6
3.2.3. ANSAB	7
3.2.4. The Sub-Project Recipients/consultants	10
4. SELECTION OF CAPACITY BUILDING ACTIVITIES AND ELIGIBLE ORGANIZATIONS	11
4.1. Component 1 Activities	11
4.1.1. Eligibility Criteria for the Sub-Recipient Organization	11
4.1.2. Eligibility Criteria for the Project Proposals.....	11
4.1.3. Selection Process of CSOs at National Level.....	12
4.2. Component 2 Activities	12
5. IMPLEMENTATION PLAN.....	12
5.1. Implementation Arrangements	12
5.2. Schedule of procurement actions.....	13
5.3. Schedule of disbursements for each project component	14
6. FIDUCIARY ASPECTS.....	15
6.1. Management of Funds by ANSAB.....	15
6.1.1. Withdrawal of Grant Proceeds.....	16
6.1.2. Financial Management Structure and Corresponding Duties and Responsibilities ...	16
6.1.3. Program Accounting.....	17
6.1.4. System of Approval and Authorized Signatories	17
6.1.5. Disbursement, Liquidation and Monitoring of Consultancies	17
6.1.6. Policies and Procedures on Purchasing Items that are not subject to Bank procurement rules, per diem, travel	17
6.1.7. Disbursement Procedures	18
6.1.8. Financial Reports	19
6.1.9. Audit Arrangements	19
7. COMPLAINTS PROCESSING AND RESOLUTION.....	19
8. SAFEGUARDS	20

9. MONITORING AND EVALUATION	20
ANNEXES	22
ANNEX 1. Invitation of Expression of Interest from CSOs for Capacity Building at National and Local levels	23
ANNEX 2. Consultancy Application Form	26
ANNEX 3: Template of Consultancy Contract	31
ANNEX 4: Template Consultant Reporting Format	18
ANNEX 5: Terms of Reference for RAC members	24
ANNEX 6: Terms of Reference of the Staff	26
ANNEX 7: Project Procurement Plan	32

ACRONYMS

AMC	ANSAB's Management Committee
ANSAB	Asia Network for Sustainable Agriculture and Bioresources
AUP	Agreed Upon Procedures
CBP	Capacity Building Program
CSOs	Civil Society Organizations
DGM	Dedicated Grant Mechanism
EAP	East Asia and Pacific
ERPD	Emission Reduction Program Document
FAP	Forest Action Plan
FCPF	Forest Carbon Partnership Facility
FIP	Forest Investment Program
FMT	Facility Management Team
FPIC	Free and Prior Informed Consent
IFRs	Interim Unaudited Financial Reports
INDC	Intended Nationally Determined Contribution
IPO	Indigenous Peoples' Organization
LC	Local Community
M&E	Monitoring and Evaluation
NDC	Nationally Determined Contribution
PC	FCPF Participants Committee
PDO	Project Development Objective
PNG	Papua New Guinea
QA	Quality Assurance
QC	Quality Control
RAC	Regional Advisory Committee
REDD+	Reducing Emissions from Deforestation and Forest Degradation, and Conservation, Sustainable Management of Forests and Enhancement of Forest Carbon Stocks
SRA	Sub-Recipient Agreement
TTL	Task Team Leader
WB	World Bank

1. BACKGROUND

There is a lot of pressure being put in the forest such as conversion in agriculture land, extraction of mineral resources and deforestation, among others. All of these result to a lot of greenhouse gas emissions. So there is really a need to look into all these pressures and see how to reduce or cut back on the emissions. Together, this is called reducing emissions from deforestation and forest degradation (REDD), and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries or REDD+.

The FCPF is a global partnership of governments, development partners, private sector, businesses, civil society, local communities including indigenous people focused on REDD+. The objectives of the FCPF are to a) assist countries in their REDD+ efforts by providing them with financial and technical assistance in building their capacity to benefit from possible future systems of positive incentives for REDD+; b) pilot a performance-based payment system for REDD+ activities, with a view to ensuring equitable benefit sharing and promoting future large-scale positive incentives for REDD+; c) test ways to sustain or enhance livelihoods of local communities and to conserve biodiversity; and d) disseminate lessons learned.

To support these objectives, FCPF has set up two separate mechanisms: i) a REDD+ Readiness Fund – relating to technical assistance and capacity building for REDD+, and ii) a Carbon Fund – relating to pilot performance-based incentive programs for REDD+. The World Bank assumes the functions of trustee and secretariat, with the World Bank, the Inter-American Development Bank and the United Nations Development Program being delivery partners under the Readiness Fund. The World Bank houses the FCPF Facility Management Team (FMT) which is responsible for the operation of the Facility.

The Participants Committee (PC) of the FCPF is the main decision-making body. It is composed of an equal number of REDD+ countries and donors, and observers representing indigenous peoples, civil society organizations (CSOs), international organizations, and the private sector. The FCPF recognizes the importance for developing countries to design and develop series of sustainable development programs in a climate-friendly way.

Under the FCPF Readiness Fund, the FCPF has created a framework and processes for REDD+ readiness, which help countries prepare for future systems of positive incentives for REDD+. Concrete activities implemented under the Readiness Fund include the development of Reference Levels,¹ the development of a REDD+ strategy, the design of monitoring systems for reporting and verification, the establishment of REDD+ national management arrangements, and the identification of social and environmental impacts associated with REDD+. During the implementation of these activities, concerted efforts have been made to ensure the active engagement and participation of relevant stakeholders, including CSOs, forest dependent local communities and indigenous people.

The Capacity Building Program (CBP) of the Readiness Fund has two components, one for indigenous peoples and another for Southern CSOs and Local Communities (LC). The

¹ "Reference scenario" refers to a scenario that reasonably represents the volume of emissions from an emissions reduction Program, expressed in tons of carbon dioxide equivalent per year, relative to which emission reductions are measured, reported, and verified.

objective of the CBP is to provide forest-dependent indigenous peoples, Southern CSOs and LC with information, knowledge, and awareness on REDD+ to enhance their understanding on REDD+, and to enable them to engage more meaningfully in the implementation of REDD+ readiness activities. The aim is to support activities that empower and enable these stakeholder groups, to enhance and influence REDD+ development outcomes, and also to strengthen mechanisms for inclusion, accountability, and participation.

Phase 1 of the CBP was implemented through the WB's corporate procurement system where implementing organizations were selected and contracted as consultants to carry out specific capacity building activities. Internal discussions decided to implement new activities of the CBP through the WB's "Procedures for Small Recipient-Executed Trust Fund Grants". Following this, recipients were selected. Following this, IPOs and CSOs applied as regional intermediaries and the Bank selected six organizations (with 1 IPO and 1 CSO in each of the 3 regions) as the recipients of the fund in accordance with the fiduciary standards of the Bank.

For the East Asia and Pacific region, Asia Network for Sustainable Agriculture and Bioresources (ANSAB) was chosen to be the Recipient for the FCPF Capacity Building on REDD+ for CSOs and Local Communities in EAP Region Project (P153588). The beneficiaries of the project will be CSOs and LCs in four FCPF eligible countries in Asia and the Pacific, namely Fiji, Papua New Guinea, Vanuatu and Vietnam, which will be eligible to participate in national-level activities (under Component 1) and regional learning and exchange activities under Component 2.

2. PROJECT DESCRIPTION

2.1. Project Objective and Results

The project development objective (PDO) is to strengthen: (i) the knowledge of targeted southern CSOs and LCs on REDD+ Readiness at the national level and (ii) knowledge exchange at the regional level.

Specifically, the project aims to achieve the following outcomes:

1. National level capacity building activities on REDD+ undertaken by CSOs and LCs in FCPF countries in Asia-Pacific have resulted to strengthened communities and effective engagement with governments at local and national levels;
2. Knowledge products on REDD+ have been developed and disseminated, and knowledge-sharing activities undertaken and shared with CSOs, LC, governments and other stakeholders in Asia-Pacific.

The achievement of the PDO will be measured using the following indicators:

- i. Share of target beneficiaries with knowledge score of 3 or more on REDD+ and related issues (Target: 80%)
- ii. National knowledge exchange products disseminated in appropriate languages (Target: 4)
- iii. Regional knowledge exchange products disseminated (Target: 5)
- iv. Meetings held between civil society and LC representatives and national REDD+ decision making entities (Target: 4)
- v. Direct project beneficiaries, of which female (Target: 800, 40%)

2.2. Countries of Implementation

This project with a total budget of US \$530,111 shall be implemented in the following EAP FCPF countries: Fiji, Papua New Guinea (PNG), Vanuatu and Vietnam.

2.3. Project Components

The project has three (3) components.

2.3.1. Component 1: National Capacity Building and Awareness Raising

This component will support national or local organizations from eligible countries, representing CSOs and LCs to implement national level capacity building activities. ANSAB will issue a call for proposals to civil society and LC organizations in the four countries to submit national capacity building proposals for Component 1 and will provide general guidance in the conceptualization and design of capacity building programs.

Under this component, the activities should enable participants to:

- (a) Understand the phenomenon and impacts of climate change on civil society and LC, including the issues of land tenure, land/forest management, non-carbon benefits, carbon accounting/ Monitoring Reporting and Verification (MRV), locally-based sustainable livelihoods, and governance issues in the context of REDD+ Readiness;
- (b) Understand the REDD+ mechanism, including its threats and opportunities for civil society and LC, and allow communities to voice their concerns and objectives;
- (c) Realize civil society and LC's respective roles and responsibilities related to climate change mitigation and adaptation through sustainable management of forest and other resources;
- (d) Participate in REDD+ processes, including national Strategic Environmental and Social Assessments (SESAs), Safeguards Information Systems (SIS), and community-level monitoring and reporting;
- (e) Affirm the need for a rights-based and ecosystem approach to climate change;
- (f) Conduct monitoring of national REDD+ activities; and
- (g) Determine the ways forward vis-à-vis REDD+ and other international processes and measures.

ANSAB will coordinate the implementation of activities **as consultancies** in accordance with the processes and procedures as specified in this Operational Manual. The criteria for proponent organizations and eligible activities are elaborated in the next section of this Operational Manual.

Parallel to these activities, the project will finance activities that strengthen the capacities of the civil society and LC organizations to participate in the implementation of REDD+ Readiness actions. This would entail joint meetings of the selected organizations with national REDD+ decision makers to present their projects and their achievements and discuss mechanisms for civil society engagement. **These activities will be planned and carried out as part of approved capacity building consultancies.**

2.3.2. Component 2: Regional Exchange and Sharing of Lessons Learned

The focus of Component 2 funding will be the setting up and maintenance of a webpage for regional knowledge sharing and learning in particular, and two regional exchange workshops,

using existing platforms and knowledge products.

ANSAB will set up and maintain a REDD+ webpage on its organizational website by compiling relevant information on regional issues of interest, REDD+ manuals, activities carried out by ANSAB and other prominent regional organizations, links to REDD+ projects and websites with useful knowledge products, recent publications, and details on the capacity building consultancies funded under Component 1, their performance and lessons learned/good practices. All the information will be publicly available and actively communicated to CSO and LC organizations in the region using ANSAB's distribution lists.

ANSAB will also convene two regional learning and exchange workshop which will serve to: (i) disseminate available REDD+ knowledge products, including deliverables of Phase I and Phase II of the CBP; (ii) share lessons learned, good practices and recommendations from capacity building and awareness raising activities under Component 1; and (iii) provide training of trainers on selected topics. The workshop will bring together representatives of civil society and LC organizations, REDD+ Focal Points of the Asia and Pacific FCPF countries and civil society observers from the FCPF. Invitations will also be extended to representatives of donors who fund relevant programs, members of the academia, government representatives, IPOs, representatives of relevant regional institutions such as UN-REDD, Green Climate Fund, the UN Convention on Biodiversity (UNCBD) and global process such as the UNFCCC. The workshop will include a side event that will discuss challenges and good practices related to women and youth participation and representation in the REDD+ Readiness process.

2.3.3. Component 3: Management, M&E and Reporting

Administration, M&E and operational costs

This component will finance incremental human and administrative costs of ANSAB while implementing the project, including but not limited to consultancies' proposal review, risk assessments, fund disbursements, procurement and financial management of the grant funds, monitoring and evaluation and reporting, operation of a grievance redress mechanism, any training for project staff and safeguard compliance.

Equipment

The component will finance the procurement of one laptop computer.

External audit

As a Bank requirement, an independent external auditor will be contracted to give an opinion whether the financial statements give a true and fair view of the financial position at project completion, and an appraisal on the reliability and effectiveness of management and financial control systems and recommendations to improve these, if any.

2.4. Schedule of Implementation

The project is for a period of 29 months and implementation will start upon signing of the Grant Agreement (project effectiveness). The invitation for submission of capacity building proposals, technical review, due diligence and approval of proposals under Component 1 shall be completed by the 4th month of project time frame. Proposals should cover a period of not more than 15 months, meaning within this period all planned activities should have been implemented and all required reports submitted to ANSAB within six months of project closing. This will facilitate the development of required completion reports from ANSAB and submission by the end of the project.

2.5. Budget

The project will be financed by a Small Recipient Executed Trust Fund grant from the FCPF through the World Bank with a total amount of US \$530,111 to be implemented over 29 months.

3. IMPLEMENTATION ARRANGEMENTS

3.1. Guiding Principles

The principles guiding the FCPF-Capacity Building Program are as follows:

- **Transparency and consistency.** The project will adhere to the highest standards of transparency at all levels. As such, ANSAB may opt to create a website or make a page under its existing website that contains all information about the project. ANSAB shall also keep a copy of all communications with the WB and proceedings of workshops or meetings for future references.
- **Results framework.** The implementation of the project should ensure that its objective, to strengthen: (i) the knowledge of targeted CSOs and Local Communities of REDD+ Readiness at the national level; and (ii) knowledge exchange at the regional level, is met. The results of the project will be monitored and evaluated to ensure that the intended beneficiaries of the project are benefitting. The agreed results framework for the project will be used to track project progress toward achieving its development objective.
- **Local ownership and unity.** ANSAB will be responsible for the overall implementation, coordination and oversight of the project activities. Under component 1 of the project, CSOs and LC organizations may be eligible for the implementation of capacity building activities in their respective FCPF countries (Fiji, Papua New Guinea, Vanuatu and Vietnam). The eligible organizations will be selected based on criteria and procedures reflected in this operational manual. The members of the Regional Advisory Committee (see below) shall all come from the Asia-Pacific region to reflect regional ownership and unity.
- **Maximize participation at the country and grassroots levels.** The implementation of the project shall ensure the active engagement and participation of relevant stakeholders, including local communities. Special consideration should be given to local youth and women and the consultancies' recipients should prioritize their participation.

3.2. Governance Structure

3.2.1. The World Bank Facility Management Team of the FCPF

The World Bank as the Trustee of the FCPF Readiness Fund will be represented by the Task Team Leader (TTL) and his/her team who will directly support ANSAB in achieving project objectives on an ongoing basis, and ensuring that grant proceeds are used solely for the purposes under which these were granted. The support to be provided by the WB revolves around two main dimensions.

- *Supervisory and operational advice* by which the Bank brings added value to ANSAB, providing supervision and advice to improve results at the project level, including, supporting the preparation of project documents (i.e., operational manual, work-plan of activities, etc.).

- *Compliance oversight* by which the Bank oversees and provides advice as necessary to ANSAB, to implement the project with due diligence to achieve its development objectives in conformity with the project's grant agreement (this includes compliance with project and fiduciary tasks such as procurement, financial management, disbursement and safeguard compliance).

In addition, the World Bank will support ANSAB, by coordinating internally with the respective country management unit, to obtain the consent of the government to have activities implemented within its borders. This is a requirement of the Bank, in cases such as this one, where the Bank provides grants directly to entities other than the member government (e.g., to a non-governmental organization).

The Bank and ANSAB will work together to ensure that mechanisms established to ensure transparent and inclusive participation of stakeholders in the region are in place and acceptable to the Bank and project stakeholders (including in relation to the Regional Advisory Committee).

The Facility Management Team (FMT) of the FCPF, housed at the World Bank, acts as the Secretariat of the FCPF, as such it is responsible for the overall management of the Capacity Building Program (at a global level). In addition, the FMT is responsible for approving the allocation of funds and to report to the FCPF Participants Committee (PC) on the implementation of the Program.

3.2.2. The Regional Advisory Committee

In order to ensure a transparent system of receiving, reviewing and selecting proposals for national level activities, an independent Asia-Pacific CSOs Regional Advisory Committee (RAC) will be set up (during the first 2 months of the project at the latest), which will serve as an advisory body/roster of experts to advise ANSAB on these matters and others as needed. The role of RAC amongst other things as explained below would be to assess the technical soundness of proposals against the agreed criteria, make sure proposals are aligned with the respective country's national REDD+ priorities, and propose a list of recipients for ANSAB. ANSAB will make the final decision on recipients based on the RAC's advice. The committee will review proposals that have been deemed eligible by ANSAB based on the eligibility criteria. The RAC will consist of voluntary members with strong technical knowledge and no conflict of interest.

The following will be the functions of the RAC.

- Support the selection of consultancy recipients by reviewing candidates' capacity, proposals' technical soundness and their alignment with national priorities
- Review newly generated knowledge products
- Provide advisory services on other matters as needed, to be approached by ANSAB

The following are the principles for RAC membership.

1. Representation from each of the 4 participating countries with understanding on national REDD+ readiness process
2. Gender composition balance is desired
3. High commitment to deliver inputs within timeframe
4. Experience in evaluating proposals

Details on Terms of Reference (ToR) of the RAC members is presented in Annex 5.

It was agreed during the preparation workshop that participants will provide names of potential RAC members to ANSAB once they are back to their countries, and ANSAB will follow up for this. ANSAB may also use its list of CSOs to seek names of other potential RAC members from the 4 eligible countries and from other FCPF countries. It was decided that for each proposal that has passed ANSAB's initial eligibility screening, ANSAB will approach different experts from the roster to ensure a minimal work-load and effort on behalf of the experts, especially given that they will extend their expertise on a voluntary basis. In all cases, each group of experts reviewing a proposal will include a member that has good knowledge of that country's national priorities, and no members with potential conflict of interest.

The following are the proposed self-selected members of the RAC for this project:

- Vietnam: Mr. Vu Huu Than, Training Coordinator, RECOFTC Vietnam; Mr. Richard Rastall, Senior Advisor, SNV Vietnam
- Republic of Vanuatu: Charlie Timpoloo Harrison, A/CEO, Vanuatu Association of Non-Governmental Organizations
- Fiji: Tamari Finau Tabakaucoro AKA Adi Finau Tabakaucoro, Chairperson, CSO Platform Fiji's REDD+; Ilaitia Leitabu (IPs), Indigenous Representative – Fiji National REDD+ Steering Committee
- Papua New Guinea: Lester Seri

3.2.3. ANSAB

As the recipient of the project, ANSAB shall:

- Sign a Grant Agreement with the World Bank that spells out the Grant related responsibilities of the Bank and ANSAB in executing the grant and relevant procedures, policies, etc. The Grant Agreement includes, among other things, provisions on: (i) the objectives of the project; (ii) activities eligible for funding; (iii) ANSAB's obligations in respect of procurement, contract administration, financial management and auditing, safeguards compliance, and progress reporting procedures; and (iv) disclosure of information.
- Be responsible for the overall implementation, coordination, grievance management, M&E and reporting of project activities, in accordance to the Grant Agreement;

In terms of the implementation of the capacity building activities at the national level under Component 1, ANSAB will:

- Prepare a simple project proposal format with clear guidelines and invite organizations from the existing list serve to submit consultancy proposals (see Annex 1 and Annex 2 for the invitation and proposal format, respectively);
- Receive and forward the proposals to the RAC for prioritization following an eligibility check;
- Conduct technical review of proposals prioritized by the RAC and a due diligence;
- Approve a final list of eligible proposals and inform the RAC;
- Send the approved proposals to the Bank for no objection;
- Following the Bank's no objection, notify concerned CSOs;
- Prepare and sign consultancy contracts (see Annex 3 for a template) with recipients;
- Transfer funds to recipients based on agreed procedures;

- Provide general guidance to consultant in the implementation of their capacity building programs;
- Monitor consultancies and identify gaps/challenges in projects implementation and in reaching objectives and share to RAC for joint intervention as necessary;
- Assist consultants in enhancing their capacity related to the implementation of their projects;
- Evaluate consultancies' 6 months before project termination;
- Provide to the World Bank and RAC members narrative progress reports and status of funds every six (6) months; annual, completion and audited financial reports to RAC members and the World Bank. Half-yearly reports are due not later than 30 days after the end of the reporting period; completion and audited financial reports are due not later than 6 months after the end of the reported/audited period.

A. The Secretariat

A small Secretariat will be maintained within ANSAB, comprising three part-time personnel - procurement, finance and project management including M&E. In addition, ANSAB will hire external experts for IT, design and maintenance of the project website, and the facilitation of the regional workshop and documentation of the lessons from the project. An external auditor will be deputed for the audit of the project. The Secretariat will be overseen and receive guidance from ANSAB's Management Committee (AMC) including Executive Director. The AMC will review and approve the project's key implementation documents, including work plans, budgets, and the operational manual before sending to the World Bank for approval.

Generally, the Secretariat shall coordinate the day-to-day implementation of the project, carry out fiduciary tasks and conduct project M&E and reporting. The Secretariat shall coordinate with the World Bank through the Bank's Task Team Leader. In specific, the project coordinator will be responsible for overall coordination of the project, M&E, communication with the recipient CSOs, World Bank; and developing periodic reporting. The finance staff member will be in charge of disbursements and financial management of the grant proceeds as per the procedures spelled out in this Operational Manual, project paper and grant agreement. Procurement personnel will be responsible to develop call for proposal and required forms and formats and contract documents, as well as to procure goods and services (other consulting and non-consulting) for the project. The Executive Director of ANSAB will provide overall guidance to the Secretariat including Quality Assurance and Quality Control (QA & QC).

Specifically, the Secretariat has an important fiduciary role in the implementation of the project. The Secretariat shall help ensure that Agreed Upon Procedures (AUP) spelled out in the Grant Agreement are followed and being implemented.

Specific fiduciary tasks are:

In general for the project:

- a. Receive and evaluate deliverables of consultancies recipients as appropriate;
- b. Conduct procurement activities in accordance with the project procurement plan, procedures spelled out in the Grant Agreement and detailed in the Operational Manual;
- c. The finance staff shall ensure that complete project files including those from the sub-recipients are maintained;

- d. Ensure that an external audit report is submitted timely to the World Bank;
- e. Submit Interim Unaudited Financial Reports (IFRs) every semester to the World Bank in a timely and quality manner;
- f. Conduct financial management and disbursement as per the procedures spelled out in the Grant Agreement and Disbursement Letter and detailed in the Operations Manual; and
- g. Manage a grievance redress mechanism that is responsive to complaints submitted to ANSAB.

Specifically for consultancies under Component 1:

1. Receive and evaluate reports from consultants;
2. Communicate with consultants and clarify expenses which are deemed ineligible until the final status of these expenses are clarified;
3. Authorize and disburse expenses that were submitted by the consultants and were deemed eligible;
4. Communicate regularly with consultants: to follow-up regarding submission of deliverables and write-ups of project implementation progress and experiences, etc;
5. Ensure that consultancies' activities are in compliance with World Bank environmental and social safeguard policies;
6. The Secretariat Coordinator will coordinate with the Administration and Finance Department of ANSAB in writing for the release of funds to sub-recipients.
7. The finance staff of the project will do monthly monitoring of Budget VS Expenses, showing the balances in each Budget Line of the whole project and the consultancies respectively. This will be the basis of recommendations by the Secretariat to the AMC for any action that it has to undertake whenever there is an unusual spending pattern that is observed as shown in the monitoring of expenses.

Figure 1 presents the Organogram of the Project.

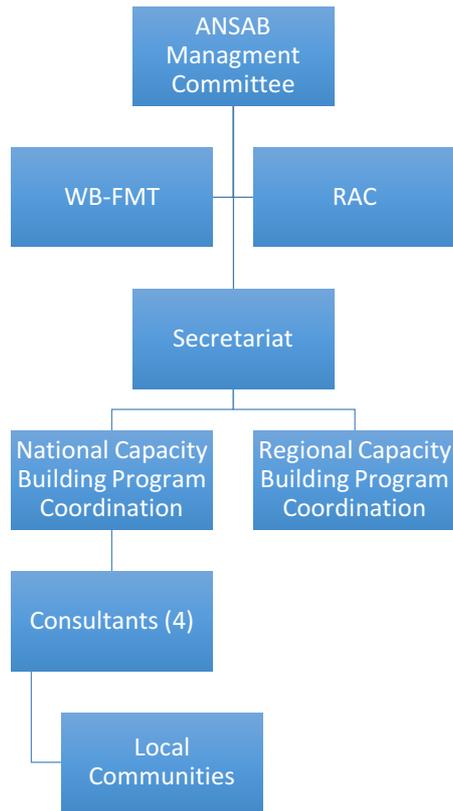


Figure 1: Organogram of the Project

B. Communications

ANSAB's existing system of knowledge management and communication will be utilized for this project. The relevant information of the project such as news/feature articles and reports, activities such as workshop, training, conferences and publications will be posted in ANSAB's website (www.ansab.org) and social media platforms including Facebook (<https://www.facebook.com/theANSAB/>), Twitter (<https://twitter.com/ansab456>), LinkedIn (https://www.linkedin.com/company/1445608?trk=NUS_CMPY_FOL-co), and Youtube (<https://www.youtube.com/user/Ansab456>). The consulting organizations will also be encouraged to publicise the project information through their networks and websites.

3.2.4. The Sub-Project Recipients/consultants

The consultants are the CSOs and LC organizations selected to implement approved consultancy proposals under Component 1. Consultants will be selected based on the foregoing criteria and selection process. The duties and responsibilities of the consultants are as follows:

- Hire the appropriate personnel who will be involved in the implementation of activities;
- Implement the approved activities in accordance with the approved proposal and the procedures spelled out in the contract (see template in Annex 3);
- Monitor and evaluate activities' progress;
- Cooperate with the WB, ANSAB and the RAC and provide full access to visit the headquarters of the consultants and the project implementation area and to undertake project monitoring and evaluation; and
- Submit to ANSAB the needed progress reports.

4. SELECTION OF CAPACITY BUILDING ACTIVITIES AND ELIGIBLE ORGANIZATIONS

4.1. Component 1 Activities

Under this component, national or local organizations from eligible countries, representing CSOs and LCs, will be eligible to implement national/sub-national level capacity building activities as consultancies. To avoid duplication and ensure an efficient use of limited funding, the activities will focus on priority areas, and will build on existing activities. In addition, due to the limited amount of funding, ANSAB anticipates that one proposal will be selected per eligible country, taking into consideration current capacity needs, and alignment with national REDD+ processes. The consultancies need to address the other activity under component 1 including strengthening of engagement and dialogue between the CSOs and LC organizations and the respective REDD+ decision makers.

The selection of the sub-recipient organizations and proposals will be done against the following agreed eligibility criteria:

4.1.1. Eligibility Criteria for the Sub-Recipient Organization

The eligibility criteria for the sub-recipient organizations are:

- a. Legal registration status in the country where activities will be carried out
- b. Local endorsement, experience, and extent of representation of civil society and LC within a given eligible FCPF country
- c. Relevant experience: Minimum three years of experience in working on REDD+ and related strategies, and/or issues related to forestry or climate change
- d. Experience on community mobilization and outreach at grass root level
- e. Experience of implementing projects of similar size and nature
- f. Administrative capacities to implement projects, including M&E and reporting and grievance redress capacities that would allow timely implementation and reporting in accordance with the Operational Manual.
- g. Ability to communicate with ANSAB, network with national and regional partners, and communicate with targeted communities in relevant languages

4.1.2. Eligibility Criteria for the Project Proposals

Proposals will be assessed based on the following eligibility criteria:

- a. Targeted beneficiaries (type, number, gender balance)
- b. Alignment with the project objective
- c. Alignment with the national REDD+ Readiness efforts
- d. Alignment with related national and local initiatives on REDD+
- e. Leveraging of other resources
- f. Ensuring active and proportionate participation of women and youth
- g. Sustainability beyond the project
- h. Activities are aligned with a recipient country's agreed engagement strategies with the World Bank, including with respect to climate change, REDD+ and the forestry sector.

4.1.3. Selection Process of CSOs at National Level

Depending on the availability of qualified CSOs and LC organizations in the countries, the selection process could be through open call for proposals, and/or through solicitation of qualified organizations for the submission of proposals. The open call for proposals is the preferred method for the selection of organizations for the implementation of capacity building activities at national level. However, it was discussed and decided during the preparation workshop that for countries with active national REDD+ CSO platforms, such as Fiji and Vanuatu, proposals could be solicited directly through the platform.

4.2. Component 2 Activities

The preparatory workshop held in Kathmandu has prioritized the activities under this component. Within the scope of budget and priority, this component will be focused to create a regional platform for sharing the learning on REDD+. In specific, ANSAB will develop and host a dedicated webpage on REDD+ in its organizational website by compiling relevant regional level information, activities, projects and publications and organize regional lessons sharing workshops.

5. IMPLEMENTATION PLAN

5.1. Implementation Arrangements

For the activities under component 1 of the project, CSOs and local communities are eligible for financing as consultancies as follows:

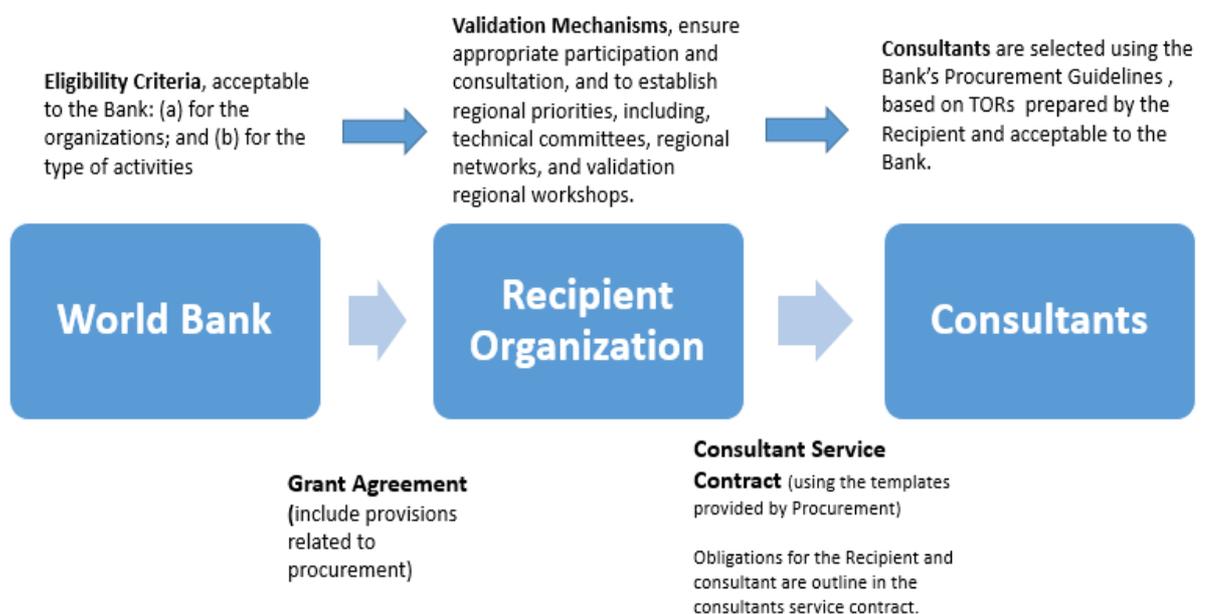


Figure 2: Consultant Service Contract Model

Work-plan

The project shall have the following work-plan.

	2017					2018												2019												
	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
Component 1: National Capacity Building and Awareness Raising																														
Publish a call for proposal	█																													
Confirm RAC membership																														
Receive proposals and share with RAC members seeking their opinion		█																												
Receive prioritized proposals from RAC and conduct due diligence		█	█																											
Approve final list of eligible proposals share with the WB for no objection			█	█																										
Sign contracts with CSOs/LCs					█																									
Release funds based on the contracts					█																									
Establish regular communication and receive progress reports							█			█			█				█													
Implement country level activities including CSOs/LC interaction with national decision makers							█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
Component 2: Regional Exchange and Sharing Lessons Learned																														
Develop a dedicated page for REDD+ under ANSAB's homepage	█																													
Collect, review and upload relevant documents in the webpage		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
Hire workshop facilitator							█																			█				
Organize regional workshops								█																			█			
Document lessons of the project and share with the stakeholders																														
Component 3. Grant Administration & Project Management																														
Monitoring and Evaluation																														
Develop and share biannual reports (activity and financial) (reports submitted within 30 days after end of reporting period)								█					█																	
Submit external audits																														
Submit completion report (within 6 months post completion)																														

5.2. Schedule of procurement actions

For the proper implementation of the project, ANSAB will procure the following goods and services:

- Consultancies for national capacity building
- ANSAB's staff for project administration & M&E
- One Laptop
- Part-time consultant for regional workshop facilitation under Component 2
- Researcher for documenting lessons of the project including printing and publication
- Venue and other logistics during regional workshop
- Part-time consultant for develop and maintain webpage

Individual consultants (workshop facilitation, a lessons documentation, external audit) will be selected on the basis of their qualifications for the assignment by **comparison of CVs of at least three candidates** from those expressing interest or those that are approached directly by ANSAB, in accordance with the Consultant Guidelines. **In exceptional cases, Individual consultants may also be selected on a sole-source basis but with due justification.**

For the procurement of **consulting services to accomplish component 1** activities, ANSAB shall hire CSOs from the recipient countries. ANSAB will follow the **selection procedures in accordance with the Bank's Consultant Guidelines** set forth in the "Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants" by World Bank Borrowers dated January 2011 and revised in July 2014.

All consultancies should be covered by a Term of Reference, clearly showing the time frame, deliverable and contract amount (See Annex 3).

In determining the venue for the regional workshop, which from a procurement perspective will be considered **Training**, procurement can follow ANSAB's normal procedures, and not the Bank's Procurement Guidelines. In this regard, the Secretariat will conduct a canvass from among 3-star hotels who can provide modest accommodation, good food and fine service. The Secretariat will then recommend 3 hotels to the Management Committee of ANSAB for decision making. All workshop related costs such as food, accommodation, per diems, training materials, secretariat, transportation and travel related expenses of staff and participants are considered Training. **All Training and related activities shall be carried out on the basis of plans and budgets submitted by ANSAB to the Bank.** The annual training plans and budgets shall identify the general framework of the training and shall include among other things; (i) training activity envisaged; (ii) objectives and justifications for the training; (iii) names of trainees and criteria for their selection; (iv) criteria for selection of training institutions or venues of training; (v) the anticipated outcome and impact of the training; (vi) the duration of the training; and (vii) the estimated costs of the training.

Operating costs shall include reasonable costs incurred on account of the implementation of the project (which expenditures would not have been incurred absent the project), including local contractual support staff salaries, consumable materials and supplies (including office supplies), office equipment, communications, translation services, mass media and printing services, operation and maintenance, charges for opening and operation of bank accounts required for the project, postage and handling, travel, lodging and per diems for project staff travelling for the purpose of the project, and salaries of staff of ANSAB, but excluding benefits to project staff. **The operating costs will be incurred in accordance with ANSAB's administrative procedures, acceptable to the Bank.**

In the purchase of a laptop computer, as well as printing services and the services for videographer/media platform, which are jointly considered **Goods/Non-Consulting Services**, ANSAB will follow the **shopping procedures in accordance with the "Guidelines: Procurement of Goods, Works, and Non-Consulting Services under IBRD Loans and IDA Credits & Grants"** by World Bank Borrowers dated January 2011 and revised in July 2014, with the main consideration in awarding the contract being cost in as much as all those invited to submit quotations have passed the indicated/required specifications. ANSAB will also bear in mind the following criteria: economy, serviceability and quality. For the printing of the publication, the Secretariat will recommend 3 printing press to the Management Committee for decision making. A team from the ANSAB will visit the recommended printing press. The criteria of selection will be the quality of press work, ability to deliver on time and economy.

The equipment purchased will remain the property of ANSAB at the end of the project.

The procurement of goods and consulting services, if any, to be done by consultants will be in accordance with the provisions in the Procurement section of the Grant Agreement. For detail, please refer to Annex 7.

5.3. Schedule of disbursements for each project component

- ANSAB shall disburse funds to consultants based on the approved budget which is stipulated in the consulting contracts between ANSAB and the sub-recipients.
- The funds will be disbursed to the sub-recipients based on the set deliverables.

6. FIDUCIARY ASPECTS

Expense category	Amount (US \$)
Consulting contracts for national initiatives	315,000
Consulting services, and Goods and Non-Consulting Services for regional activities	145,000
Administration, M&E and Operational Cost	70,111
Total	530,111

6.1. Management of Funds by ANSAB

The FCPF-CBP Grant will be released in 2 tranches. The project's Annual Work and Financial Plan will determine the funding needs (both in terms of amount and timing) of the project.

ANSAB will designate a US \$ account for this project and properly monitor the flow of funds. The account will be maintained in Nabil Bank Ltd which has several branches in Nepal. The grant funds will be deposited to this designated account after the submission of duly accomplished withdrawal applications.

For payments in local currency, funds will be transferred from the designated US\$ account to a segregated corporate local currency checking account opened in the same commercial bank. All expenses in local currency will be paid from this local currency account. Petty expenses will be sourced from ANSAB's Petty Cash Fund and reimbursed from this account.

Any loss or gain arising from US\$ currency to local currency conversion will be properly documented, reported and used as operating cost. A ledger of actual exchange rates will be maintained and the monthly average exchange rate is computed and used in the conversion of local currency expenses into US\$.

Interest income accruing to both bank accounts discussed above will be reported and used as operating cost under a separate line of expenditure. Regular monthly bank reconciliation will be prepared for both accounts.

ANSAB will receive the funds from the World Bank in three possible disbursement methods: (a) reimbursement, (b) advance, and (c) direct payment.

- **Reimbursement:** The Bank may reimburse ANSAB for expenditures eligible for financing pursuant to the Grant Agreement ("eligible expenditures") that ANSAB has pre-financed from its own resources.
- **Advance:** The Bank may advance grant proceeds to the designated US\$ account to finance eligible expenditures as they are incurred and for which supporting documents will be provided at a later date.
- **Direct Payment:** The Bank may make payments, at ANSAB's request, directly to a third party (e.g., supplier, contractor, consultant) for eligible expenditures.

6.1.1. Withdrawal of Grant Proceeds

Withdrawal from the grant will be in 2 tranches, the amount of the first tranche will be based on the first year annual plan approved by the Bank. After Grant Agreement countersignature, ANSAB should be trained to use the Client Connection and Withdrawal Applications (Withdrawal Application both for requesting funds and documenting prior advance) submission and other document uploading. The WB country disbursement officer is to be contacted by the WB TTL for training purposes.

Authorized Signatures. Before grant proceeds are withdrawn, the authorized representative of ANSAB (as designated in the Grant Agreement) must furnish to the Bank (a) the name(s) of the official(s) authorized to sign applications for withdrawal, and (b) the authenticated specimen signature(s) of the official(s). ANSAB will indicate clearly if more than one signature is required on Applications and must notify the Bank promptly and formally of any changes in signature authority using ANSAB's letterhead.

Advance method. An advance would be made to the US\$ Designated Account, which will be used exclusively for deposits and withdrawals of Grant proceeds for eligible expenditures. Funds deposited into the Designated Account would follow World Bank's disbursement policies and procedures, as described in the Disbursement Letter (DL) and World Bank Disbursement Guidelines. The ceiling of the Designated US\$ Account, supporting documents and Statement of Expenditures thresholds will be reflected in the DL.

Under the reimbursement method, project expenditures will be reimbursed through the replenishment of the Designated Account according to WB standard disbursement procedures. Eligible expenses of not more than 20% of the total grant amount maybe spent prior to the signing of the Grant Agreement and claimed by the Recipient under this method. Upon approval of the reimbursement request by the Grant Department, the amount requested will be deposited directly to the Designated US\$ Account. The WB will not reimburse the requested amount into the Designated Account in the following cases:

- If there are errors in completing the forms;
- If disbursements do not correspond to expenditure categories, established in legal documents;
- If the balance of the Designated Account, indicated in the Reconciliation Statement and the bank statement copy do not correspond.

6.1.2. Financial Management Structure and Corresponding Duties and Responsibilities

There is an Administration and Finance Department of ANSAB headed by a Manager – Administration and Finance (MAF) who oversees the operation of the department. Under MAF, there are two sections - Finance and Administration. Associate Finance Officer is responsible for book keeping whereas Associate Admin Officer is responsible for procurement, clerical works, inventory maintenance.

The Secretariat Team Leader will confirm the validity of a request for disbursement and availability of funds per approved budget. MAF will counter check the accurateness of the IFRs, Budget Control and audit report in coordination with the Secretariat Leader. Associate Finance Officer will see to it that all FCPF-CBP financial transactions are properly documented and recorded and all disbursements duly approved. He/she will receive deliverables from sub-

recipients, evaluate these vis-à-vis the contract approved budget and provide feedback to the Secretariat leader and the MAF. He/she will prepare a monthly Budget Control of the project showing balances of each budget item.

In addition, he/she will draft the IFRs for review by the Secretariat leader and the MAF. The Finance Staff will maintain project files in a manner that allows easy retrieval.

The Associate Finance Officer will be in charge of releasing payments and stamping “PAID” the Cash/Check vouchers and supporting documents. The Associate Admin Officer will assist in acquiring consumable goods, logistic management and petty cash handling.

6.1.3. Program Accounting

ANSAB makes use of the FAMAS accounting software in recording its financial transactions. The program is capable of generating the books of original entry (general journal) and the general ledger as well as the trial balance and financial reports. The system automatically closes all the nominal accounts at the end of the calendar year.

6.1.4. System of Approval and Authorized Signatories

The Associate Admin Officer initiates the routing of invoices/requests for disbursements and supporting documents by presenting these to the MAF who will attest to the validity of such disbursement and availability of funds per approved budget. After which, a cash/check voucher (CV) is prepared by the Associate Finance Officer and forwards the set of documents to the approving authority.

Executive Director (ED)/Programs Director (PD) are responsible for approval of any expenses and disbursement. The ED/PD and MFA are the bank signatories where MAF is compulsory signatories.

6.1.5. Disbursement, Liquidation and Monitoring of Consultancies

Transfer of funds to Sub-recipients will be in three (3) instalments. The first 50% will be transferred by ANSAB to a designated account; the second 40% upon submission and acceptance of an IFR showing that 90% of the first installment has been spent and a narrative progress report; and the final 10% upon submission and acceptance of a Narrative Completion Report covering the totality of the approved budget.

6.1.6. Policies and Procedures on Purchasing Items that are not subject to Bank procurement rules, per diem, travel

It is the policy of ANSAB to obtain the best value for money in the procurement of goods and services. Direct purchases from the petty cash fund is allowed but in no case should purchases be divided into small units. Procurement of goods or services amounting to NPR 50,000 to NPR 300,000 requires quotations from at least three (3) providers who will be invited either through telephone, email or direct visit to the establishment. Procurement of goods or services amounting above NPR 300,000 to NPR 1,000,000 requires sealed quotation, whereas for the amount more than NPR 1,000,000 requires open tender process.

ANSAB reserves the right to award purchase orders, consultant agreements and supplier contracts on a single/sole source basis when the party involved has significant knowledge of ANSAB's programs and a prior history of fulfilling similar contracts successfully, timely and at reasonable cost. In this case, a written justification is prepared and filed.

For the procurement of goods and services above NPR 300,000, a 3-member committee at ANSAB is formed. The procurement committee invites, assesses and provides its opinion to the ANSAB's Management Committee (AMC). AMC headed by ED makes the final decision on procurement.

For activities organized by ANSAB, invitations to participants are not transferable but the invitee can recommend an alternate. Air transportation will be arranged by ANSAB's travel agent but the participant can arrange his/her travel with the prior consent from ANSAB.

Designated ANSAB's staff maintain the equipment; needed repairs are undertaken by authorized service providers.

In local transportation expenses is sourced from ANSAB's Petty Cash Fund. Expenses for domestic and international travels and project sponsored activities is drawn from Cash in Bank. Staff concerned accomplishes a Cash Advance Slip and presents it to the Secretariat Leader for validation, confirmation of the availability of funds per budget and approval. Request for Cash Advances should be submitted timely.

6.1.7. Disbursement Procedures

Staff Involved	Tasks
Associate Admin Officer	<ul style="list-style-type: none"> A. Receives invoice/request for disbursement from payee B. Receives the Check or Withdrawal Slips, CV, Invoice/Request for Disbursement and supporting documents C. Forwards Withdrawal Slips to the Manager – Admin and Finance
Associate Finance Officer	<ul style="list-style-type: none"> D. Examines and verifies invoice/request for disbursement including completeness of required supporting documents E. If in order, forwards the invoice/request for disbursement and supporting documents for confirmation of validity of request and availability of funds F. Prepares Cash/Check Voucher (CV) and affixes his/her signature in the space "Prepared By" G. Forwards Check or Withdrawal Slips, CV, Invoice/Request for Disbursement and supporting documents to the Authorized Signatory H. Receives the CV and all supporting documents I. Enters the CV in the FAMAS J. Files the CV and all supporting documents K. At the end of the month, generates a Trial Balance
Manager- Admin and Finance	<ul style="list-style-type: none"> A. Verifies if the request is valid and fund is available per approved budget B. If so, confirms validity and availability of funds by affixing his/her signature and returns the batch of documents to the Associate Finance Officer

	C. Posting of vouchers in FAMAS
Secretariat Leader	A. Review and recommend for the approval
Executive Director/ Programs Director	B. Receives Check or Withdrawal Slips, CV, Invoice/Request for Disbursement and supporting documents C. Examines and verifies if the Check or Withdrawal Slips amount tallies with the CV and Invoice/Request for Disbursement D. If in order, approves the CV by affixing his/her signature in the space "Approved by" and signs the Check or Withdrawal Slips

6.1.8. Financial Reports

A reporting format will be agreed between ANSAB and the Bank. At least 2 members of the ANSAB's staff will be trained by the Bank on its Client Connection system: one as the signatory who clears/approves the report and another who will upload the report to the system. Only actual expenses of ANSAB and sub-recipients are reported and uploaded.

IFRs will be prepared every six (6) months and submitted to the WB and RAC members. This report is due within 45 days after the end of the reporting period. An audited financial report covering each on ANSAB's calendar year will be submitted not later than 6 months after the end of the audited calendar year.

Monthly bank reconciliation and corresponding adjusting entries will be prepared to even out differences in bank and book balances.

6.1.9. Audit Arrangements

Since sub-recipients will be contracted as consultants, the Secretariat will manage the disbursement of the funds and progress reports will be submitted by the consultant in an agreed frequency and alongside agreed deliverables. There will not be a separate requirement for an accounting and procurement system, external auditing and financial management reporting as the sub-recipient will not be required to manage a sub-grant but rather will operate as a consultant. However, the consultancies should provide the evidence of proper accounting while using the service fee.

7. COMPLAINTS PROCESSING AND RESOLUTION

CSOs, LC Organizations and other interested stakeholders may raise some feedback or complaints on the consultancies' award decisions, governance of the project and other issues specific to the project. Figure 3 presents the complaints redress mechanism for this project. Feedbacks or complaints must be sent to the Secretariat in writing duly signed by the complainant/s, including contact details through email, facsimile or courier. The option to issue grievances and related relevant addresses will be made available in a project's sub-page at ANSAB's website. The Secretariat will be fully responsible for recording, referring and tracking the complaint. It should acknowledge receipt of complaint within 5 working days upon receipt.

The Secretariat will undertake an initial discussion with the complainant and propose a response within 15 working days upon receipt of the complaint. If the complainant agrees, the proposed action is implemented. In case the complainant does not agree on the proposed action

of the Secretariat, the Secretariat will compose a Grievance Committee composed of two (2) representatives of the Management Committee of ANSAB and two (2) members of the RAC. When applicable, one of the members of the RAC to sit in the Grievance Committee shall be from the same country where the feedback/complaint originated. Resolutions or outcomes of complaints received shall be properly documented. If the complaint is not resolved at the Grievance Committee level, the complainant is forwarded to the FMT for consultation on the continuation of the grievance.

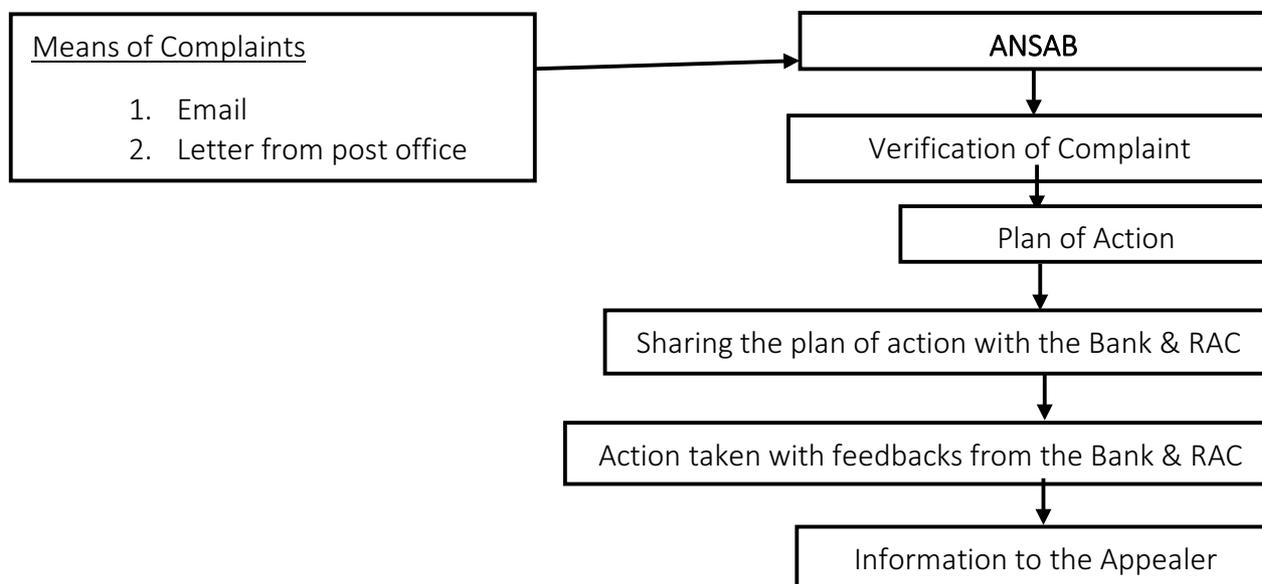


Figure 3: Complaints Redress Mechanism

8. SAFEGUARDS

The project does not trigger any safeguard policies. Due to the nature of financed activities, no adverse social and environmental impacts are anticipated and therefore no safeguards policy is triggered by the project (the project is Environmental Assessment Category C–Not required). However, during project implementation, any social and environmental impacts will be managed by (i) ensuring that capacity building and awareness raising programs under Component 1 of the project are consistent with the World Bank’s safeguard policies and incorporate appropriate environmental and social objectives; and (ii) promoting transparency, stakeholder participation, and public information disclosure. The World Bank team will ensure ANSAB staff’s understanding of the World Bank’s environmental and social safeguard policies, and emphasize the importance of stakeholder participation in the design and implementation of capacity building activities.

9. MONITORING AND EVALUATION

ANSAB will monitor and evaluate the performance of the project as a whole and identify gaps/challenges based on the results framework of the project (see Project Paper). Results of the monitoring and evaluation shall be shared with the RAC. The RAC will assist in project monitoring as needed.

The sub-recipients shall submit a narrative completion report within thirty (30) days of project completion. ANSAB shall submit biannual report within 30 days after the reporting period,

whereas the final report to the World Bank will be submitted within six (6) months after the end of the project.

ANNEXES

ANNEX 1. Invitation of Expression of Interest from CSOs for Capacity Building at National and Local levels

ANNEX 2. Consultancy Application Form

ANNEX 3: Template of Consultancy Agreement

ANNEX 4: Template Sub-project Recipient/Consultant Reporting Format

ANNEX 5: Terms of Reference for RAC members

ANNEX 6: Terms of Reference of the Staff

ANNEX 7: Project Simplified Procurement Plan

ANNEX 1. Invitation of Expression of Interest from CSOs for Capacity Building at National and Local levels

Background: ANSAB, as the recipient of the Forest Carbon Partnership Facility (FCPF) Capacity Building on REDD+ for CSOs and Local Communities in EAP Project, invites CSOs from Fiji, Papua New Guinea (PNG), Vanuatu, and Vietnam to submit a proposal for possible funding through contracts. This is a competitive process and the best proposal will be selected for the funding according to the agreed criteria listed below. The amount you can apply for should not exceed US\$ 75,000 for duration of not more than 12 months inclusive of progress reports preparation and submission.

The objective of the proposal should be to strengthen the knowledge of targeted CSOs and local communities on REDD+ Readiness. Specifically, proposed **capacity building activities** on REDD+ should be undertaken by CSOs that will strengthen communities and effectively engage governments at local and national levels through trainings, workshops, awareness campaigns, national, provincial and local meetings etc.

Capacity building activities should enable participants to:

- Understand the phenomenon and impacts of climate change on local communities including the issues of land tenure, land/forest management, non-carbon benefits, carbon accounting/Monitoring Reporting and Verification, locally-based sustainable livelihoods, and governance issues in the context of REDD+ Readiness;
- Understand the REDD+ mechanism, including its threats and opportunities for CSOs and local communities, and allow communities to voice their concerns and objectives;
- Realize respective roles and responsibilities of CSOs and local communities related to climate change mitigation and adaptation through sustainable management of forests and other resources;
- Participate in REDD+ processes, including the integration of community land-use mapping, national Strategic Environmental and Social Assessments (SESAs), Safeguards Information Systems (SIS), and community-level monitoring and reporting;
- Affirm the need for a rights-based and ecosystem approach to climate change;
- Conduct monitoring of national REDD+ activities; and
- Determine the ways forward vis-à-vis REDD+ and other international processes and measures.

In countries that are in the process of preparing Emission Reduction Project Document (ERPD) such as Fiji and Vietnam, proposals should also focus on **priority strategic ERPD issues** that will help with the planning and implementation of the ER program in the country. Specific issues could be as relevant: i) land tenure system in the country and its impact on REDD+, ii) design of indicators and criteria for assessing impact of REDD+, including environmental and social impacts (Cancun safeguards), iii) designing of the institutional and benefit sharing mechanism, iv) designing REDD+ grievance readdress mechanism. The deliverables could be

presented as report, policy briefs, to be discussed in multi-stakeholders' fora in-country as a part of the proposal.

When applying, applicant organizations should provide proof of: (a) their legal registration status in the country where activities will be carried out; (b) previous direct work with the relevant communities; (c) experience in work on REDD+ and related strategies, and/or issues related to forestry; (d) technical, M&E and management capacity that would allow timely implementation and reporting; (e) ability to communicate with ANSAB, network with national and regional partners, and communicate with targeted communities in relevant languages; and (f) the existence of a grievance redress mechanism in place and the organization's capacity to address grievances.

General criteria for consultancy proposals: Proposed Activities are to be implemented in Fiji, Papua New Guinea, Vanuatu and Vietnam for the benefit of local communities; and activities are to be designed by CSOs, networks or organizations of local people or are explicitly endorsed by the proposing networks/organizations. Women and youth organization are also encouraged to apply.

The eligibility criteria for consultancy proposals are:

- a. Activities are implemented in one of the above mentioned four countries for the benefit of civil society and local communities, for a minimum of 250 direct beneficiaries;
- b. The main focus of the capacity building activities is on strengthening the knowledge of targeted CSOs and local communities on REDD+ Readiness at the national level'
- c. The proposal includes a description of the methodology for the planned activities;
- d. Activities reinforce national REDD+ Readiness efforts and ERPD preparation and implementation where applicable;
- e. **The proposal will also allocate a portion of the funding to facilitate dialogue between prominent CSOs working on forestry and REDD+ issues with the respective REDD+ focal point, FCPF CSO observers, and local and national government offices engaged in REDD+;**
- f. Activities are aligned with the relevant country's agreed engagement strategies with the World Bank (see links below);
- g. National capacity building activities are in line with the REDD+ initiatives in the country;
- h. The proposal ensures active and proportionate participation of women and youth (including scheduling of meetings that take account of restrictions on women's time and travel for cultural and workload reasons), and includes activities that build women and youth's capacity and awareness in appropriate methods;
- i. The proposal explains how the activities supported by the project will be maintained beyond the lifetime of the consultancy; and
- j. The proposal shows how the support will be leveraged to attract additional financial support (cash and/or in-kind).

Importantly, all actions are to be conducted in culturally appropriate languages respecting the rights, traditional and culture of targeted beneficiaries and their rights to free, prior and informed consultation leading to broad community support.

Selection Process

1. All proposals should be submitted to ANSAB at [redd@ansab.org](mailto:red@ansab.org). Your proposal must be received by ANSAB not later than 5 pm Nepali time (+5.45 GMT), 20 September 2017 in electronic form (word and PDF format);
2. Proposals will be reviewed by an independent Regional Advisory Committee (RAC) comprising representatives from the four countries and external experts in accordance with the above eligibility criteria for activities and organizations;
3. The RAC will communicate the prioritized proposals to ANSAB;
4. ANSAB will conduct a technical review of the prioritized proposals and a due diligence on the proposing CSOs;
5. ANSAB will approve a final list of eligible proposals and inform the RAC;
6. ANSAB will seek approval from the countries' REDD+ focal points and from the World Bank;
7. Following the no objection, ANSAB will inform applicants of the results of the selection, and finalize and sign contracts with the selected CSOs.

Enclosed is an Application Form. For any questions, please write to [redd@ansab.org](mailto:red@ansab.org) or call at +977-1-4497547, 4478412.

Bhishma P. Subedi, Ph.D.
Executive Director, ANSAB

For more information on ANSAB, please visit www.ansab.org

For more information on the FCPF, please visit <http://www.forestcarbonpartnership.org/>

For more information on the project, please visit <http://documents.worldbank.org/curated/en/docsearch/projects/P153588>

For information on countries' engagement strategies with the World Bank, please visit:

Fiji: <http://documents.worldbank.org/curated/en/653091468333012994/Fiji-Country-engagement-note-for-the-period-FY2015-2017>

Papua New Guinea: <http://documents.worldbank.org/curated/en/617181468284668152/Papua-New-Guinea-Country-partnership-strategy-for-the-period-FY2013-2016>

Vanuatu (Pacific Regional Strategy): <http://documents.worldbank.org/curated/en/797421468774275109/Pacific-regional-strategy>

Vietnam: <http://documents.worldbank.org/curated/en/849061468133768943/Vietnam-Country-partnership-strategy-for-the-period-FY12-FY16>

ANNEX 2. Consultancy Application Form

FCPF-Capacity Building on REDD+ for Civil Society Organizations and Local Communities in East Asia and the Pacific Region (P153588)

Consultancy Application Form

(NOTE: You are free to insert additional space/rows when filling up the form but be concise. The total number of pages in Calibri font 12 should not exceed 12 pages.)

Section 1: Contact Details

1.a Legally registered name of the organization (Attach copy of Certificate of Registration in English or any other document that certifies its legal personality)			
1.b Official address of the organization			
1.c Website of the organization			
1.d Person authorized to sign the Contract		1.e Person responsible to implement the consultancy if different from 1.d	
Name		Name	
Position		Position	
Telephone & Fax		Telephone & Fax	
Email address		Email address	
Skype address		Skype address	

Section 2: Sub-Project/Consultancy Identification

Sub-Project title			
Name and description of the local communities who will be benefitting from the sub-project :			
Will other communities also benefit from the Sub-Project? Who are they?			
Exact location of the beneficiary local communities (Project Area)			
Number of direct beneficiaries	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Male:</td> <td style="width: 50%;">Female:</td> </tr> </table>	Male:	Female:
Male:	Female:		
Sub-Project duration [should not be more than twelve (12) months]			

<i>Amount requested for the sub-project (in USD)</i>	
<i>Amount provided by other sources (in USD, please specify cash/in kind)</i>	
<i>Total Sub-Project cost (amount requested plus counterpart) (in USD)</i>	

Section 3: Applicant Organization Information

<i>Describe briefly about your organization: mission, priorities, and major projects/programs implemented with similar activities being proposed under the FCPF-CBP.</i>		
<i>How is your organization governed (example Board of Directors/Trustees, Council of Elders/Leaders, etc.)? How often do they meet?</i>		
<i>Describe your organization structure or attach your organizational chart.</i>		
<i>List your organization's membership/part of a Network or Alliance. Include those with government, if any.</i>		
Name of Alliance/Network	Contact Person	Contact Details
<i>List down your organization's sources of funds for last 5 years</i>		
Name of Donor	Contact Person	Contact Details
<i>Briefly mention about complaints addressing/grievance mechanism of your organization</i>		
<i>Describe your organization's previous or ongoing projects/activities on REDD+ at local and national levels including engagement with government/government agencies.</i>		

Section 4: Proposed Sub-Project Information

<i>4.1 Please provide a short overall description of your Sub-Project, under the below sub-headings. Why is the Sub-Project important local communities and civil society beneficiaries?</i>
1. Capacity building of CSOs and LCs (Fiji, PNG, Vanuatu and Vietnam)
2. Meeting between CSOs and local and national level decision makers on REDD+ (Fiji, PNG, Vanuatu and Vietnam)

3. Study and recommendation on ERPD strategic issues (Fiji and Vietnam)	
4.2 What are the issues and problems of the beneficiary local communities and civil societies that the Sub-Project will address? Why are these critical to them?	
4.3 Sub-Project Objective (what is the desired contribution of the proposed Sub-Project to the community and/or organization?)	
4.4 Desired Results (what benefits or immediate changes do you anticipate by the end of the Sub-Project?)	
4.5 Kindly enumerate and describe the activities to be implemented by the Sub-Project for a period. (group the activities which contribute to a single result)	
Capacity building of CSOs and LCs (Fiji, PNG, Vanuatu and Vietnam)	Expected result
Meeting between CSOs and local and national level decision makers on REDD+ (Fiji, PNG, Vanuatu and Vietnam)	Expected result
Study and recommendation on ERPD strategic issues (Fiji and Vietnam)	Expected result
4.6 Describe any important external factors that may affect Sub-Project implementation and how will you mitigate these potential risks (political, social, logistical, etc)	

4.7 Describe how beneficiaries will be involved in Sub-Project implementation, monitoring and evaluation.

--

4.8 How the proposed sub-project is aligned with national priorities for CSOs/LC and REDD+, with other projects in the area and the country.

--

4.9 What measure will be taken to ensure proportionate male/female and youth participation?

--

4.10 With which other groups/organizations, including government, will you collaborate during the Sub-Project implementation?

Name of group/organization	Roles/Responsibilities

4.12 How will the Sub-Project gains be sustained after Sub-Project implementation?

--

4.14 Have you discussed about the proposed project with the country's REDD+ focal point?

Yes		If Yes, Please summarize the feedbacks.
No		

Section 5: Detailed Work Plan

Activities	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Capacity building of CSOs and LCs												

ANNEX 3: Template of Consultancy Contract

CONTRACT DOCUMENTS

Grant: insert Grant number

Title of Consulting Services [insert: title]

Contract No.:

Country [insert: name of country]

Project Name [insert: project name]

CONTRACT FOR CONSULTANTS' SERVICES

Lump-Sum Payments

between

ANSAB

P.O. Box 11035, Kathmandu Nepal.
Tel: (977-01)-4497547 / 4478412.
Fax:(977-01)-4476586,
Email: ansab@ansab.org

and

[name of the Consultant]

Dated: _____

**SAMPLE CONTRACT FOR CONSULTING SERVICES
SMALL ASSIGNMENTS
LUMP-SUM PAYMENTS
(IDA FINANCED)**

CONTRACT No. *[insert]*

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *Asia Network for Sustainable Agriculture and Bioresources (ANSAB)* (“the Client”) having its principal place of business at *Kathmandu, Nepal*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address]*¹.

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
 - (i) The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
 - (ii) The Consultant shall obey special terms of contract, provide the personnel, perform services and submit reports listed in Annex B.
- 2. Term**

The Consultant shall perform the Services during the period commencing *[insert starting date]* and continuing through *[insert completion date]*, or any other period as may be subsequently agreed by the parties in writing.
- 3. Payment**
 - A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.
 - B. Schedule of Payments

The schedule of payments is specified in Annex B.
 - C. Payment Conditions

¹ Avoid use of “P.O. Box” address

Payment shall be made in *[specify currency]*, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

Payments shall be made to Consultant's bank account

4. Project Administration

A. Coordinator.

The Client designates Mr./Ms. *[insert name and job title]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex B, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Inspections and Auditing

The Consultant shall permit, and shall cause its Sub-Consultants to permit, the Bank and/or persons or auditors appointed by the Bank to inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the Contract. Any failure to comply with this obligation may constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Bank (including without limitation s determination of ineligibility) in accordance with prevailing Bank's sanctions procedures.

7. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

8. Ownership of Material

Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software².

² Restrictions about the future use of these documents and software, if any, shall be specified at the end of paragraph 8.

- 9. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the Project
- 10. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 11. Assignment** The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
- 12. Law Governing Contract and Language** The Contract shall be governed by the *applicable laws*, and the language of the Contract shall be *English*
- 13. Dispute Resolution³** Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.
- 14. Termination** The Client may terminate this Contract with at least ten (10) working days prior written notice to the Consultant after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:
- (a) If the Consultant does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Client may have subsequently approved in writing;
 - (b) If the Consultant becomes insolvent or bankrupt;
 - (c) If the Consultant, in the judgment of the Client or the Bank, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank's sanctions procedures) in competing for or in performing the Contract.

³ In case of a Contract entered into with a foreign Consultant, the following provision may be substituted for paragraph 13: "Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force."

- (d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____

LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services

Annex B: Special Terms of Contract, Consultant's Personnel, Services, Payment Schedules
and Reporting Obligations

Annex A: Terms of Reference and Scope of Services

1. Background:

The Forest Carbon Partnership Facility (FCPF), upon the request of Civil Society Organizations (CSOs) and Local Communities (LCs), has allocated funds for a Capacity Building Program (CBP) on REDD+ for CSOs and LCs.

The World Bank (WB) as the Trustee of the Fund has entered into a Grant Agreement with ANSAB as recipient of a grant and implementer of the FCPF Capacity Building on REDD+ for CSOs and LCs in EAP Project (herein referred to as the “Project”), including a responsibility for channeling resources to organizations awarded grants and for monitoring and supervising the Project.

ANSAB, in coordination of the Regional Advisory Committee (RAC) of the Project - composed of CSO representatives from the FCPF countries in the regions, underwent a process that selected four projects to be funded from the Project grant.

On the basis of the above and other considerations, ANSAB agreed to extend a grant to [add name of recipient] on the terms and conditions set forth in Consultancy Agreement.

2. Objectives of the Project:

- i. General Objective:
- ii. Specific Objective/s:

3. Scope of Services:

4. Deliverables and Reporting Requirements:

5. Team Composition:

Annex B: Special Terms of Contract, Consultant's Personnel, Services, Payment Schedules and Reporting Obligations/formats

Special Terms of the Contract

1. The Total Project Cost:

- a. Total Project cost as approved by ANSAB is

- b. ANSAB shall make available to the Consultant Grant in the amount of _____ in order to be able to implement the Project as approved. ANSAB does not have further financial obligation beyond this approved Consultant; and
- c. The Consultant shall provide the amount of _____ as Counterpart Contribution to the total cost of the project.

2. Use of the Grant by the Consultant:

- a. The Consultant Grant shall be used exclusively for the execution of the Project in accordance with the Project Proposal and Detailed Work Plan (Schedule 1) and the Grant Allocation Schedule and Detailed Budget (Schedule 2) specifying the planned Project activities for the Project Implementation Period as defined in Section 4 below, and the budget of such activities.
- b. The Consultant Grant shall not be used for the payment of customs duties, import or other duties or taxes levied with respect to such importation or in connection with the execution, delivery or registration of this Agreement if required under the law of any country in which the Project is to be implemented or in which this Agreement is registered.
- c. The Consultant Grant shall not be used for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import is prohibited by a decision of the United Nations Security Council taken under Chapter VII (*Action with Respect to Threats to the Peace, Breaches of the Peace, and Acts of Aggression*) of the Charter of the United Nations.
- d. The use of the Grant in the procurement of goods, works and services required for the Project shall be carried out in accordance with the Procurement Procedures/Policy of the Consultant Service.

3. The Consultant shall implement the Project in order to accomplish the Goals and Objectives set forth in Section A of Schedule 1 of this Agreement. The Consultant shall implement the Project: (i) with due diligence and efficiency; (ii) in conformity with appropriate administrative, engineering, financial, economic, operational, environmental, technical and research practices; (iii) and otherwise in accordance with this Agreement.

4. The Project Implementation Period shall begin on the date on which the Consultant signs this Agreement, (the “Effective Date”) and shall end not more than fifteen (15) months thereafter (the “Sub-Project Completion Date”).
5. The Consultant shall maintain or cause to be maintained a financial system, including records and accounts, and shall prepare financial statements showing the use of the budget adequate to reflect the operations, resources and expenditures related to the Project.
6. The Consultant understands that all funds from the grant must be used or committed by the end of the Project Completion Date. Any funds that are not expended one (1) month after the Project Completion Date (the “Grant Closing Date”) shall be returned to ANSAB, unless otherwise approved in writing by ANSAB.
7. If ANSAB shall have determined that any amount advanced pursuant to this Agreement (a) shall not be required to cover further payments for expenditures deemed eligible in accordance with Section 4 above, as of the Project Completion Date (or an earlier termination date); or (b) has not been exclusively used in accordance with the requirements of this Agreement, the Consultant shall, promptly upon notice from ANSAB, refund to ANSAB such amount in the currency of payment.
8. Before the transmittal of the first instalment of funds to the Project, the Consultant must have accomplished and submitted the details of bank account with signatories. Completed and signed Disbursement Request Form (Schedule 5).
9. The Consultant hereby declares that it is a not-for-profit organization duly registered in accordance with the *Laws of the Country where it operates*, enjoys legal personality and has the power and authority to receive the capital proceeds. The Consultant further declares that it has the power and authority to execute and deliver this Agreement and discharge each of its obligations hereunder and that it has taken all necessary corporate action to authorize such execution, delivery and discharge. The signature of this Agreement by the Consultant constitutes its consent to be bound hereby. The Consultant represents that it: (a) has a history of financial probity and a record of achievement; and (b) has disclosed any significant aspects to the contrary to ANSAB.
10. The personnel, employees and its agents undertaking and responsible for effecting activities related to this Agreement or in any document relating thereto, shall neither be entitled to any privileges or immunities from the WB and ANSAB, compensation or reimbursement, nor shall they be allowed to incur any commitments or expenses on behalf of the WB and ANSAB.
11. The WB and ANSAB shall not be held responsible for any accident, illness, loss or damage, which may be caused as a result of the Consultant activities, its employees, agents, or servants, or any third Party carrying out this Agreement.
12. The Consultant shall credit ANSAB in any written, audio-visual and/or information technology material connected with or resulting from the Project intended for limited for general publication. The Consultant shall consult with ANSAB regarding the form and substance of the acknowledgement of the WB’s and ANSAB’s role in supporting the Project and shall include an acknowledgement as agreed by all parties. The Consultant shall, free of charge, provide the WB through ANSAB with copies of any relevant materials as the WB

and ANSAB may reasonably request, which the WB and ANSAB may use for any purpose or objective they deem appropriate.

13. The obligations assumed by the Parties under this Consultant Agreement shall survive the termination of the Agreement to the extent necessary to permit the orderly conclusion of the activities, the withdrawal of personnel, funds and property, the settlement of accounts between the Parties thereto and the settlement of Agreement liabilities that are required in respect of any personnel, consultants or suppliers.

14. Communication among the WB, ANSAB and the Consultant are important in order to update each other on developments in the implementation of the project. However, in the event that after exhausting efforts, the Consultant has not responded to communications from both ANSAB and the WB, this will cause the declaration of ineligibility of the Consultant as a partner with an implication for legal action and return of funds. ANSAB has the right to suspend further transmittal of funds and request refund.

15. When circumstances have changed that the project could no longer be implemented as originally conceptualized, the Consultant must inform ANSAB on this as soon as possible in writing. The future of the project will be decided on after an assessment is done and ANSAB and the Consultant have come up with a joint recommendation which will be presented to the WB for approval.

16. The Parties shall endeavor to settle by direct negotiation through amicable means any controversy between them in respect of this Agreement. In the event of an unavoidable legal suit arising from this Agreement, the venue of legal dispute will be in the Federal Democratic Republic of Nepal only.

17. All notices, requests and other communications relating to this Agreement shall be in writing in the English language. Such notices, requests and other communications shall be delivered by hand, courier, facsimile transmission or electronic transfer to the Party to whom it is addressed or to the Party authorized to receive them. They shall be delivered to the address specified below, or to another address as the Party shall have specified and communicated to ANSAB.

18. Amendments may be made only after it is requested in writing and agreed upon by both Parties.

The Roles and Responsibilities of ANSAB

1. To make available the amount of _____ so that the Consultant can carry out activities as stipulated in its Work Plan detailed in Section B of Schedule 1 of this Agreement to be released in accordance to the following schedule:

- (a) *Fifty percent (50%) or _____ United States Dollars only (US\$ _____) on the Effective Date upon signing the Agreement,*
- (b) *Forty percent (40%) or _____ United States Dollars only (US\$ _____) upon submission and acceptance by ANSAB of an Interim Unaudited Financial Report (IFR) showing that 90% of the first instalment has been spent, duly accomplished and approved disbursement vouchers and*

supporting documents **annotated in English**, disbursement request form, and a Narrative Progress Report described in **Roles and Responsibilities of Consultant, Schedule 4** below; and

(c) *Ten percent (10%) or _____ United States Dollars (US\$ _____)* upon submission and acceptance of an IFR and Completion Report detailed in **Roles and Responsibilities of Consultant**.

2. To provide general guidance to the Consultant in the implementation of the project.
3. To assist the Consultant in enhancing its capacity related to the implementation of the Project through relevant training from distance and knowledge products. When funding is available and sufficient, to invite participants from the Consultant to capacity building activities initiated by ANSAB.

Roles and Responsibilities of Consultant

1. To execute project activities in line with approved work plan and budget, in local languages as needed, and with due care to proportionate participation of men and women, and youth.
2. To exercise the same care in the administration of the grant as it exercises in the administration of its own funds, having due regard to economy and efficiency and the need to uphold the highest standards of integrity in the administration of the funds, including the prevention of fraud and corruption like giving gifts in return of favors. To provide adequate insurance for assets of the Project.
2. To hire and communicate to ANSAB the appropriate personnel who will be involved in the implementation of the Project.
3. To submit to ANSAB an Acknowledgement Receipt (Schedule 6) and required supporting documents upon receipt of the funds.
4. To submit to ANSAB Progress Reports as follows:
 - a. Within 15 days after the end of every three (3) months, submit a Statement of Expenditures in the agreed format set forth in Schedule 4 of this Agreement accompanied by scanned/photocopied duly accomplished and approved expenditure vouchers and supporting documents **annotated in English**; a Statement of Assurance (Schedule 3) signed by the highest authority of the Consultant organization; and a list of activities implemented within that period;
 - b. Upon the utilization of 90% of the first instalment of the Grant, the Consultant shall submit a Narrative Progress Report; and a duly accomplished Disbursement Request Form (Schedule 5) for the 2nd instalment of the Grant;
 - c. The Narrative Progress Report should describe both the quantitative and qualitative progress achieved on the Project during the applicable period.
5. As soon as possible, after the Project Completion Date, but in no event later than the Grant Closing Date, the Consultant shall provide ANSAB with:
 - a. A Statement of Expenditures (Schedule 4) based on the approved Work Plan and Detailed Budget with respect to the use of the totality of the budget, and all supporting

expense documents for amounts not yet reported under above mentioned Roles and Responsibilities of Consultant;

- b. A Statement of Assurance (Schedule 3) covering the total budget signed by the highest authority of the Consultant in the format set forth in Schedule 3 of this Agreement and a Disbursement Request Form (Schedule 5) for the final 10% of the Grant;
- c. A Completion Narrative Report of such scope and in such detail as ANSAB and the WB shall reasonably request, on the execution of the Project, the activities undertaken, the level of achievements of the Project objectives, the results achieved and lessons learnt from the Project and the benefits derived and to be derived from it, the number of project beneficiaries disaggregated by gender, the performance by Consultant, ANSAB and the WB of their respective Roles and Responsibilities under this Consultant Agreement, including a review and self-assessment of Consultant's performance and impact to beneficiaries in line with Indigenous Peoples' Sustainable, Self-Determined Development.

6. Monitoring and Evaluation.

- a. The Consultant shall cooperate with the World Bank; ANSAB; and upon request by ANSAB, the RAC and provide full access to visit the headquarters of the Consultant and the project implementation area; and to undertake project monitoring and evaluation.
- b. Upon request by ANSAB, allow ANSAB, the RAC and the World Bank to review records/account and/or audit the Project.
- c. The Consultant shall retain all relevant records (Agreements, orders, invoices, bills, receipts and other documents) evidencing the expenditures for up to ten (10) years after the Project Completion Date.

7. Bank Account

The Consultant shall provide the detail of a bank account with at least 2 signatories and withdrawal from the bank account shall need 2 signatures.

For purposes of coordination on the project, the contact persons would be:

- a) Mr. Pupsa Lal Ghimire (puspaghimire@ansab.org), Programs Director, ANSAB

Consultant Agreement No: _____

Name of Consultant:

Title of Project:

SCHEDULE 2: Grant ALLOCATION SCHEDULE

The Table below sets forth the categories to be financed out of the proceeds of the Grant.

A. Grant Allocation (amount requested from the World Bank)

Budget Category (add optional categories here)	Amount in US\$	
	Year 1	Year 2
GRANT TOTAL		

B. Detailed Budget in US\$ (includes counterpart contribution)

Activities	Amount Requested from FCPF-CBP	Contribution by RECIPIENT	Other DONORS	Total Budget	Year 1	Year 2
	(A)	(B)	(C)	(D) = (A+B+C)	(E)	(F) = (D-E)
<i>A. Operational costs</i>						
<i>SUB TOTAL:</i>						
<i>B. Personnel costs</i>						
<i>SUB TOTAL:</i>						
<i>C. Administrative Costs</i>						
<i>SUB TOTAL:</i>						
TOTAL:						

Consultant Agreement No: _____

Name of Consultant:

Title of Project:

SCHEDULE 3: STATEMENT OF ASSURANCE

PERIOD: _____ to _____

I, the undersigned, declare that the information contained in this report is a fair representation of the state of affairs of the implementation of the above named Project and the use of the Grant proceeds.

Further, I state that I firmly believe and I do herein give my reasonable assurance that the resources assigned to the activities described in this report have been used for their intended purpose and in accordance with the principle of sound financial management, and that the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions.

This reasonable assurance is based on my own judgment and on all the information at my disposal, such as the results of the controls in place or the work of the internal audit.

I confirm that I am not aware of anything not reported which could harm the sound financial management of the grant received.

Place....., date.....

Consultant/Organization's name: _____

_____, Signature: _____
Name and Signature of the Highest Authorized Representative of the organization who signed the Consultant Agreement in behalf of the SUB-RECIPIENT⁵.

Consultancy Agreement No: _____

Name of Consultancy:

Title of Project:

⁵ The person signing must have full knowledge of the facts and authority to sign in behalf of the RECIPIENT/PROJECT

SCHEDULE 4: STATEMENT OF EXPENDITURES

A. World Bank Grant Expenses only (amounts in US\$)

Category	Budget Amount	Spent	Balance
GRANT TOTAL			
Average exchange rate for the period (local currency to US\$)			

B. Detailed Expenses in US\$ (includes counterpart contribution)

Activities	Total Budget	Amount Spent	Balance
<i>A. Operational costs</i>			
<i>SUB TOTAL:</i>			
<i>B. Personnel costs</i>			
<i>SUB TOTAL:</i>			
<i>C. Administrative costs</i>			
<i>SUB TOTAL:</i>			
TOTAL:			

We hereby certify that the above amounts have been expended for Eligible Expenditures for the proper execution of the Project in accordance with the terms and conditions of the Consultancy Agreement dated _____.

Certified by: _____

Name and Title: _____

Date Signed: _____

SCHEDULE 5: DISBURSEMENT REQUEST FORM

Date: _____

Consultancy Agreement No: _____

Name of Consultancy: _____

Title of Project: _____

Project Duration: _____

Disbursement Request No.: _____

1. This is to formally request the total amount of _____ (\$ _____) in relation to the above mentioned project.
2. This request is being made, having complied with the following
 - Submission of documents requested by ANSAB
 - Submission of update narrative report as per Consultancy Agreement.
 - Submission of Statement of Expenses as per Consultancy Agreement
 - Others
3. Fund Transfer could be made with the bank details that was submitted to ANSAB in relation to the above mentioned project.

Recipient: _____

Authorized Signature: _____

Name and Title: _____

**SCHEDULE 6: WIRE TRANSFER/BANK DEPOSIT
ACKNOWLEDGEMENT RECEIPT**

Consultancy Agreement No: _____

Name of Consultancy:

Title of Project:

We acknowledge the receipt of below-mentioned funds transferred to us on

Date of credit:

Amount credited to the Project bank account in National Currency:

_____ - Gross amount

_____ - Local Bank Charges

_____ - Net amount

This Gross amount transferred is equivalent to the amount of _____
(in US dollar) that was transferred by ANSAB.

Prevailing Currency Exchange Rate is 1USD is to _____ local currency

Date:

Name:

Signature:

Position:

Attachment: Copy of Bank Advice or Credit Memo or a photocopy of the page in the bank book where the fund transfer was credited

ANNEX 4: Template Consultant Reporting Format

Forest Carbon Partnership Facility-Capacity Building on REDD+ for Southern CSOs and Local Communities in East Asia and the Pacific (EAP) Region Project

(Insert additional spaces as needed)

Consultant Contract Number	
Reporting Period	<i>(indicate the month, date and year covered by the report, for example: Oct 1, 2016 to March 31, 2016)</i>
Name of Organization	
Sub-Project Title	

A. NARRATIVE REPORT

Table 1: Summary of beneficiaries reached during the reporting period (For direct beneficiaries, avoid double counting, meaning do not count a person more than once. If a person participates in more than one activity for example, he/she is included in the participant's list but will not be counted more than once in the total number of beneficiaries reached. Use conservative estimates for indirect beneficiaries. The number of beneficiaries should be counted from the beginning of the implementation of the sub-project and include the numbers reported in previous progress reports (cumulative numbers).

Type of Beneficiaries	Civil Society and Local Communities			Others (indicate which sector they represent like government, academe, religious, media, etc.)		
	Male	Female	Youth	Male	Female	Youth
Direct beneficiaries ⁶						
Indirect beneficiaries ⁷						

Table 2: Progress on Activities (include all activities financed by the sub-project during the period reported)

Planned activities for the period ⁸	Actual activities for the period	Difference between planned and actual	Explain why there was a difference	Reference (Reports on the activities should be annexed and

⁶ Direct Beneficiaries are people participating in capacity building and awareness raising activities, and members of CSOs and Local Community institutions which participate in meetings and workshops with national REDD+ decision makers.

⁷ Indirect beneficiaries are people who did not physically participate in sub-project activities but benefitted from its activities indirectly, including participants' family members and co-workers, members of nearby communities who received knowledge information, etc.,

⁸ including workshops, training sessions, awareness raising sessions, production of knowledge or training material, and meetings with national REDD+ decision makers

				properly numbered)*
1.				
2.				
3.				
4.				
5.				

**See separate guide on preparation of activity reports below. Label each activity report as Annex 1, Annex 2, etc. and indicate in the “Reference” column above.*

Table 3: Progress on Outputs (include all outputs financed by the sub-project)

Planned outputs for the period	Actual outputs for the period	Difference between planned and actual	Explain why the target was not reached	Reference (Reports on the results should be annexed and properly numbered)**

*** These are what your sub-project should deliver as detailed in the approved sub-project proposal and achieved and could include resolutions, policies, statements, petitions, training manuals, information materials, project reports, research reports, production volume, markets reached, sales, income, among others as applicable to your project.*

Table 4: Knowledge Improvement

REDD+ Knowledge Subject	Reported increase rating ratio (%)				
	1 (lowest)	2	3	4	5 (highest)

Table 5: Looking back over the reporting period, what do you think were the most significant changes for civil society and local communities brought about by the implementation of the project? (Fill up only those applicable to your project. Specify if the change affects men, women, youth and the elderly only or everybody; add other subjects as relevant)

Particulars	Significant Changes Observed	Description of the Changes that occurred (<i>Kindly describe the situation before project implementation and the specific changes during project implementation</i>)

Climate Change(changes in temperature, weather, water sources, water quality, plants, animals, insects, etc.,)		
REDD+ (recognition of LCs by government; acceptance of LC participation in local and national REDD+ bodies, processes, programs and projects; inclusion of LC concerns and issues in local and national government policies, programs and projects; level of advocacy by LCs; etc.)		
Livelihood/Income (availability of food produced through environmental friendly methods; local food crops; human pressure on the environment; diversity of employment; level of family income; government and other organizations support to livelihood activities of LCs; etc.)		
Knowledge Management (level of understanding by LCs of REDD+; use of IP produced materials on REDD+ and land tenure by government and other stakeholders; influence of LCs produced materials on local and national government policies, processes, programs and projects; etc.)		
Land, territories and resources including forest and water (existence of and government recognition of customary territories; status of access and control over these territories by LCs; status of biodiversity; laws enacted limiting access and control of these land, territories and resources by LCs)		
Traditional knowledge (TK) (status of the use of local languages ; existence and use of TK on territory and resource management; practice, recognition and promotion of traditional occupation and cultural practices; TK sharing/transfer)		
Full and Effective Participation (presence of mechanisms for participation; adoption by government of customary decision-making processes; existence of customary benefit sharing; recognition and adoption of customary benefit sharing by government; local peoples' access to communication systems and information)		
Traditional Governance (existence and recognition of local political structures, systems, practices and/or arrangements for		

self-determination; state laws/policies that are in conflict with the recognition, protection and promotion of local communities rights and human rights)		
Human Rights (local communities awareness of international instruments; national laws implemented; policies implemented at community level; conflicting national laws and customary laws; availability and delivery of social services to local peoples; existence of and government recognition of customary justice system; local peoples access to customary and formal (state/government) legal system)		

Table 6: Issues and challenges experienced during the reporting period and how you addressed these:

Issues and Challenges	How did you address these or propose to address them in the framework of the sub-project?

Table 7: Key comments and reactions on the sub-project as a whole and to particular activities which were implemented, including complaints and grievances submitted to the sub-recipient:

From Participants (<i>include the sex and age of participant. </i>)
From Staff (<i>include the sex, age and position in the organization</i>)
From Facilitators/Trainers (<i>include sex, age and position in the organization</i>)
From government (<i>include the sex, age and position in government</i>)
From Other People (<i>include the sex, age and from which sector</i>)

Table 8: Other important matters during the reporting period which were not captured in the preceding tables. Include here stories from beneficiaries and other stakeholders like government, academe, religious, etc.

--

Activity Report Guide (should be prepared for all activities implemented and attached in the report as annexes to Table 2 above)

Name of Activity (trainings/workshops, meetings/dialogues with REDD+ government representatives organized by the sub-project)

Date of activity:	Venue:
Purpose/Objective of the Activity:	
Summary of the activity:	
<ul style="list-style-type: none"> - summary of the program of activities and substantive discussions - issues that were raised or emerged - unities, agreements, resolutions reached - recommendations, suggestions, comments - products developed, markets established, support generated -others 	
Attach the program or agenda, training materials, copy of unities/agreements/resolutions, photos, photocopy of the list of participants (list of participants should include the name, age, sex, local peoples group, organization and contact details)	

Brief summary of other activities which you attended not funded by the Sub-Project (like participation in activities organized by other stakeholders such as government, NGOs, academe, etc.)

Inclusive Dates	Name of Organizer	Title and Highlights of the Activity

B. FINANCE REPORT

Please use Schedules 3 and 4 in the Sub-Project Agreement/Contract and attach the required supporting documents **annotated in English**.

C. PLAN FOR THE NEXT PERIOD (Indicate the period to be covered by the plan. Go back to the detailed work plan attached to the Sub-Recipient Agreement, copy the activities to be implemented and the budget for the period to Table 1 and the expected outputs from these activities to Table 2 below. Use these tables for Section A in your next report. Table 1 here becomes your Table 2 while Table 2 will be your Table 3 in the next report. Insert additional columns as indicated in Section A to complete your report tables.)

Table 1: Planned Activities for the Period (from _____ to _____)

Activities	Budget

Table 2: Planned Results for the Period

ANNEX 5: Terms of Reference for RAC members

Background

The “FCPF Capacity Building on REDD+ for Southern Civil Society Organizations and Local Communities in East Asia and the Pacific Region Project”) the project (is financed under the FCPF Capacity Building Program Phase 2, which was set up to ensure the active engagement and participation of REDD+ relevant stakeholders, including southern civil society organizations (CSOs) and local communities (LC) from FCPF participating countries in the LAC, Africa and Asia-Pacific regions. The beneficiaries of the project are CSOs and LC in four FCPF eligible countries in East Asia and the Pacific, namely Fiji, Papua New Guinea, Vanuatu and Vietnam, who will participate in national-level REDD+ capacity building activities and in regional knowledge exchange events. National level activities will be implemented as sub-projects through consultancy contracts between ANSAB and the chosen CSOs.

The CSO and LC organizations that will implement sub-projects will be selected by ANSAB with the support of a Regional Advisory Committee (RAC) based on agreed eligibility criteria, and contracted as consultants.

The project is an important instrument to catalyze effective civil society coalitions on REDD+, increase civil society’s engagement in national REDD+ processes, and give them a window of opportunity to engage more strongly in national dialogues. Engagement with national processes should be interlinked with sub-projects to attach inputs with the desired impact. Sub-projects will also include some funding for meetings between CSOs and REDD+ decision makers within the four countries to enhance CSOs’ visibility to governments and increase their involvement in decision making related to REDD+ in their respective countries.

In countries that are in the process of preparing Emission Reduction Project Document (ERPD) such as Fiji and Vietnam, proposals will also focus on priority strategic ERPD issues that will help with the planning and implementation of the ER program in the country. Specific issues could be as relevant: i) land tenure system in the country and its impact on REDD+, ii) design of indicators and criteria for assessing impact of REDD+, including environmental and social impacts (Cancun safeguards), iii) designing of the institutional and benefit sharing mechanism, iv) designing REDD+ grievance readdress mechanism.

ANSAB, as the implementing agency of the project, will invite CSOs from Fiji, Papua New Guinea (PNG), Vanuatu, and Vietnam to submit a proposal for possible funding through contracts. Overall, this will be a competitive process and the best proposal will be selected for the funding according to agreed criteria. In some cases, ANSAB will approach CSO networks to submit proposals on behalf of their member CSOs, which will also be reviewed.

The objective of the proposals should be to strengthen the knowledge of targeted CSOs and LC on REDD+ Readiness. Specifically, proposed **capacity building activities** on REDD+ will strengthen communities and effectively engage governments at local and national levels through trainings, workshops, awareness campaigns, national, provincial and local meetings etc.

Capacity building activities should enable participants to:

- Understand the phenomenon and impacts of climate change on local communities including the issues of land tenure, land/forest management, non-carbon benefits, carbon accounting/Monitoring Reporting and Verification, locally-based sustainable livelihoods, and governance issues in the context of REDD+ Readiness;
- Understand the REDD+ mechanism, including its threats and opportunities for CSOs and local communities, and allow communities to voice their concerns and objectives;
- Realize respective roles and responsibilities of CSOs and local communities related to climate change mitigation and adaptation through sustainable management of forests and other resources;
- Participate in REDD+ processes, including the integration of community land-use mapping, national Strategic Environmental and Social Assessments (SESAs), Safeguards Information Systems (SIS), and community-level monitoring and reporting;
- Affirm the need for a rights-based and ecosystem approach to climate change;
- Conduct monitoring of national REDD+ activities; and
- Determine the ways forward vis-à-vis REDD+ and other international processes and measures.

1. In order to ensure a transparent system of receiving, reviewing and selecting proposals, an independent Regional Advisory Committee (RAC) will be set up, which will serve as an advisory body/roster of experts to advise ANSAB on these matters and others as needed. The role of RAC amongst other things would be to assess the technical soundness of proposals, make sure proposals are aligned with the respective country's national REDD+ priorities, and propose a list of recipients for ANSAB. ANSAB will make the final decision on recipients based on the RAC advice.

Objective

Participate as a RAC member by reviewing proposals sent by ANSAB for technical soundness and alignment with the relevant national REDD+ strategy and provide written inputs and suggestions.

Deliverables

Written input and suggestions on sub-project proposals, including on alignment with the relevant national REDD+ strategy.

Reporting

The RAC member will report to and communicate with the ANSAB Program Coordinator, Mr. Puspa Ghimire.

Timeframe and honorarium

Once receiving a proposal for review, the RAC member will be asked to send his/her input within 2 weeks. Honorarium will be provided per proposal reviewed.

A RAC member would need to declare any conflict of interest before reviewing proposals.

Qualifications

RAC members can be experts from one of the four countries, from regional CSOs, or REDD+ CSO observers (current or past). Each member should have:

- Strong technical knowledge of REDD+ and related subjects
- Strong understanding of at least one of the four countries' REDD+ national priorities
- Experience in evaluating proposals
- High commitment to delivering inputs within the timeframe

ANNEX 6: Terms of Reference of the Staff

Background

The FCPF is a global partnership of governments, donors, private sector, civil society, local communities and indigenous peoples focused on REDD+. The objectives of the FCPF are to a) assist countries in their REDD+ efforts by providing them with financial and technical assistance in building their capacity to benefit from possible future systems of positive incentives for REDD+; b) pilot a performance-based payment system for REDD+ activities, with a view to ensuring equitable benefit sharing and promoting future large-scale positive incentives for REDD+; c) to test ways to sustain or enhance livelihoods of local communities and to conserve biodiversity; and d) to disseminate lessons learned.

The Capacity Building Program (CBP) of the Readiness Fund has two components, one for indigenous peoples and another for Southern CSOs. The objective of the CBP is to provide forest-dependent indigenous peoples, and Southern CSOs and local communities with information, knowledge, and awareness on REDD+ to enhance their understanding on REDD+, and to enable them to engage more meaningfully in the implementation of REDD+ readiness activities. The aim is to support activities that empower and enable these stakeholder groups, to enhance and influence REDD+ development outcomes, and also to strengthen mechanisms for inclusion, accountability, and participation.

For the East Asia-Pacific region, ANSAB was chosen to be the regional intermediary for support to CSOs and local communities (LC). The beneficiaries of the project will be CSOs and LCs in four FCPF eligible countries in Asia and the Pacific, namely Fiji, Papua New Guinea, Vanuatu and Vietnam, which will be eligible to participate in national and regional activities.

As part of implementation of the **FCPF Capacity Building on REDD+ for CSOs and LCs in EAP Project (the project)**, a Secretariat has been organized within ANSAB. It is composed of a Project Management Team Leader, Monitoring and Evaluation and Communication Specialist, Finance Specialist, and Procurement Specialist. The project management team will get advisory support from ANSAB's Executive Director.

1. Project Management Team Leader (PMTL)

The Project Management Team Leader shall have the general responsibility of leading the ANSAB's Secretariat to ensure timely and effective implementation of the project. In specific, the PMTL shall:

- Ensure proper implementation of the project in accordance with the grant agreement, the Operations Manual and the agreed work-plan and budget.
- Convene and manage the Secretariat and ensure Secretariat staff's adequate performance.
- Lead in preparation and writing of project documents and reports for review and approval by ANSAB's Management Committee. These shall include, among others, sub-project proposal format and guidelines; sub-recipients' reporting guide; progress reports, and final narrative report.
- Receive sub-project proposals, lead in the technical evaluation of sub-project proposals and due diligence and recommend sub-project proposals for approval to the ANSAB's Management Committee.
- Coordinate and communicate with the sub-recipients in relation to approval of sub-project proposals, signing of the consultancy contacts and required documents; proper implementation of the sub-recipient contracts and work-plans; timely monitoring and evaluation of sub-project implementation; submission of reports, stories and other required documents from the sub-recipients.
- Coordinate, consult and communicate with the CSO Regional Advisory Committee (RAC) on received sub-project proposals; results of technical evaluation of sub-project proposals and due diligence; list of approved proposals; reports incl. monitoring and evaluation, narrative and financial, terminal reports and other as needed.
- Coordinate, consult and communicate with the World Bank Project Task Team Leader (TTL) on matters relating to project implementation, while identifying risks and challenges and identifying solutions.
- Attend meetings and workshops as required and budgeted by the project.
- Recommend amendments to the policies/Operational Manual to the Bank for no objection.
- Ensure timely submission of progress reports and completion report, financial reports, procurement plans, budgets, work plans and external audits to the World Bank for review and/or approval. Seek World Bank No Objection on draft TORs, draft contracts, single source requests and any modifications to approved documents in a timely manner.
- Ensure proper grievance redress management by the project, including receipt of grievances, their handling and/or referral to a third party in accordance with the Operational Manual.
- Conduct project Monitoring and Evaluation and prepare progress and completion reports in a timely and quality manner.

Timeframe

The period of work of the PMTL shall be for the duration of the project. This position will be mobilized internally from ANSAB and his/her 25% time will be allocated for this project.

Compensation

As per the agreed project budget.

Reporting

The PMTL will report directly to ANSAB's Management Committee.

2. M&E and Communication Specialist

The role of the M&E and communication specialist is to manage M&E and communication activities to ensure continued efficient and effective execution of the project to achieve the project's objective. In particular, s/he will:

- Monitor and evaluate the performance of the project as a whole and identify gaps/challenges based on the results framework of the project.
- Develop reporting formats that will specify the type of information and level of detail required from entities implementing capacity building activities for communities.
- Work closely with the PMTL for synthesizing the information into progress and completion reports and for submitting to the World Bank in form and substance satisfactory to the World Bank.
- Capacity building of the sub-project partners on monitoring and evaluation, communication and knowledge management, and ensure collection of the information from the sub-projects.
- Ensure design, operation and regular maintenance of project website.
- Work closely with the PMTL for the management of the Secretariat and conduction of regional workshops and documentation of lessons.
- Participate in preparation of annual work plans and budgets.
- Participate in work planning and progress reporting meetings with the project staff.

Timeframe

The period of work for the specified position shall be for the duration of the project. This position will be mobilized internally from ANSAB and his/her 25% time will be allocated for this project.

Compensation

As per the approved project budget

Reporting

The M&E and Communication Specialist will report to PMTL.

3. Finance Staff

The Finance Staff person will be responsible for: 1) developing and maintaining the budget, 2) accounting, including recording and reflecting fully, accurately and in a timely manner the funds that are allocated, 3) funds flow and disbursement made to support project implementation, 4) internal control systems to ensure the funds are spent for the purpose intended and that proper procedures are put in place to safeguard assets and project resources, 5) financial reporting, including the submission of quarterly IFRs and submission of annual financial statements for audit, 6) ensuring accounts are submitted in a timely manner to the auditors for audit, updating audit ToRs on an annual basis, and responding to all audit queries,

and 7) ensuring audit reports and management letters are submitted to the World Bank within a 6 months period, all in accordance with the grant agreement on an ongoing basis.

The Finance staff will ensure the use of World Bank Financial Management and Disbursement guidelines procedures in line with the Grant Agreement.

ADDITIONAL RESPONSIBILITIES

- Participate in preparation of annual work plans and budgets.
- Participate in work planning and progress reporting meetings with the project staff.
- Manage banking transactions related to the project, including preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting.
- Reconcile all balance sheet accounts and maintain records on file
- Ensure the ongoing operationalization of the project Designated Account (account not dormant)
- Monitor and ensure expenditure of project funding is made in accordance with WB procedures and approved by World Bank as appropriate.
- Check budget lines to ensure that all transactions are correctly booked to the correct budget lines.
- Ensure documentation relating to payments is duly approved by the Executive Director.
- Report any actual or financial issues to the Executive Director as appropriate.
- Monitor expenditure of petty cash and ensure records on file are up-to-date.
- Continuously improve systems and procedures to enhance internal controls to satisfy audit requirements, in line with World Bank procedures and guidelines.
- Maintain an inventory file to support purchases of all equipment/assets.
- Undertake other relevant matters assigned by the Executive Director.

Timeframe

The period of work of the Finance Staff shall be for the duration of the project. This position will be mobilized internally from ANSAB and his/her 25% time will be allocated for this project.

Compensation

As per the approved project budget

Reporting

The finance staff person will report to PMTL.

4. Procurement Staff

The procurement staff person will be responsible for plan and implement project-financed procurement activities in line with World Bank procurement guidelines. In particular, he/she shall:

- Prepare a detailed project procurement plan on the basis of the approved simplified procurement plan in line with World Bank guidance and ensure its annual updating and approval by the World Bank.
- Ensure implementation of procurement activities in line with the agreed procurement plan and World Bank procurement procedures for goods, consulting services and non-consulting services, and ANSAB's procedures for operating costs.
- Ensuring collection, maintenance and provision of relevant procurement information and other data related to procurement to the World Bank as requested and for progress reports.
- Assist in the pre-screening of sub-projects from the perspective of procurement capacity.
- Support sub-project recipients with procurement tasks as needed and based on World Bank guidelines.
- Ensure efficient use and maintenance of common procurement tools, e.g. a common supplier database, information sharing system and/or a communication platform;
- Provide timely inputs to the PMTL, including on work plans and budgets.
- Participate actively in the Secretariat's meetings and assess the necessity for procurement training.

Timeframe

The period of work of the Procurement Staff shall be for the duration of the project. This position will be mobilized internally from ANSAB and his/her 20% time will be allocated for this project.

Compensation

As per the approved project budget.

Reporting

The procurement staff person will report to PMTL.

5. IT Consultant

The IT Consultant will be responsible for the development and maintenance of website and providing overall IT related services for the project. In particular, he/she shall:

- Develop a website of the project with a subdomain within the ANSAB's existing website
- Work closely with the Secretariat for the design of the webpage
- Maintain the website with relevant information in close collaboration with the Secretariat
- Participate actively in the Secretariat's meetings and assess the necessity for the maintenance of the website
- Provide IT support to the Secretariat

Deliverables

- Running website of the project and ensured maintenance of the website with updated information

Timeframe

The period of work of the IT specialist shall start from August 2017.

Compensation

As per the approved project budget.

Reporting

The IT Specialist will report to Monitoring and Evaluation Specialist.

6. Project Advisor

The role of Project Advisor is to provide technical and operational guidance to the PMTL and other Secretariat staff (procurement and financial staff) and backstop for the quality assurance and quality control of the project. This role will be played by ANSAB's Executive Director. The Specific Responsibilities include:

- Provide strategic direction to the project management team;
- Ensure quality delivery of the activities as agreed with the World Bank;
- Ensure due diligence and compliance of the Bank;
- Review knowledge products and provide feedbacks;
- Participate in project related events and provide technical and operational support to the PMT;
- Work for the sustainability of the project initiatives.

Timeframe

The period of work of the Project Advisor shall be from August 1, 2017 to December 31, 2019. This position will be mobilized internally from ANSAB and his/her 8% time is allocated for this project.

Compensation

As per ANSAB's policy.

Reporting

The Project Advisor will report to the ANSAB's Board.

ANNEX 7: Project Procurement Plan

PROJECT PROCUREMENT PLAN

Public disclosure authorized

PROCUREMENT PLAN FOR SMALL AND MICRO GRANTS

Grant name: FCPF Capacity Building on REDD+ for Southern Civil Society Organizations and Local Communities in East Asia and the Pacific Region Project

Country: Regional

Grant No. TF0A5386

Draft Prepared: June 14, 2017

Approved by the Bank on:

By: ANSAB

Approved by:

Update approved: August 4, 2017

Procurement Plan for Goods and Non Consulting Services											
1	2	3	4	5	6	7	8	9	10	11	12
Package/ Contract Ref. No.	Activity Description	Activity	Estimated Cost⁹ (US\$)	Type of Procurement¹⁰	Procurement Method	Review by Bank (Prior/Post)	Start of the Procurement Process	Signing of Purchase Order (Planned)	Delivery (planned)	Signing of Purchase Order (Actual)	Delivery (Actual)
1	Laptop for project management	1	1,291	G	Shopping	Post	1-Sep-17				

Procurement Plan for Consulting Services													
1	2	3	4	5	6	7	8	9	10	11	12	13	
Package/ Contract Ref. No.	Activity Description	Activity	Estimated Cost (US\$)¹	Type of Procurement²	Procurement Method	Review by Bank (Prior/ Post)	Start of the Procurement Process	Contract Signing Date (Planned)	Contract Completion Date (Planned)	Contract amount (US\$)¹¹	Contract Signing Date	Contract Execution Infor¹²	
1	National capacity building activities contracted as consultancies in Fiji, PNG, Vanuatu and Vietnam by local CSOs selected by ANSAB	Sub-project – Subcomponent 1.1		CS	CQS	Post	20-Aug-17	29-Dec-17	31-Dec-18				
1.1	Fiji subproject			CS	CQS	Post	20-Aug-17	29-Dec-17	31-Dec-18				

⁹ Include applicable taxes

¹⁰ Indicate “G” for goods, “W” for works, “NCS” for non-consulting services, “CS” for consultant services, “TR” for training (excluding hiring consultants), and “OP” for operating cost

¹¹ Insert after contract signing

¹² Complete after contract award to include name of contractor/supplier/consultant and, later, list any contract amendments if applicable, and the actual completion date once the contract is completed

Small Assignments – Lump-Sum Payments

1.2	PNG subproject			CS	CQS	Post	20-Aug-17	29-Dec-17	31-Dec-18			
1.3	Vanuatu subproject			CS	CQS	Post	20-Aug-17	29-Dec-17	31-Dec-18			
1.4	Vietnam subproject			CS	CQS	Post	20-Aug-17	29-Dec-17	31-Dec-18			
2	Part-time consultant to facilitate two regional workshops	Regional activities – Subcomponent 2.1		CS	CQS	Post	1-Dec-17	15-Jan-18	30-Sep-19			
3	Researcher for documenting lessons learnt from the sub-projects and compiling them into a report	Regional activities – Subcomponent 2.2		CS	CQS	Post	1-May-18	1-Jul-18	31-Dec-19			
4	IT specialist to establish and maintain project website and provide overall IT support to the project	Regional activities – Subcomponent 2.2		CS	CQS	Post	7-Aug-17	30-Aug-17	31-Dec-19			
5	External auditing of project fund	Component 3		CS	SSS	Post	2-Apr-18	1-Jun-18	30-Jun-20 ¹³			

¹³ Contract to close within 6 months after project closing (December 31, 2019 is the closing date)

Other Requirements

Terms of reference for all consultant contracts will require prior approval by the World Bank.

Thresholds approved by the Bank:**I. Selection of Consultants**

(a) Contracts with consulting firms below US\$300,000 equivalent (including taxes) may be procured using Consultants Qualifications Selection (CQS) method;

(b) The ceiling for the short lists comprising national consulting firms only is \$500,000II. **Procurement methods thresholds for Goods, Works and Non-Consulting Services** (applies in the case of grants that finance any of these types of expenditures):

(a) Shopping for Goods: below US\$100,000 equivalent, including applicable taxes

(b) Shopping for Works and Non-Consulting Services: below US\$200,000 equivalent, including applicable taxes

(c) National Competitive Bidding (NCB): above the thresholds for Shopping; however, NCB will not be used under the project.

.....
.....