Terms of Reference (ToR)

Title: External Evaluation of TRAFFIC's Norad-funded project
Location: Mainly remote, (visits to Cambridge, and other offices to be discussed with the successful applicant)
Reporting to: Senior Advisor – Global Projects, TRAFFIC
Duration: 3.5 Months (until October 2023)
Starting date: 1 July 2023
Value: Up to a maximum of 20,000 GBP
Payments: 30% on contract signature; 30% on delivery of draft evaluation report; 40% on delivery and acceptance of final evaluation report

1. Contractor:

TRAFFIC's mission is to ensure that trade in wild species is legal and sustainable, for the benefit of the planet and people.

TRAFFIC under the framework of the Norad-funded project: "*Leveraging legality along China's timber supply to reduce deforestation*" is requesting proposals for a midterm review which will assess progress since the project started in January 2021, and provide recommendations on how to maximise the impact of the project and achieve the intended results and outcomes for the remainder of the project.

2. Background

This project is a 5-year initiative running from 2021 to 2025.

The project leverages China's (CN) and Vietnam's (VN) significant market role in the timber supply chain from source countries in the Congo Basin (especially Cameroon CM and the Republic of the Congo CG), to reduce unsustainable forestry operations and illegal timber trade. Central to the project's theory of change is building the capacity, motivation and knowledge to increase legality and sustainability along the timber supply chain from the Congo Basin to China and Vietnam.

In China, which bought 67% of global tropical logs in 2018, the project prioritises three approaches:

- with customs and enforcement agencies, using tools and training to verify timber legality entering China

- with the private sector, leveraging TRAFFIC's relationships with major timber trade associations (3,000+ members) to enhance industry standards and incorporate legality verification systems into purchasing

- with green public procurement auditors to verify timber legality along the supply chain (recognising the huge national and global impact of China's green public procurement)

Vietnam is a key timber importer from Congo Basin and a major transit/manufacturing hub of wood products, in the top 10 global exporters of furniture. The project will build the capacity of customs and forestry staff to verify imported timber legality, in line with the FLEGT VPA timber legality assurance system. With the private sector, it will work with industry bodies (5,000+ members) to develop a Code of Conduct for timber imports, reinforcing source countries' legal frameworks.

Among Congo Basin timber supply countries, Cameroon and the Republic of the Congo are key shipment hubs and producers. The project builds enforcement agencies' capacity to verify timber legality and track revenue from legitimate forest sources; Community networks to assist community forestry operators to operate and export legally, increasing income while managing forests sustainably. A timber tracking tool will reduce opportunities for corruption at the forestry agency's forest products transport route checkpoints and help customs identify legal/illegal timber shipments at the borders.

A key innovation is to apply evidence and insight from behavioural science to address the incentives of diverse stakeholders to operate legally.

Along the supply chain, knowledge products and data analytics, work with the financial sector and support for communication/coordination between agencies will increase detection and investigation, further deterring illegality.

The full details of the outcomes, outputs and activities to be evaluated will be shared with the successful applicant.

Key stakeholder groups:

1. Forest-dependent communities and community-based organisations

The project will engage ten target communities (home to at least 5,000 people): 7 in Cameroon and 3 in Republic of Congo.

National Legality Frameworks (NLF), tools and training will enhance IP&LCs' ability to benefit from legal timber trade. 100 IP&LCs in total will receive training to improve their knowledge on forestry laws. In Cameroon, the trainings and industry exchanges to VN and CN will create opportunities for Community Forestry operators to sell legal timber directly to the international markets.

The project training materials will be available to ReCTraD to incorporate into ongoing training and awareness raising with their communities. These NGOs and the communities they represent will benefit from a strengthened collective voice, based on stronger knowledge of national and international forest and trade policies. Combined with the potential of demand-side measures to address forest governance issues, this can influence government commitments to reduce illegal logging and associated trade.

2. Training institutions and trainees in Central Africa

RIFFEAC, the Network of Forestry and Environmental Training Institutions of Central Africa, has four members in CG, and eight in Cameroon. They have extensive experience in training for forest management, and will support the development and delivery of training course modules.

3. Public sector agencies and law enforcement staff

This project targets multiple agencies in all four countries especially customs, who are strongly supportive of the project and keen to apply their trade procedures and systems to target illegal timber shipments. Public procurement auditors in China are also an essential target group, due to the scale of China's government timber buying power. Adequate coordination to tackle global timber trafficking requires significant communication and understanding of the laws and roles of each agency and areas of overlaps.

4. Timber suppliers, operators and workers in the Congo Basin

This project leverages key points in the supply chain and market demands to incentivise companies towards greater legal compliance. It will benefit the private sector by increasing their understanding of legal requirements, and their ability to operate legally and manage their resource base for long-term income and sustainability, through National Legality Frameworks, training and the revenue tracker tool.

5. Timber purchasers and trade associations in Vietnam and China

Trade associations, such as China's CTWPDA, with 3,000 members and Vietnam's Viforest, with around 5,000 companies, are active in export policy discussions and business outreach, and provide the most influential vehicles for industry engagement. The project will enable the private sector to comply with legal requirements, conduct due diligence of their suppliers with confidence, and work with authorities to ensure appropriate procedures are respected. The development, and implementation of an industry Code of Conduct (CoC) for sustainable and legal sourcing of timber will enhance the current industry's standard in China, and develop a CoC in Vietnam, covering imports from the Congo Basin countries.

6. Financial institutions

The banking members of the United for Wildlife Financial Taskforce are committed to tackling wildlife trafficking, but as yet have limited typologies they can use to target forestry crime. Project workshops will benefit participants from financial institutions in each of the four target countries, increasing their ability to identify and investigate suspicious transactions related to illegal forestry and timber trade. The training will be based on new typologies (with information on payment methods, network structures and connected entities, corruption vulnerabilities, concealment methods, and convergence with other crime types) and alerts, which will be disseminated through UFW and targeted national banks enabling these institutions to disrupt financial crimes related to timber more widely.

2. Objectives of the review

The project is currently in its third year. As per the agreement between Norad and TRAFFIC, a review of progress to date must be conducted during this year, in order to assess the project's effectiveness and coherence and to identify and mitigate any challenges and seize any opportunities to accelerate progress towards the project's intended outcomes by end of year five. Norad also seeks to understand how the project will contribute to the NICFI Outcomes and Areas of Strategic Interest (see below).

The report conclusions and recommendations will be reviewed by TRAFFIC in order to incorporate any suggested strategic adjustments or additional actions into the remainder of the project implementation period as appropriate.

The specific objectives of the review are the following:

1. To assess the effectiveness of TRAFFIC in achieving its project outcomes and provide clear insights about what has and hasn't worked so far, and why;

2. To assess the coherence of the project with other either internal or external initiatives funded by NICFI as well as external synergies with other civil society organisations and partners, to ensure harmonisation of interventions in the given contexts and minimise duplication of efforts;

3. To assess the extent to which the project contributes to NICFI Areas of Strategic Interest.

3. Review questions

Effectiveness - assessment of project progress

1. *To what extent is TRAFFIC successful in achieving desired results? Please provide a separate assessment according to each project-level outcome found in the results framework.*
2. *What key successes have sprung from the agreement with TRAFFIC, and have these resulted in a momentum for greater project achievement?*
3. *If there have been changes in relation to enabling conditions, to what extent has TRAFFIC adjusted its approach to meet these?*
4. *In terms of internal project adjustments, if any, what concrete recommendations do you propose to TRAFFIC for the remainder of the project cycle?*

Coherence - synergies with other interventions

1. *Internal coherence: To what extent does TRAFFIC work with or in coordination with other initiatives funded by NICFI? What are the learning points?*
2. *External coherence: To what degree does TRAFFIC seek to create alliances and foster synergies with civil society organisations and other partners, national or international, to ensure harmonisation of interventions in the given contexts? Please provide a separate assessment for each project outcome or by geographic area of the intervention.*

Specific Questions - contribution to NICFI Outcomes

1. *How does TRAFFIC contribute to the use of data by companies in selecting providers in the value chain?*
2. *How does TRAFFIC spur or employ innovative working methods, context analyses, partnership models, or similar innovations? Please elaborate.*
3. *What are the impacts of the agreement with TRAFFIC, positive or negative, on women and gender equality? What are the lessons learned?*

4. Scope of the review

- *Temporal scope:* The review will cover from the start of the project, 1 January 2021, until 30 June 2023. Some of the key outputs and activities in relation to work in Cameroon and China are a continuation of a previously funded project by UK DFID/FCDO.

- *Geographic scope*: The review will cover the 4 project countries; Cameroon, the Republic of the Congo as the sourcing countries for timber, and Viet Nam and China as the transit, processing, consumer and re-export countries.

- *Activity scope*: The whole project will be evaluated.

5. Main users and stakeholders

Primary users and stakeholders for the evaluation are TRAFFIC staff; partner organisations and the Norwegian Agency for Development Cooperation (NORAD). In particular, these users are the project implementation teams in the project countries and the TRAFFIC Global Office, and project management team responsible for delivery of project outcomes; and staff representing the importing committee of the China Timber and Wood Products Distribution Association (CTWPDA) in China.

6. Method

The method(s) to be used must be specified by the consultant and must be included in the tender proposal; and combine quantitative and qualitative measures. The review will mainly be conducted remotely with the possibility of a country visit to be discussed with the successful applicant. All project documents will be made available, and contacts provided in each project country for the provision of relevant information.

7. Deliverables and timeline

The mid-term evaluation report must consist of an executive summary, a section on abbreviations and acronyms and a main body that covers: background of the project, the purpose and objectives of the review, methodology used, the findings, conclusions, and recommendations. A References section, and/or an annex that lists all the sources used (documents, interviewees, other), should also be included.
The final report should not surpass 30 pages excluding annexes.

The contract should be undertaken over a period of 3.5 months from 1 July to 15 October 2023. The draft report should be submitted to TRAFFIC by 15 September for feedback, with the final agreed report submitted by 15 October.

The tender proposal should include:

- Proposed methodology to conduct mid-term evaluation

- Suitability for the work including an example of relevant past work
- Draft budget
- Proposed timeline
- CV
- Proof of Incorporation if applicable

8. Budget

The indicative budget for the mid-term evaluation is up to a maximum of GBP20,000. Any liability for sales taxes payable outside of the UK rests with the consultant.

Consultancy Fee payments	Time period	Amount
30% on contract signature	1 July 2023	**GBP 6,000**
30% on delivery of interim evaluation report	15 September 2023	**GBP 6,000**
40% on delivery of final evaluation report	15 October 2023	**GBP 8,000**

HOW TO APPLY

Candidates are invited to apply by sending their proposals to the following addresses: katie.mabbutt@traffic.org and tom.osborn@traffic.org

Applications will not be accepted after the closing date.

The vacancy closes at midnight on 4 June 2023 British Summer Time (BST).