

Terms of reference:

Production of two simplified operational guides on FSC certification for civil society organizations (CSOs) and village committees in Gabon

The World Wildlife Fund (WWF) is looking for a consultant for the design and production of two guides for civil society organizations (CSOs) and village committees on FSC certification in Gabon.

1. Background and justification

In January 2020, the Government of Gabon signed an agreement with the Forest Stewardship Council (FSC), strengthening the implementation of the September 2018 presidential decision to require FSC certification for all forest concessions by 2022. It should be remembered that this decision aims to contribute to the sustainable development of the sector, combat climate change and preserve the biodiversity of its territory covered by more than 85% of the forest. Issues related to sustainable forest management are also land-based and, in this way, can have an impact on respect for the rights of local communities, whose way of life depends closely on the forest.

En mai 2020, la norme nationale du FSC pour la certification des forêts au Gabon, élaborée par le Groupe d'Elaboration de la Norme FSC (GEN), [a été approuvée par le Comité de validation des normes FSC](#) sous réserve du traitement de quelques conditions d'amélioration mineures.

Les guides destinées aux OSC et comités villageois sont prévus dans le cadre [du projet cofinancé par l'Agence Française de Développement \(AFD\)](#) et qui vise d'ici 2025, à faire des Organisations de la Société Civile (OSC) gabonaises des acteurs qui contribuent activement à l'amélioration de la gouvernance des exploitations agro-industrielles et forestières en veillant au respect des engagements environnementaux et sociaux (RSPO, FSC et autres engagements) pris par les exploitants.

Atteindre cet objectif global implique de répondre à trois objectifs spécifiques :

Specific Objective 1: By 2021, the technical knowledge of national and local CSOs will be strengthened and their capacity to train and support village representatives and village agricultural cooperatives to ensure that companies' environmental and social commitments are met under RSPO and FSC.

Specific Objective 2: By 2021, a national CSO thematic college and a provincial federation representing local communities are structured and have the advocacy capacity to lead to a common and influential voice for the implementation of best practices arising from the environmental and social commitments made by oil palm and forestry companies.

Specific Objective 3: By 2021, village committees in Ngounié province have the capacity to ensure that best environmental and social practices are implemented and that commitments made by companies (especially palm oil operators) are met as part of their certification; and cooperatives have the capacity to implement these commitments and best practices.

The terms of reference, the subject of this production of the guides, are part of the specific Objectives 1 and 3. The guides will help build the capacity of civil society organizations, which will be able to better monitor and apply the best practices resulting from FSC certification.

2. Mission Goals

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The main objective is to produce two simplified operational guides on FSC certification for CSOs and gabonese village committees to advocate for the implementation of voluntary environmental and social commitments made by companies.

The specific objectives are:

Guide for CSOs

- Jointly list with WWF, the COSC-RSE Gabon and FSC Basin of Congo the criteria and indicators relevant to CSOs' monitoring of companies' environmental and social commitments;
- Build and shape the model of the FSC guide for printing according to the following elements: vision/goals, principles, criteria/indicators/auditors.

A guide for village committees

- Jointly list with WWF, the COSC-RSE Gabon and FSC Congo Basin platform, the criteria and indicators relevant to the monitoring by village committees of the environmental and social commitments of companies.
- Propose for validation, a graphic charter and a lexicon including in illustrated format adapted to the understanding of local communities;
- Build and shape the model of the FSC guide for printing according to the following elements: vision/goals, principles, criteria/indicators/auditors.

3. The consultant's duties

The consultant will have to:

- Conduct a critical analysis of the impact of the 2011 FSC Guide to learn from this new version.
- Consult and analyse the national FSC standard and Gabonese regulations (existing data);
- Identify in consultation with WWF, the COSC-RSE Gabon and FSC Congo Basin platform, the relevant criteria and indicators for monitoring by CSOs and village committees of environmental and social commitments of companies;
- Ensure interconnection and complementarity between recommendations made to CSOs and recommendations made to village committees
- Develop FSC certification guides for CSOs and village committees in Gabon to monitor the implementation of CSFs;
- Submit draft guides and the interim report presenting all the expected results of the study;
- Co-host (with WWF) a half-day technical meeting of guide reviews with the following key stakeholders: WWF, members of the COSC-RSE Gabon platform, Gabon's FSC Standard Development Group (GEN) and CONGO's FSC Basin;
- Submit the final report and finalised guides after the technical replay meeting

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4. Methodology

The mission will have to be carried out in a participatory approach and conducted in an interactive spirit. Indeed, all key players will be consulted:

- Coalition of national CSOs for the implementation of environmental and social commitments of companies in Gabon, COSC-RSE Gabon;
- FSC Congo Basin.
- WWF;
- Private: Precious WOODS, Rougier or CBG;

The consultant will propose in its offer a detailed and sufficiently explicit methodology to achieve the objectives and produce the expected results.

5. Expected Results

The consultant is committed to providing WWF with an interim report and a final report in French with an executive summary in English stating:

- The objectives of its mission;
- Applied working methodology;
- Obtain results;
- for the final report) A resume of discussions of these results that will occur during restitution workshop;
- Relevant recommendations to achieve project results;
- Two guides in Word format and editable PDF format.

6. Study duration

The expected duration of this service delivery mission is forty-five (45) calendar days from the time the contract is signed. The timing and distribution of activities will be left to the consultant's initiative, after validation by the steering committee.

7. Qualifications, skills, knowledge and experience required

The Consultant should have the following profile:

- The working languages are English (summary of the analysis) and French;
- BAC Graduate University Education - At least 3 in Law, Sociology, Natural Resources Management or Graphic Communication/Design;
- An excellent knowledge of the legal and regulatory framework for Gabon;
- An excellent knowledge of the Gabonese context;
- Significant experience in relation to FSC;
- Strong capacity to develop visual media for community and mock-up communication;
- Excellent synthesis capability.

8. Confidentiality clause

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The consultant cannot use or disclose information received from WWF or other sources obtained as part of this mission without prior written authorization from WWF.

9. Composition and submission of the file

- A technical offer explaining the understanding of the mission and the methodological approach proposed by the consultant;
- A chronogram of the mission's progress;
- Examples of graphic achievements or editorial production
- A detailed Curriculum Vitae (CV);
- A reasonable and attractive detailed financial offer, mentioning the unit prices and quantities on offer.

Complete application files with the words "**Production of two simplified operational guides on FSC** " must be **submitted by September 19, 2020** at:

WWF Regional Office for Africa,
Gabon Country Office

1st Arr., Battery Quarter IV, Facing the Big Bouquet Convention School 1
Deadlock Eugene AMOGHO (1.127.S).

Bp. 9144 Libreville – Gabon Tel: (241)011 73 00 28

Or to the email address: **wwfgab@wwfgab.org with copy to endong@wwfgab.org**