



Intellectual services procurement

Terms of Reference (ToR)

Adapted procedure

In application of article R2123-1 of the public procurement code

Purpose

Data collection of the 2025 data of the EU-Guyana VPA Impact Monitoring Framework

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LIST OF ABBREVIATIONS

AFD: Agence Française de Développement

EFITAP: European Forest Institute Technical Assistance Project

EU: European Union

FLEGT: Forest Law Enforcement, Governance and Trade

GFC: Guyana Forestry Commission

JIC: Joint Implementation Committee

TLTU: Timber Legality and Trade Unit

VPA: Voluntary Partnership Agreements

1 GENERAL INFORMATION ON THE SERVICES' BACKGROUND

1.1 BACKGROUND OF EU FLEGT VPA PROGRAMME

In 2003, in a bilateral dialogue between the European Union (EU) and the main tropical producer countries aimed at strengthening forest governance, the participation of civil society in the implementation of their forest policies, and the elimination of illegal logging through the formalization of their forest-timber value chains, the EU adopted the Forest Law Enforcement, Governance and Trade (FLEGT) Action Plan.

The EU FLEGT Action Plan protects tropical forests from the devastating effects of illegal logging. Forests support 90% of the world's biodiversity, regulate water quality, and mitigate climate change by absorbing and storing close to half of the world's terrestrial carbon. Trade related to the illegal logging of tropical forests has caused the price of tropical timber to fall by more than 30% on international markets. Interpol estimates that 50-90% of tropical forest logging is illegal. In 2018, the number of financial transactions linked to illegal trade in timber products was estimated at more than 100 billion dollars (Interpol, April 2019). Illegal logging is a recurrent subject of media campaigns and damages the image of tropical timber, which accounts for only a marginal share of the global forest-timber value chain (1% of global forest production) and erodes the confidence of European consumers. In tropical countries, it is detrimental both to the maintenance of the integrity of forest ecosystems and to forest-dependent populations, considered to be the poorest on the planet.

Voluntary Partnership Agreements (VPAs) are a key component of the EU Forest Law Enforcement, Governance and Trade (FLEGT) Action Plan to address illegal logging. A VPA seeks to ensure that timber and timber products imported into the EU from a partner country comply with the laws of that country.

To achieve this, a partner country must first decide which parts of its national legal framework it will use to define legality for the purposes of the VPA. The country must also have, and describe in the VPA text and annexes, a system to ensure legal compliance and issue legal products with FLEGT licenses. In most cases, a country will build on existing systems to achieve this.

However, the implementation of VPAs has been impeded by several institutional and technical requirements. Until today, one country has been authorized to issue FLEGT licenses (Indonesia), and eight other countries have committed to implementing a VPA (Cameroon, Central African Republic, Ghana, Guyana, Honduras, Liberia, Republic of Congo and Vietnam). Currently, these groups of eight countries are included in the EU FLEGT VPA Programme, which are at different stages of progress.

To ensure the credibility of the entire process and allow the VPAs to achieve their full potential, it is necessary for the EU to continue its support for their implementation. The main constraints are country-specific, but generally involve the operationalization of a Timber Legality Assurance System (TLAS), which relies on a complete national chain of transparency led by the country's administration. This presents many technical, financial, organizational and institutional challenges due to the changes in practices imposed on numerous historical or newly associated actors in the forest-based value chain.

The implementation of a VPA thus requires substantial investments and continuous, well-targeted technical and financial support. Within this framework (2021-2025), French Development Agency -AFD

is implementing, through an EU funds delegation, a program whose purpose is to support the eight (8) countries mentioned above, recognized by the EU as its most committed partners in the fight against illegal logging, in the implementation of their VPAs.

This programme will complement and monitor support to FLEGT processes by international organizations, civil society organizations, multilateral agencies, and EU Member States in the current VPA partner countries, including:

- Action programmes that provide assistance to governments and financial support through calls for proposals to other stakeholders (CSOs and the private sector), funded by the EU or other donors. In particular, synergies will be fostered with the VPA ALA facility; the 'Forest for the Future' (F4) facility (led by the Environment, Sustainable Natural Resources Unit of the Directorate General for International Partnerships [INTPA.F.2], which aims at promoting forest value chains and stimulating private sector investments, or the FLEGT programme for regional Asia managed by DG-ENV.
- Action programmes focused on REDD+, which support the strengthening of land governance in countries outside the EU (monitoring and control of uses to maintain forest cover).
- To avoid duplicating efforts and resources, coordination will also be ensured at country level via an information exchange mechanism involving all actors engaged in FLEGT processes and through strengthened dialogue with the FLEGT and EU Timber Regulation (EUTR) expert group.

1.2 GLOBAL AND SPECIFIC OBJECTIVES OF EU FLEGT VPA PROGRAMME

The overall objective of EU FLEGT VPA Programme (2021-2025) is to contribute to the sustainable management of forests.

EU FLEGT VPA Programme has three main components:

- Component 1/C1: Institutional support covering the actions necessary for the legal and equitable supply of timber by providing support on the development and implementation of the TLAS.
- Component 2/C2: Stakeholder support focusing on NGOs, communities, and the private sector to build their capacity to contribute to the implementation of the VPA in their country.
- Component 3/C3: Programme management (technical coordination, financial and administrative management, monitoring/evaluation).

Component 1/C1: Institutional support	Component 2/C2: Stakeholder support focusing on NGOs, communities, and the PS
Institutional support content: - The latest conclusions of JMRC and its work plans - An analysis of the VPA implementation framework - An analysis of the financing gaps - The financial and technical assistance needs identified by the partner country and the EU-Delegation	Objectives: - Strengthening the capacity and the involvement of stakeholders to contribute effectively to the processes related to the implementation of the VPAs. - The targeted beneficiaries are: CSOs, Private Sector, Communities. - Demand-driven grant mechanism aligned with the objectives defined in each country's VPA implementation framework.
Main possible activities: - Support the development and deployment of Timber Legality Assurance Systems (TLAS) VPA-compliant. - Capacity-building of administration officers in charge of forests. - Contribution to national normative and legal reform in line with VPA requirements. - Strengthening transparency, monitoring, and controls mechanisms. - Strengthening of complaint/grievance mechanisms required by VPAs. - Coordination with other forest governance initiatives at the national level.	Main possible activities: - Continuing support to independent forest monitoring, providing resources and building capacity for conducting affect monitoring. - Strengthening the compliance of SMEs and microenterprises with TLAS. - Improving access of SMEs and microenterprises to capital, legal supply chains and markets. - Supporting the participation of women and youth in VPA compliant forest management and small-scale wood processing enterprises

1.3 EU FLEGT VPA PROGRAMME SCOPE OF INTERVENTION

The EU FLEGT VPA programme (2021-2025) aims to support the implementation of VPAs between the European Union and eight countries: Cameroon, Central African Republic, Ghana, Guyana, Honduras, Liberia, Republic of Congo and Vietnam. For this new phase, these eight countries were chosen based on their progress in the VPA process, which seems to be well advanced.

In each of these countries, the beneficiaries of funding under this programme will be:

- On the one hand, government institutions (Component 1/C1) for the implementation of actions to operationalise the VPAs: support to the national timber legality assurance system (TLAS), adaptation of national legislation, transparency and monitoring and control mechanisms in the forestry sector, etc.
- On the other hand, civil society organizations (CSOs), communities, and the private sector (Component 2/C2), in particular, marginalized groups (indigenous peoples, women) and small businesses, to strengthen their capacity to effectively contribute to the VPA implementation process, and to ensure that this process does not exclude them from legality. Governance and contracting authority

1.4 GOVERNANCE AND CONTRACTING AUTHORITY

AFD is the contracting authority of this programme and is leading a steering committee, which includes representatives of the EU commission (DG INTPA and DG ENV), the management unit (technical operator and the administrative and financial operator) and the European Forests Institute-EFI, -VPA ALA Facility-, and F4 Tech as an observer.

AFD relies on the two operators of the management unit as contracting authority support:

- Eticwood/Nature+ (technical operator) in charge of the technical follow-up and the implementation of the activities in the countries included in the programme (establishing terms of reference for activities and following up deliverables)
- e-sud développement (administrative and financial operator) in charge of the administrative and financial management (procurement process, financial monitoring, invoices...)

2 FLEGT VPA IN GUYANA

2.1 CONTEXT

The Cooperative Republic of Guyana (henceforth “Guyana”) is situated on the northeastern coast of South America, in between

Venezuela, which lies to its west, and Suriname to its east. Guyana has an area of 214,970 km² of which nearly three-quarters (87%) is covered with tropical forest.

The country is mainly covered by primary or naturally regenerating forests. 86% of the forests is managed by the state, while indigenous peoples own the remainder. The forest sector contributes to the economy by providing jobs and sustaining livelihoods.

Guyana is one of the most forested countries in the world and its forests are globally recognized as extremely valuable reservoirs of biodiversity. Guyana has a very low rate of deforestation. While about half of the country’s forests are used for timber extraction, forests fulfil multiple land-use functions and are an essential part of the national patrimony. The contribution of the Guyana forest industry to the Gross Domestic Product has steadily declined over the last decade or so and was around 1.8% in 2018.

The forest industry of Guyana consists mainly of logging and sawmilling operations. Export of logs is a significant part of the industry’s exports, although the national log export policy aims to stimulate more value-added activities in Guyana, e.g., by charging a progressively increasing rate of export commission (currently max. 20%) on targeted species that have been reflecting high volumes of export in log form.

In 2018, the value of Guyana timber exports amounted to US\$38 million, of which about 58% originated from sawn timber or other processed timber. The Asia/Pacific region accounted for the largest market share of exports (40%), followed by the Latin American/Caribbean region (33%), the North America region (18%), and with the remaining (8%) exported to European Union, about half of which can be attributed to the EU market. While virtually all log exports went to the Asian/Pacific market in 2018, destinations of sawnwood exports are more diverse. In 2021, the value of timber exports to the EU amounted to about 2 million Euro, about half of which came from sawn timber, 30% from round logs, and the remainder from poles, furniture, and other products.

Guyana formally commenced negotiations with the European Union on a Voluntary Partnership Agreement (VPA) in December 2012. Improving governance, the implementation of systems for the tracking and tracing of timber and timber products, improving the country’s image as a producer of legal timber, and improved product development and marketing, are a few of the reasons for Guyana to enter into negotiations. In December 2022, Guyana and the European Union (EU) signed the FLEGT VPA and the Agreement entered into force in June 2023.

A series of accompanying measures will be implemented to ensure that the system becomes operational and that operators are able to comply with the VPA. Key supporting and complementary measures include:

1. Strengthening implementing structures to ensure effective coordination and smooth operation between Government and non-government actors involved in implementing this Agreement.
2. Strengthening the regulatory and legal framework applicable to the forestry sector with the aim to implement all relevant policies, laws, regulations, statutes, strategies, guidelines, voluntary measures and codes of practice and conduct.
3. Supporting the development and operationalisation of the Guyana Timber Legality Assurance System (GTLAS) to upgrade systems to ensure verification of compliance with the legality definition formulated in the VPA and with the supply chain controls and procedures described in the Agreement. The supporting measures will focus on actions needed to establish the needed capacity across Ministries and Agencies and on the introducing of the Independent Audit. The development will focus on the supply chain (wood tracking system), control and verification, licensing, independent audit, and the complaint mechanism.
4. Building capacity of all parties involved in the implementation of this Agreement, which included delivering technical training for Ministries and Government Agencies and their staff, training and building administrative capacity of logging associations and Amerindian Villages, and training of civil society.
5. Communicating about the implementation of the Agreement by means of encouraging the involvement of all concerned stakeholders, ensuring public access to information, promoting the image of the Guyanese timber and forest sector, and promoting the benefits of this Agreement for the stakeholders and the wider public.
6. Monitoring the implementation of the Agreement through the establishment of the Joint Monitoring and Review Committee (JMRC) comprising representatives from the EU and Guyana stakeholders (government, private sector and civil society), which shall have overall responsibility for monitoring the implementation of the Agreement.
7. Monitoring the social, environmental, and economic impacts of the Agreement to ensure that it achieves its intended aims.
8. Creating a dedicated space for dialogue on land tenure, land use and conflicts among all concerned parties to strengthen governance and law enforcement.
9. Carrying out market improvements and industry development to ensure that the forest sector in Guyana continues to be a key contributor to the local economy, generating employment opportunities in urban and rural areas and contributing to poverty reduction.
10. Mobilization of finance mechanisms for implementing the Agreement.

2.2 GUYANA-EUROPEAN UNION JOINT IMPLEMENTATION FRAMEWORK (JIF)

Under the Joint Implementation Framework (JIF), Strategic Task 5 focusses on establishing mechanisms for planning, monitoring and evaluating the implementation of the VPA, and has the following output areas:

This ToR falls within activity 5.1.2 which involves developing an impact monitoring framework of the VPA, under Output 5.1 on establishing a system for planning, monitoring and evaluation of the VPA and its implementation.

Article 17 of the EU-Guyana VPA requires the parties to regularly assess the impact of the VPA. As the key purpose of impact monitoring is to ensure accountability for results of the VPA.

In 2023, SCIC TERO was contracted to provide support to the Guyanese authorities, represented by the Guyana Forestry Commission (GFC), and to the European Union (EU) in the development of a joint monitoring framework for the impacts of the VPA. A final report presented findings and conclusions, building on recommendations of VPA stakeholders, observations of VPA parties and final validation of the JMRC. The report finalised in November 2023 and titled “GUYANA VPA impact monitoring framework - Final report” - can be found in annex to the TORs.

Subsequent SCIC TERO focused on establishing the baseline dataset for the VPA Impact Monitoring Framework (IMF), covering social, economic, environmental, and governance impacts from 2018 onwards. This consultancy applied a mixed-methods approach combining secondary data review, primary field data collection from Forest Sector Operators (FSOs) and forest stations, and stakeholder engagement through workshops and capacity-building sessions. Key achievements included:

- Compilation of the first structured baseline dataset for the VPA IMF
- Identification of data gaps and discrepancies, including missing indicators and inconsistencies across national and international datasets
- Recommendations for institutionalizing data sharing, improving transparency, and integrating informal sector actors
- Alignment of the IMF with the Theory of Change developed under the Joint Implementation Framework (JIF) to ensure relevance and continuity.

The baseline established a robust reference point for VPA monitoring, highlighting both strengths (such as forest cover data from MRVS) and limitations (such as gaps in enforcement, employment, investment, and grievance data). It laid the foundation for future monitoring rounds and strengthened the potential for informed decision-making within Guyanese institutions.

This Terms of Reference (ToR) is part of a set of two complementary tenders launched to support the development of the 2018–2025 VPA Impact Monitoring Framework (IMF):

- ToR 1: Data Collection and Analysis: Conduct the collection, consolidation, and analysis of relevant data for the IMF.
- ToR2: Support and Capacity Building: Provide methodological guidance, technical support, and capacity building to implement the activities under ToR 1.

3 DESCRIPTION OF THE SERVICE

In the framework of the Component 1 of the EU FLEGT VPA Programme, the following consultancy is proposed: “Completion of the IMF Framework through 2025 Data Collection”.

3.1 OBJECTIVE OF THE ASSIGNMENT

The overall objective of this assignment is to build on the work conducted to date, to collect, consolidate, and analyze 2025 data for the VPA Impact Monitoring Framework (IMF).

This work builds upon the Guyana-EU VPA Impact Monitoring Framework presented in Annex 1 of this document, as well as TERO’s IMF baseline report finalized in December 2025 (cf Annex 2).

TERO is a cooperative consultancy specialized in agricultural, rural, and territorial development, providing technical expertise, evaluation, and advisory services in support of sustainable development processes in Europe and internationally. TERO, as the team that designed the IMF and conducted the baseline study under the Joint Implementation Framework (JIF), will ensure methodological continuity and consistency with the framework validated in 2023 and the baseline dataset established for 2025 period.

TERO will provide ongoing technical backstopping, methodological guidance, and capacity-building support to the recruited service provider throughout the assignment, first on secondary data management and analysis, and subsequently on primary data collection methodologies and stakeholder validation processes. Building on its in-depth knowledge of the IMF architecture, national data ecosystems, and stakeholder landscape in Guyana, TERO will support the implementing structure in accessing and managing complex datasets, ensuring data quality and traceability, and maintaining alignment with IMF indicators and methodological standards.

The recruited service provider will be responsible for the operational implementation of the assignment, including data compilation, field data collection, stakeholder engagement, and reporting, while working in close coordination with TERO. This collaboration will follow a mentoring and learning-by-doing approach, whereby TERO will progressively transfer technical know-how and good practices, ensuring that the implementing structure strengthens its capacity to independently manage future IMF monitoring rounds under the VPA.

By completing the dataset for 2025, the assignment aims to ensure a robust, coherent, and usable evidence base for monitoring the social, economic, environmental, and governance impacts of the VPA.

The specific objectives of this assignment are to:

- **Review, update, and consolidate** secondary datasets and reports relevant to the VPA IMF for the period 2018-2025, including the sources listed in Annex 3 and those provided by the GFC focal point, the JMRC, and other relevant institutions.
- **Fill remaining data gaps and update existing indicators** through complementary in-country studies and targeted primary data collection, including but not limited to stakeholder engagement mechanisms and forest cover and degradation monitoring in conservation areas

within large forest concessions. Primary data collection activities will only be mobilized once the secondary data review phase has been completed and data gaps have been formally identified and documented.

- **Apply a mixed-methods approach**, beginning with a comprehensive secondary data analysis phase before any field mobilization, combining secondary data analysis, primary field data collection, and stakeholder consultations, to ensure the reliability, consistency, and contextual relevance of the data collected for all impact and sub-impact areas defined in the IMF.
- **Complete and consolidate the IMF dataset for 2025**, in close collaboration with the technical JMRC, the FLEGT Secretariat, and the GFC focal point, using the impact areas, sub-impact areas, and indicators already defined in the IMF (Annex 1).
- **Validate the consolidated 2025 dataset and analytical outputs with the technical JMRC**, ensuring methodological consistency with previous IMF phases and alignment with national data systems and reporting cycles.
- **Disseminate the results to VPA stakeholders through in-country workshops** involving NIWG members and GTLAS representatives, with a focus on transparency, collective learning, and feedback on the monitoring process.
- **Develop appropriate communication and audiovisual materials** to present the 2025 data and key findings to a broad range of VPA stakeholders and Forest Sector Operators (FSOs), including those without national representation or unable to attend workshops in Georgetown.

3.2 ACTIVITIES TO BE CARRIED BY THE SERVICE PROVIDER

The consultant will carry on these activities with the support of TERO's team:

3.2.1 Phase 1: Secondary Data Analysis and Gap Assessment

1. *Review and analysis of existing data (2018-2025)*

- Compile, consult, and analyse all relevant secondary datasets, studies, and reports covering the 2018-2025 period, including those provided by the GFC focal point, JMRC, and other national or international sources.
- Identify and document data gaps, inconsistencies, and areas requiring update or complementary data collection.
- Produce a structured gap analysis matrix that will serve as the basis for designing the primary data collection phase.

2. *Awareness-raising, engagement activities and stakeholder workshops*

- Conduct briefings, presentations, or webinars to inform stakeholders about the objectives of the 2025 IMF data collection and its relevance for VPA monitoring.
- Ensure stakeholders understand their role in contributing data, validating findings, and using the results for decision-making.
- Organize workshops with NIWG, GTLAS representatives, and other relevant stakeholders to present preliminary findings, discuss methodologies, and validate selected indicators for the 2025 dataset.

3.2.2 Phase 2: Primary Data Collection, Validation and Dissemination

Phase 2 is only mobilized after the gap analysis produced in Phase 1 has been reviewed and validated by the support team.

3. Primary data collection and complementary studies

- Carry out in-country studies and fieldwork to collect missing or updated data on forest cover and degradation in conservation areas, stakeholder engagement, and other priority impact areas.
- Coordinate with local authorities and field teams to ensure accurate, timely, and consistent data collection.

4. Stakeholder workshops and validation exercises

- Conduct follow-up validation workshops to ensure agreement on the consolidated data and dataset completeness.

5. Development of the consolidated 2025 dataset

- In collaboration with the JMRC and GFC focal point, develop a finalized dataset covering social, economic, environmental, and governance impacts of the VPA.
- Ensure that the dataset is fully aligned with the impact areas and sub-impact areas defined in the IMF and is compatible with national reporting systems.

6. Preparation of communication and dissemination materials

- Develop materials to share the 2018-2025 dataset findings with all VPA stakeholders, including FSOs not represented nationally or unable to attend workshops in Georgetown.
- Ensure materials are clear, accessible, and support transparency, knowledge sharing, and future monitoring rounds.

7. Support for institutional learning and capacity strengthening

- Provide guidance on strengthening data management systems, institutional capacities, and procedures to facilitate future IMF rounds in Guyana.
- Document lessons learned from the 2025 data collection process and make recommendations for improving subsequent monitoring activities.

3.2.3. Collaboration with national and technical stakeholders

- Work closely with the JMRC, the FLEGT Secretariat, the GFC focal point, private sector actors, indigenous peoples' representatives, and civil society organizations.
- Maintain continuous communication with all relevant stakeholders to ensure alignment, data access, and methodological consistency.

3.3 DELIVERABLES

The expected deliverables for this assignment are:

3.3.1 L0: Inception Report

- A detailed outline of the methodology for the 2025 data collection assignment, including the approach for secondary data analysis, primary data collection, and stakeholder engagement.
- Preliminary findings from the literature review and analysis of existing datasets (2018-2025).
- A detailed workplan with timelines for field missions, workshops, validation exercises, and other activities.

This report should be submitted to the coordination unit within 2 weeks of the start of the service.

3.3.2 L1: Secondary and Primary Data Analysis and Gap Assessment Report

- Comprehensive analysis of all secondary data sources for the 2018-2025 period.
- Structured gap analysis matrix identifying missing indicators, data inconsistencies, and areas requiring primary data collection.
- Methodology used and workplan
- Presentation and initial analysis of primary data collected.

This report should be submitted to the coordination unit 4 months after the start of the service.

3.3.3 L2: Implementation/Activity report

- Detailed description of all activities carried out, including field missions, data collection, workshops, and validation exercises.
- Assessment of the implementation of the methodology, including any adjustments made during the assignment.
- Description of challenges encountered and mitigation measures applied.
- Summary of stakeholder engagement processes and consultations.
- Lessons learned from the implementation of the assignment.

This report should be submitted at the end of the implementation phase.

3.3.4 Final Analytical Report and Consolidated 2025 dataset

A finalized report containing:

- The validated 2025 dataset, covering social, economic, environmental, and governance impacts of the VPA.
- Detailed description of the methodology used for data consolidation, primary and secondary data analysis, and stakeholder engagement.
- Validation outcomes from workshops and consultations with the JMRC, GFC focal point, and other stakeholders.
- Supporting materials such as audiovisual content, tables, figures, and annexes documenting sources, data gaps addressed, and lessons learned.

This report should be submitted to the coordination unit within 2 weeks after the completion of the service.

3.4 INDICATIVE CALENDAR AND DEADLINES

The assignment will be undertaken by a consultant team or organization, which may take the form of a consortium (e.g., NGO + private consulting firm), with demonstrated experience in multi-stakeholder forest governance projects, capable of accessing government-held data, and delivering high-quality outputs for the 2025 dataset.

Rather than requiring a single national expert with all required competencies, candidates are encouraged to propose a team of experts collectively covering the following thematic areas: employment and labor rights, stakeholder engagement and indigenous community participation,

macro-economic data analysis, environmental monitoring (including remote sensing/GIS), and forest governance.

The recruited team will benefit from the technical support and methodological continuity provided by TERO, which designed the IMF and conducted the baseline study. TERO will act as a technical backstop throughout the assignment, ensuring consistency with previous IMF phases and supporting the onboarding of the new team on both secondary and primary data collection methodologies.

This assignment will require a team of at least two experts:

- **Lead Expert (Impact Monitoring & Data Consolidation Specialist)**

Role: Lead methodology design, consolidate secondary and primary data, conduct comparative analyses, coordinate with the JMRC, FLEGT Secretariat, and other technical stakeholders, and produce the technical deliverables. The workload is estimated around 90 m/d over 9 months

- **Expert Team (Forest sector monitoring, Stakeholder engagement and Impact Evaluation Specialist)**

Role: Conduct field data collection, liaise with GFC, CSOs, indigenous peoples' representatives, and the private sector, organize and facilitate stakeholder workshops, and support the validation of datasets and indicators on-site. The workload is estimated around 120 m/d over 9 months.

- **Optional support expert**

Role: Short-term technical support may be engaged on an ad hoc basis for specialized tasks such as statistical analysis, geospatial mapping, or socio-economic data analysis. The workload is estimated around 30m/d over 9 months.

Tableau 1: Indicative Calendar and Deadlines

Deliverables / Month	M1	M2	M3	M4	M5	M6	M7	M8	M9
Phase 1 – Secondary Data Analysis									
L0 – Inception Report	X								
Phase 2 - Primary data Collection and Validation									
L1 - Secondary and Primary Data Analysis Report				X					
L2 – Implementation Report								X	
L3 – Final Report and Consolidated Dataset									X

3.5 SERVICES TO BE PROVIDED BY THE BENEFICIARY

The GFC will provide the necessary address book and introductions so that the contractor has access to as many contacts and information as possible to carry out the assignment.

However, the contractor shall carry out the complete research work himself.

The GFC's FLEGT Secretariat will provide transportation for the field visits, organize, and facilitate the meetings with the FSOs and other stakeholders.

3.6 INDICATION OF KEY POSITION AND EXPECTED PROFILES

The assignment will be undertaken by a consultant team or organization with demonstrated experience in multi-stakeholder forest governance projects, capable of accessing government-held data, and delivering high-quality outputs for the 2025 dataset.

3.6.1 Expert - Team Leader (FLEGT VPA Monitoring & Evaluation)

The Team Leader must be based in or resident in Guyana for the duration of the assignment. This requirement is essential to facilitate timely access to national data sources, ensure effective coordination with Guyanese institutions, and enable a genuine transfer of skills to national actors

Tasks and Responsibilities:

- Lead the assignment and ensure timely delivery of high-quality outputs (Inception Report, intermediate reports, final report).
- Oversee the collection and consolidation of data covering 2018-2025, including secondary sources and government-held data.
- Ensure the methodology meets international standards, while adapting to the Guyana institutional and political context.
- Facilitate access to data through established networks and political/institutional channels.
- Lead stakeholder consultations and workshops at the national level.
- Coordinate and manage the national expert(s) and any short-term specialists.

Qualification Requirements:

- Post-graduate degree in forestry, environmental sciences, international development, or related field.
- 10-15 years of professional experience in forestry, forest governance, or related sectors.
- Demonstrated experience in designing and implementing multi-dimensional monitoring and evaluation frameworks with multi-stakeholder engagement.
- Experience working with government authorities and navigating politically sensitive data environments.
- Proven knowledge of FLEGT-VPA objectives, processes, and methodologies globally.
- Previous experience in Guyana or similar contexts strongly preferred.
- Excellent communication, facilitation, and leadership skills.
- C2/Native in English.
- Must be based or willing to relocate to Guyana for the duration of the assignment.

3.6.2 Expert Team - Forest Sector Monitoring, Stakeholder Engagement, and Impact Evaluation

Rather than a single national expert, candidates are invited to propose a team of national and/or regional experts collectively covering the competencies listed below. The team may include staff from partner organizations within a consortium arrangement.

Tasks and Responsibilities:

- Lead primary data collection and access to government and quasi-government datasets for 2018-2025.
- Conduct mapping of forest sector data sources, VPA-related initiatives, and stakeholder capacities.
- Support the Team Leader in methodology, stakeholder consultations, and preparation of all reports.
- Conduct interviews, focus groups, and workshops with government, private sector, indigenous peoples, and civil society.
- Ensure the framework reflects the local context and stakeholder perspectives.
- Provide technical inputs for data analysis, validation, and reporting.

Qualification Requirements:

- Post-graduate degree in socio-economic, environmental, forestry, or related field.
- 5-10 years of professional experience in forest sector monitoring, data analysis, and multi-stakeholder projects.
- Demonstrated ability to access and negotiate government-held or politically sensitive data.
- Strong knowledge of Guyana's forest sector, governance structures, and VPA processes.
- Experience with participatory monitoring, GIS/remote sensing, and multi-dimensional impact evaluation (social, economic, environmental, governance).
- Excellent facilitation, communication, and report-writing skills.
- C2/Native in English.

3.6.3 Optional Short-Term Support Expert(s)

Short-term technical support may be engaged on an ad hoc basis for specialized tasks such as statistical analysis, geospatial mapping, or socio-economic data analysis. The workload is estimated at around 30 man-days over 9 months.

3.7 DETAILS OF THE FINANCIAL OFFER

The maximum amount allocated to the service is 110,000 euros including tax/net of VAT .

The contractor's bid must include all miscellaneous costs, in particular the restoration of the workshops.

4 ANNEXES

4.1 ANNEX 1. IMPACT MONITORING FRAMEWORK STRUCTURE

4.2 ANNEX 2. BASELINE STUDY REPORT

4.3 ANNEX 3. LIST OF SECONDARY DATA SOURCES

Entity	Datasets and reports
VPA - JMRC	Independent Auditor reports
	VPA complaint mechanism reports
GFC	FTCI list of training attendance
	Inspection reports
	FMD reports including production reports
	Wood Tracking System datasets
	Register of export permits
	Clearance pass

	Reports on communications activities, public meetings minute, and disclosed information and supports
	Reports of VPA-FLEGT stakeholders engagement activities including attendance lists of stakeholders' engagement sessions, meetings and workshops.
	Report on FLEGT licenses obtentions processes (dates of application and date of obtentions)
	Human resources composition of FLEGT Secretariat
	Shapefile of concessions boundaries and conservation areas of TSA
	GFC's central management information system (MIS)
	FSOs due diligence assessment reports
GFC-REDD secretariat	LCDS Multi-Stakeholders and MRV steering committees reports (focus on VPA related content)
	REDD safeguards reports to the UNFCCC (Section V about existing complaints mechanisms)
	MRVS and third-party check reports
EFITAP	Reports on stakeholders' engagement processes and activities
	Reports on communication activities and disclosure of VPA related information
FSOs	FSOs management plans (including shapefiles of conservation areas)
	OSH committees reports
	Registers of occupation accidents
	Legal employment letters registers for FSOs' workers
	Permanent contracts of FSOs employees
	Annual reports (including complementary actions linked to health, education, infrastructures contributing to livelihood improvement of forest workers and communities)
MoL	Occupational Safety and Health reports (including accidents and injuries reports)
	Inspection reports of FSOs
Forest Products Development & Marketing Council	Reports on traded forest products, value addition and diversification
EPA	Annual progress reports on environmental authorizations (number and date of received applications, and obtentions)

	Composition of EPA staff dedicated to deliver environmental authorizations to FSOs
NIS	Loss of work to injury registers for FSOs
	Annual certificates of compliances of FSOs
	FSO's workers registers
GRA	P.A.Y.E. contribution registers for FSOs
	List of FSOs going inactive
	Forest products trade, importations and exportations registers
NPPO	Registers about forest products compliance with international phytosanitary standards (Volume of returned forest products)
Ministry of Finance	Reports on foreign direct investment
GL&SC	Shapefile of Amerindian Villages boundaries
Go-Invest	Number types and origins of applications for forestry concessions.
Iwokrama	Social monitoring reports
Bureau of Statistics	Annual Guyana Labour Force Survey (GLFS)
	Estimation of sectorial GDP
WWF	Sustainable Forest Livelihood project reports
FAO	Gender assessments of agricultural and rural sector
ITTO	Timber trade portal
Satellite imagery	ECOSEO platform Forest cover change monitoring platforms
Demerara Bank	Reports on attributions of forestry revolving fund
Bank of Guyana	Annual reports, annual national public budget, and public budget speeches
Trade statistics platforms	https://tradingeconomics.com/ , https://www.trademap.org/ .