



**MINISTRY OF NATIONAL DEVELOPMENT PLANNING  
ZAMBIA INTEGRATED FOREST LANDSCAPE PROJECT**

**TERMS OF REFERENCE FOR**

**CONSULTANCY FOR ENGAGING TECHNICAL SERVICE PROVIDERS TO IMPLEMENT  
PARTICIPATORY LAND USE PLANNING FOR THE "ZAMBIA INTEGRATED FOREST LANDSCAPE  
PROJECT" IN EASTERN PROVINCE OF ZAMBIA**

**June 24, 2020**

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**1.0 BACKGROUND**

The Government of the Republic of Zambia with the support of the World Bank is implementing the Zambia Integrated Forest Landscape Project (ZIFLP) in Eastern Province from 2018 to 2012. The Project Development Objective (PDO) is "to improve landscape management and increase environmental and economic benefits for targeted rural communities in the Eastern Province and to improve the Zambia's capacity to respond promptly and effectively to an Eligible Crisis or Emergency."

The project aims to provide support to rural communities in Eastern Province to allow them to better manage the resources of their landscapes so as to reduce deforestation and unsustainable agricultural expansion; enhance benefits they receive from forestry, agriculture and wildlife; and reduce their vulnerability to climate change. The project intends to also ensure that enabling conditions are in place for these changes to happen. Simultaneously, the project will create the enabling environment for carbon emission reductions purchases to be made in a subsequent project. The ZIFLP's key beneficiaries are poor communities of the Eastern province.

The Ministry of National Development Planning now wishes to engage consultancy services to develop a "Benefit Sharing Mechanism for REDD+ at Multiple Scales of Action in Eastern Province"

**1.1 ASSIGNMENT BACKGROUND**

Zambia's natural resource base is under immense pressure from various development sectors, including mining, energy, infrastructure and agriculture. Some of the main drivers of deforestation emanate from these sectors. The mechanism for reducing deforestation and forest degradation (REDD+) presents an opportunity for Zambia to address deforestation in a comprehensive and integrated manner by involving identified sectors and key actors. As such, Zambia developed the National REDD+ Strategy focusing on tackling different drivers of deforestation in both the forestry and other identified key sectors in particular, agriculture, energy, mining and infrastructure. The Vision of this Strategy is to contribute to a prosperous

climate change resilient economy by 2030, anchored upon sustainable management and utilization of the nation's natural resources towards improved livelihoods.

To facilitate the implementation of the National REDD+ strategy, and overall transitional arrangements from REDD+ Readiness to implementation, Government developed the Zambia Integrated Forest Landscape Project (ZIFLP) with \$32.08m funding in the Eastern Province. ZIFLP includes financing from the Global Environmental Facility (GEF) (US\$8.05M), IDA (US\$17M) and BioCF (US\$8M). ZIFLP aims to achieve, on average emission reductions of 3.5 million tCO<sub>2</sub>e/year (35 million tCO<sub>2</sub>e in total) in addition to other co-benefits. ZIFLP benefits from REDD+ readiness activities in place at the country-level that were supported by the UN-REDD Initiative.

In the Eastern Province, the main drivers of deforestation have been identified as agricultural expansion, fuelwood extraction and late and uncontrolled forest fires. Deforestation is driven mainly by small scale farmers through agricultural expansion for small-scale subsistence and cash crop farming, agricultural expansion by emergent farmers and large farms, fuelwood extraction, and forest fires have a direct impact on the quality of the forest estate across Eastern Province and leads to widespread forest degradation. Fuelwood extraction, which includes firewood and charcoal production is carried out both on a part-time basis by some farmers, and as an exclusive activity by seasoned charcoal producers. Firewood harvesting is carried out by both farm households, social institutions like schools, and commercial breweries and other industries running boilers. At least 156,000 ha of forests was estimated to have been lost in the Eastern Province between 2000 and 2014, primarily due to agricultural expansion. Fuelwood extraction was estimated to have affected 16,000 ha/year by 2016, while wild fires affected approximately 678,000 ha of forests per year between 2000 and 2014.

ZIFLP has identified interventions that prevent deforestation and forest degradation, such as: improved land-use planning, scaling-up climate smart agriculture through the lead farmers approach, renewable energy access, and, policies, laws and regulations that protect forests and wildlife. The intervention thus serves as a scalable pilot program that can be rolled out on a provincial basis in accordance with the 7NDP, and with sector growth targets aligned with Zambia's Vision 2030. ZIFLP covers the entire Eastern Province with a development objective of "improving landscape management, increasing environmental and economic benefits for targeted rural communities in the Eastern Province, and improving the Government's capacity to respond promptly and effectively to an Eligible Crisis or Emergency."

The Project aims to provide support to rural communities in Eastern Province to allow them to better manage the resources in their landscapes to reduce deforestation and unsustainable agricultural expansion; enhance benefits they receive from forests, agriculture and wildlife and reduce their vulnerability to climate change. For these changes to occur, the project is further investing in supporting enabling conditions such as tenure security, land use planning at different spatial scales and enhancing capacity development.

The project wishes to apply part of the funds under the Livelihood and Low Carbon Development Component to engage Technical Service Providers (TSPs) to support communities in integrated land use planning, followed by implementation of integrated landscape management covering agriculture, forestry and wildlife in

community areas. Initial criteria for targeting interventions in communities have been developed by ZIFLP but will need to be finalized by the TSP before investments are introduced in community areas to meet the objective of sustainable and integrated land use. List of target areas for Community level Participatory Land use planning is provided in **Annex I**.

The Project now invites **a consortia of three (3)** suitably qualified TSPs including private sector and Non-Governmental Organizations (NGOs) to lead the implementation of activities as described under the scope of activities in project priority landscapes in the Eastern Province. TSPs could express interests as individual entities or consortia to deliver on the scope of this consultancy in its entirety in Eastern Province.

## **2.0 OBJECTIVE OF THE ENGAGEMENT**

The TSPs will support/facilitate planning and implementation of integrated land use and resource management that meet the climate resilience/mitigation and livelihoods objectives of rural households in the Eastern Province for the selected landscapes. This will assist in meeting ZIFLP's goal of investing in low carbon development initiatives that include district level integrated land use planning, participatory community land use planning, sustainable forest management, climate smart agriculture (CSA) and value chain development that address the underlying causes of deforestation and forest degradation.

## **3.0 SCOPE OF WORK AND TASKS**

The broad set of activities to be supported by TSPs will include the following categories of activities; participatory land use planning and integrated land resource management.

The TSPs will ensure integration of Community Activities undertaken by other TSPs of the project (Forestry, Agriculture, and Wildlife) as part of Participatory Land Use Planning (PLUP). Further, the TSPs will use data provided by the Land Component of the ZIFLP and the statistical agency (survey and also mapping of emergent and large farms) in preparation of Land Use Plans. The land to be covered by Integrated Land Use Plans which will be consulted and agreed shall not be less than 52, 000 hectares.

Specific areas of TSPs engagement will include but are not limited to the following:

1. Integrated land resource management Plan: The TSPs will identify priority conservation areas, and areas vulnerable to deforestation and degradation within the targeted landscapes where trends can be reversed through interventions related to land-based resource management including better land use practices. The identification of areas should take into consideration the interlinkages between various land uses and how interventions targeting resource management and land management could collectively help to achieve net positive impact of reducing deforestation and forest degradation. These plans shall be integrated into the Participatory Land Use Plans (see selection criteria below)
2. Preparation of land use plans will be done in participatory manner, and TSP is expected to train community members in relevant skills sets related to land use

planning and integrated land resources management in the course of preparation of the plans.

3. Preparation of a minimum 22 Participatory Land Use Plans, at Ward Level, containing a number of maps to be determined by the number of communities (Villages) whose traditional authorities will be responsive (see annex 1 for list of wards);
4. Facilitate communities in developing rules and regulations for local implementation of PLUP; and implementation structure that is functional; inclusive (gender representation) and recognized by traditional organization.

The consultant tasks shall be divided into Two (2) Phases of work with sequencing of land use planning in some districts/wards to be completed before starting in other wards/ districts (Annex 1). Upon successful completion of tasks in districts categorized in phase one, the TSPs will document lessons learnt, and then proceed to phase two districts, under the same contract. Phase one covers wards in the Districts of Lundazi, Chipata, Nyimba and Petauke. Lessons drawn from the first phase shall then be used to implement the second phase covering districts of Mambwe, Katete, Chadiza, Vubwi and Sinda ( Annex I).

### **3.1 Selection of Communities**

Criteria for prioritization of communities to be targeted within intervention areas could include some of the following:

1. Community forest area (ha); state of forest (Closed, Open or Degraded);
2. Proximity to and level of dependence on forest reserves and other natural resources;
3. Willingness of chiefs to engage with the Project and commitment to land use planning (for example through an agreement to sign a Planning Agreement with the District Council);
4. Status of self-organization of communities/ existing CRBs/Community Cooperatives;
5. Estimated number of beneficiaries: Number of households (disaggregated by gender) within a community that are dependent on forest and/or agriculture-based livelihoods;
6. Potential to develop partnerships and feasibility of implementing at least top 2-3 priority interventions;
7. While selecting communities to be targeted and their priorities, the TSPs in liaison with ZIFLP and DMTs , shall follow an inclusive, culturally appropriate process for engaging communities and other relevant stakeholders, such as traditional leaders, and district authorities;
8. Additionally, the TSPs will train community members in relevant skills sets related to land use planning and integrated land resources management.

At Inception Phase, the TSP is expected to confirm the proposed selection of areas in Annex 1 and propose any modification in terms of prioritization of districts/ wards keeping in view that the objective is to undertake land use planning in hotspot deforestation and degradation areas whilst gauging the feasibility of project

interventions to (i) maximize impacts for reducing deforestation and (ii) taking into consideration other potential risks that could hamper progress of land use planning. In this process the TSP will coordinate closely with other TSPs that are being recruited to support interventions in these areas. This is to establish that land use planning serves as the basis for project supported interventions to communities for resource management contributing to reducing deforestation and forest degradation, and local livelihoods

### **Scope of Support, and application of interest**

Given the need for timeliness of delivery, and efficiency the project is seeking TSP to support the following deliverables:

1. Integrated landscape (natural resources) management plans; and
2. Integrated and participatory land use plans.

Technical Service Providers are invited to apply either as individual firms or as consortia. In either case (firm or consortia) the application of interested TSPs and the associated technical proposal will cover the entire scope of work in the ToRs for all districts indicated for Phase 1 and 2 (Annex 1). Where a consortia is formed, it is possible for individual firms within the consortia to split responsibility for leading specific tasks specified in the ToRs as well as for specific geographic areas indicated in Annex 1. Where the proposal is submitted as a consortium, the lead firm with the overall responsibility for delivery of tasks in the ToRs should be identified clearly. The coordination arrangements, roles and responsibility of partnering firms in the consortia should be explained clearly.

## **4.0 CAPACITY BUILDING PROGRAM**

Capacity building is expected in the assignment as part of the process of supporting the preparation of land use planning.

### **4.1 Transfer of Knowledge and Skills**

The TSPs will be expected to interact and share key intermediate results, documents and final products with community groups, government and project staff in the target areas. This will ensure that certain skills, knowledge and information is retained even after the period of the agreement.

The TSPs also work closely with PIU and government staff from the District Planning Units, Province Planning office and the Department of Physical Planning in the Ministry of Local Government, Headquarters. The PIU in coordination with GRZ will provide a list of GRZ focal point person for each district that the TSP is expected to work with as counterpart. The inception report will detail stages of PLUP development where larger team could benefit from hands on exposure with a view to building capacity of provincial staff. Costs of broader participation of provincial staff in the process will be responsibility of GRZ and not the TSP. The training costs of community level engagement will be borne by TSP. TSP will develop PLUP with close community engagement and whilst ensuring skills and knowledge and technologies transfer.

## **5.0 LIST OF REPORTS, SCHEDULE OF DELIVERABLES, AND PERIOD OF PERFORMANCE**

### **5.1 OUTPUTS**

Outputs are indicated as follows:

- 1)** Inception report-Amongst others the report will include the work plan and methodology, outputs for each of the tasks, approaches and tools, community level trainings to be used in undertaking the PLUP as well as the format for regular implementation progress updates to the PPIU;
- 2)** Monthly Progress Reports on implementation progress against agreed methodology and detailing how milestones of PLUP are being met (Annex 2): the reports will also include progress against the ZIFLP Results Framework, indicator on land use planning. The results framework has a target to bring a minimum of 52,000 ha in the province under Land Use Plans that have been developed in consultation with stakeholders and endorsed by district councils. Documentation of lessons learnt from development of participatory land use plans targeted in phase 1 together with recommendations for improvement and scaling up of implementation of similar projects.
- 3)** A minimum total of 22 PLUPs at Ward level for Phase 1 and Phase 2 detailed in Annex 1. The land use plans will include the resource management planning aspects.

### **5.2 DURATION OF ASSIGNMENT AND OUTPUTS**

The assignment is expected to be completed within 18 months from the date of contract signatures, for a minimum 22 PLUPS spanning all areas in phase I and II of Annex 1., Each Phase shall take a duration of 9 months, adding up to 18 months contract period.

## **6.0 DATA, LOCAL SERVICES, PERSONNEL AND FACILITIES TO BE PROVIDED**

### **6.1 Clients' Inputs and Counterpart Personnel**

The PPIU Team will provide the list of all communities within each priority landscape and all available background information on communities, on-going land use planning or other activities that may be helpful for the consultants. The PPIU will designate a focal person from District Planning Unit, Agriculture, DNPW and Forestry Department as appropriate for the consultant within the priority landscape. The PPIU will also facilitate the contacts with MLNR and the statistical agency to access digitized maps and data for the selected wards on presence of (informal) emerging and large farms, and other data on agricultural productivity/CSA available.

The PPIU will be responsible for convening joint meetings of firm or consortia leading PLUP with other TSPs engaged on ZIFL project (such as those leading Agriculture, Forestry And Wildlife), to ensure coordination of efforts and targeting the project resources judiciously to areas where land use planning is progressing.

## **7.0 INSTUTIONAL AND ORGANIZATION ARRANGEMENTS**

### **7.1 Reporting Arrangements**

The selected TSP will report to the Technical Officer at the Provincial Project Implementing Unit (PPIU).

Initial mobilization, meeting arrangements and appointments to introduce the consultant to relevant stakeholders for the landscapes will be facilitated by the PPIU.

PPIU will facilitate the TSP access to relevant information within its means that the TSPs may require. The cost of stakeholder meetings, meals, accommodation, transport, office space, staff costs and materials for effective implementation will be the responsibility of the TSPs.

### **GENERAL GUIDANCE**

The selected firm or consortia leading the PLUP work selected for this task will:

- a. integrate into the PLUPs works to be done by other TSPs in Agriculture, Wildlife and Forest
- b. ensure the Participatory Land Use Plans are linked to the District Integrated Development Planning framework;
- c. ensure that local communities are equipped in the use of landscape planning tools which can be used independently of project support;
- d. use the Participatory Land Use Planning Manual that ZIFLP developed as a tool (based on Manual developed under USAID project), for preparation and implementation of all PLUPs;
- e. factor the costs of any goods that would be needed to complete the tasks; and
- f. have access to available planning equipment that was provided by the ZILFP
- g. all mapping data will be stored on the computers in the District Planning Units and Provincial Planning Office and in the national spatial data infrastructure in consultation with MLNR. PPIU will facilitate this access to the selected firm.
- h. USAID is investing in land registration efforts. In case of overlap landuse planning and land registration efforts should be integrated to the extent possible, starting first with land use planning .

## **8.0 QUALIFICATIONS AND EXPERIENCE OF THE FIRM AND KEY STAFF OF THE FIRM TO UNDERTAKE THE ASSIGNMENT**

### **8.1 Qualifications of the Technical Service Providers**

The TSPs (firms or consortia) expressing interest for this work should possess the following key qualifications:

1. The TSP must show evidence of successful implementation of an integrated landscape, participatory land use planning, development, conservation or climate resilience project that utilized innovative tools and strategies to achieve both conservation and rural livelihood outcomes in the last five (5) years.
2. A minimum of 10 years demonstrated experience of working with rural communities and forest-dependent communities in Zambia on community-based projects in sustainable land and resource management with demonstrated results
3. Understanding and experience of REDD+ and GHG mitigation in landscape management would be highly desirable
4. Experience of working in Zambia and in the Eastern Province is also desirable.
5. The Firm or the Land Use Planning expert must be a registered member of the Zambia Institute of Planners (ZIP).

## **8.2 Key Experts Required**

The following key expertise and work experience is required within the TSP (firm/consortia) team:

1. **Team Leader (Land use Planning Expert):** A minimum of Bachelor's degree in Urban and Regional Planning, Natural Resource Management, or a related field such as Environmental Science, Geography and Forestry (*A master's degree shall be an added advantage*). S/he should have at least 10 years of experience in participatory land use planning, in project management of livelihood activities and/or sustainable land, agriculture & forest management at community level, and a proven experience of leading teams. Understanding of REDD+ and GHG mitigation potential would be an asset.
2. **Remote Sensing/GIS expert:** Bachelor's degree in applied natural sciences, such as forestry, natural resources, ecology, geography, or related disciplines with a very strong emphasis on Remote Sensing or GIS. Minimum 5 years professional experience in environment sector GIS and Remote Sensing. Experience in spatial data collection, integrating spatial data, experience in physical and land use planning. Good understanding of the design, development and implementation of land use carbon projects. Exceptionally computer literate and experience with open-source GIS and remote sensing tools.
3. **Community Engagement Specialist:** Bachelor's Degree in Development Studies or Development Communication with a minimum of 5 years multi-stakeholder facilitation, conflict resolution and complex stakeholder engagement. To facilitate continuous TSP-Community engagement and dialogue on key topics, assist with community organization, extension outreaches and outreach at community level.



**ANNEX I: LIST OF TARGETED COMMUNITIES FOR PARTICIPATORY LAND USE PLANNING (SUBJECT TO REVISION AND ADDITION)**

**Phase 1**

<b>Consultant</b>	<b>District</b>	<b>CFMP Group</b>	<b>Chiefdom</b>	<b>Ward</b>
TSP 1	Nyimba	Mwansnika	Chief Nyalungwe	Moombe
	Nyimba	Chikombola	Chief Nyalungwe	Moombe
TSP2	Chipata (Kasenengwa)	Malambala	Chief Madzimawe	Ng'ongwe
	Chipata (Kasenengwa)	Banki	Chief Madzimawe	Mukungwa
	Lundazi	Mwase	Senior Chief Mwase	Chimaliro
TSP3	Petauke	Mwanza	Chief Kalindawalo	Nyakawise
	Petauke	Matonga	Chief Kalindawalo	Lutwazi

**Phase 2**

	<b>District</b>	<b>CFMP Group</b>	<b>Chiefdom</b>	<b>Ward</b>
TSP1	Nyimba		Chieftainess Mwape	Chinsimbwe
			Chief Nyalungwe	Chimaliro
			Chief Nyalungwe	Moombe
			Chief Luembe	Ngambwa
			Chief Ndake	Vizimumba
			Chief Ndake	Chiweza
TSP2	Katete		Chieftainess Kawaza	Kafumbwe
			Chieftainess Kawaza	Mphangwe
	Lundazi		Chief Mwase	Chimaliro
			Chief kazembe	Kazembe
	Sinda		Chieftainess Kawaza	Lwandazi
Chadiza		TBA	TBA	
TSP3	Petauke	Sandwe(Mutondo)	Sandwe	Lusangazi
		Musanza	Sandwe	Lusangazi
		Chizalira	Sandwe	Lusangazi
		Namanjiba	Sandwe	Mawanda
		Mawanda	Sandwe	Mawanda
		Zumaire	Mwanjabantu	Kaumbwe
		Mwami	Mwanjabantu	Manyazi
		Mbuyakumutu	Mwanjabantu	Manyazi
		Matonje	Mwanjabantu	Manyane
	Mambwe	TBA	TBA	TBA

## **Annex II: Milestones in the PLUP**

1	Sensitize DMTs on the use of PLUP manual and the Community Action Planning process
2	Use Data from the ZILFP Lands Component as basis for Land Use Planning
3	Facilitate Courtesy calls and briefing of Traditional Authorities on PLUP while paying attention to the hierarch of Traditional Authority
4	Carry out Communities Sensitization for all identified areas
5	Facilitate preparation of sketch resource maps with the communities
6	Collection of spatial data based on sketch maps prepared by the community
7	Prepare draft Resource maps based on community sketch maps
8	Incorporate existing Land documentation data in PLUP and Integrated Natural Resource Plans
9	Facilitate Validation of Resource maps by the community
10	Preparation of proposed draft Land Use Plan/Integrated that incorporates all other plans at local level e.g. Community Forestry Management Plan and Wildlife Management Plans
11	Validation of Draft Land Use Plan
12	Documentation of local Rules on how to manage the Land Uses process
13	Presentation of the Plan for Approval by the Council