



TERMS OF REFERENCE

Assessment of the relevance of the 2014-2017 UNECE/FAO Integrated Programme of Work to the needs of member States and challenges in the forest sector

I. Background

The '2014-2017 Integrated Programmes of Work (IPoW) for the ECE Committee on Forests and the Forest Industry (COFFI) and the FAO European Forestry Commission (EFC)' provides the main framework for UNECE activities on sustainable forest management and the forest sector. The IPoW was the result of the Strategic Review 2011-2012, which involved member States, interested organizations and other stakeholders. The IPoW was adopted by member States at the joint session of COFFI and EFC (Metsä2013), in Rovaniemi, Finland, on 9-13 December 2013.

The overall goal of the IPoW 2014-17¹, is to "Support member countries and relevant stakeholders in their efforts to sustainably manage and use ECE-region forests so that they provide products and ecosystem services to benefit society". The overall goal is achieved by: providing the best available information; facilitating policy dialogue and communication; and building capacity.

The IPoW covers the fifty-six member States of the ECE region, in line with COFFI membership. Thirty-nine ECE members States and the European Union are also members of the EFC. The Programme addresses sustainable forest management, the sound and legal use of forest products for raw material and energy, and forest services. The Programme makes reference to the Rovaniemi Action Plan for the Forest Sector in a Green Economy, which was also adopted at Metsä2013.

The IPoW activities are structured around four work areas (WA):

- WA1: Data, monitoring and assessment;
- WA2: Policy dialogue and advice;
- WA3: Communication and outreach;
- WA4: Capacity-building.

The Joint ECE/FAO Working Party on Forest Statistics, Economics and Management is the subsidiary body to both COFFI and EFC. Its contribution to the implementation of the IPoW includes the coordination of the Teams of Specialists (ToS). The following Teams of Specialists were established for the period 2014-2017:

- ToS on Sustainable Forest Products
- ToS on Monitoring Sustainable Forest Management (SFM)
- ToS on Forest Policy
- ToS on the Forest Sector Outlook
- ToS on Forest Communication - Forest Communicators Network
- ToS on Green Jobs - Joint ILO/ECE/FAO Expert Network
- ToS on Wood Energy
- ToS on Forest Products Statistics

¹ http://www.unece.org/fileadmin/DAM/timber/Content/website/Integrated_PoW_2014-2017_En.pdf

II. Purpose

The purpose of this evaluation is to assess the relevance of the 2014-2017 Integrated Programme of Work to the challenges in the forest sector and needs of member States. The evaluation will consist of a thorough and inclusive process involving member States and other stakeholders. Results of the evaluation can contribute to the Strategic Review process of the work of ECE and FAO over the period 2014-2017 and will be important for the overall planning of the work of the Forestry and Timber Section. Moreover, the evaluation will provide useful information for the preparation of the Integrated Programme of Work for the period 2018-2021, to ensure the relevance of future activities to match the needs of member States (and other stakeholders).

III. Scope

The evaluation covers the fifty-six countries of the UNECE region (which includes over 40% of the global forest resources). It will focus on the 2014-2017 Integrated Programme of Work, which leads the work of the UNECE Forestry and Timber Suprogramme, including outputs (e.g. activities, meetings, workshops, publications). The evaluation process will engage national delegates to COFFI (and EFC members, when not the same delegate) and Permanent Missions in Geneva.

Due to the limited resources and time available, the evaluation addresses only the relevance of the IPoW to the challenges and needs of member States. Moreover, planned interviews may cover only a limited number of stakeholders. However, all efforts will be made to ensure the opinions collected represent all parts of the UNECE region.

Gender and human rights aspects will be also covered by the evaluation, taking into account guidance provided by the United Nations Evaluation Group on the matter (available at: www.uneval.org/document/detail/980 and www.uneval.org/document/detail/1452).

IV. Issues

The evaluation will seek to report on the *relevance* of the Integrated Programme of Work to the challenges of the forest sector in the UNECE region and the needs of member States.

The reference for the evaluation will be an analysis of the current challenges in forest and the forest sector in UNECE countries and their needs identified at the time elaboration of IPoW and now.

The evaluation will seek to answer the following questions:

- How did the IPoW address challenges?
 - How did governing, subsidiary and advisory bodies contribute to this task? In particular, what was the role of COFFI and EFC, the Joint Working Party on Forest Statistics, Economics and Management, and the Teams of Specialists?
 - How did the activities and outputs of the IPoW contribute to addressing challenges?
- How did IPoW support member States in addressing their needs?
 - How did governing, subsidiary and advisory bodies support member States? In particular, what was the role of COFFI and EFC, the Joint Working Party on Forest Statistics, Economics and Management, and the Teams of Specialists?
 - How did the activities and outputs of the IPoW contribute to responding member States' needs?
- To what extent are the challenges and needs identified during the 2011-2012 Strategic Review still valid?

- What are the new challenges and needs relevant to the IPoW?
- To what extent did IPoW address challenges and respond to needs of member States?

Based on the above questions, the evaluation will:

- Identify areas/topics relevant to member States and to the needs of forests in the region, including those that were not addressed by the IPoW 2014-2017;
- Identify areas/topics, which are no longer relevant to the IPoW;
- Develop recommendations on topics which could be addressed in the future Programme of Work.

V. Methodology

The evaluation will build on existing reviews and relevant information previously gathered to minimise duplication in the data collection phase. It will however also use a survey, followed by targeted interviews to further elaborate on the findings of the survey.

The **desk review** will be based on reports, studies and material available including:

- The 2014-2017 Integrated Programme of Work of the ECE Committee on Forests and the Forest Industry and the FAO European Forestry Commission;
- The following publications: *Forests in the ECE Region*, *FAO Global Forest Resources Assessments*, Forest Sector Outlook Studies, Forest Products Annual Markets Reviews, Rovaniemi Action Plan and other thematic studies produced as part of the IPoW;
- Reports from the sessions of COFFI, EFC and the UNECE/FAO Joint Working Party on Forest Statistics, Economics and Management;
- Reports and outputs from workshops;
- Other documents, including previous evaluations and reviews.

A tailored **questionnaire** will be sent to national delegates to COFFI (and the FAO EFC when delegates are not the same) and Permanent Missions in Geneva. It will include open and closed questions. The questionnaire will be prepared by the evaluation consultant, and will be reviewed by UNECE. The questionnaire will gather information on the current challenges at the national level and whether the 2014-2017 IPoW responds to expectations of member States.

Interviews with the relevant stakeholders will be conducted to further explore responses from the questionnaire via phone and Skype (UNECE will provide the list with contact details).

UNECE will provide support and guidance to the evaluation consultant when needed.

The evaluation consultant will write a **report** on the results of the evaluation based on these terms of reference.

VI. Evaluation Schedule

A. <i>Preliminary research</i>	March 2016
B. <i>Data collection</i>	March-April 2016
C. <i>Data analysis</i>	March - April 2016
D. <i>Draft Report</i>	16 May 2016
E. <i>Final Report</i>	10 June 2016

VII. Resources

The evaluation will be completed by an external independent consultant in 30 working days. The Secretary to the Committee on Forests and the Forest Sector (P5) will provide support to the consultant, wherever needed. The UNECE Programme Management Unit will provide guidance on the process for the preparation of the evaluation.

VIII. Intended Use/Next Steps

The evaluation will be consistent with the UNECE Evaluation Policy and will be used to ensure that the activities under the Integrated Programme of Work remain relevant and provide added value to member States (and other stakeholders). The results will be made available and used in the Strategic Review of IPoW 2016-2017, which will result in a draft proposal for the IPoW 2018-2021.

IX. Criteria for Evaluators

Evaluators should have:

- An advanced university degree or equivalent background in relevant disciplines, with specialized training in areas such as evaluation, project management, environmental or social statistics, advanced statistical research and analysis.
- Relevant professional experience in design and management of evaluation processes with multiple stakeholders, survey design and implementation, and project planning, monitoring and management.
- Demonstrated methodological knowledge of evaluations, including quantitative and qualitative data collection and analysis for end-of-cycle project evaluations.
- Evaluators should declare any conflict of interest to UNECE before embarking on an evaluation project, and at any point where such conflict occurs.

Provisional Timetable for the Review²

Timing	Action
11 January 2016	Launch of ToR process with PMU
22 January 2016	Draft ToR agreed with PMU
1 February 2016	ToR posted on evaluation networks with closing date of 15 February
26 February 2016	Consultant selected and contract signed
14 March 2016	PMU briefs evaluator and finalizes the evaluation methodology as contained in a brief inception report
14 March - 1April 2016	Evaluator conducts desk review
14 March - 1April 2016	Secretariat schedules and prepares interview schedule with member State representatives
14 March -29 April 2016	Evaluator undertakes data collection (including interviews, surveys etc.) and conducts analysis
16 May 2016	Evaluator submits draft report to PMU
16 May 2016	Draft report shared with Forestry and Timber Section for comments
23 May 2016	FTS comments shared with the Evaluator
10 June 2016	Evaluator submits final report to PMU
30 June 2016	Management response prepared by Forestry and Timber
July 2015	Management response and report are submitted to EXCOM for information.

² Final timetable to be agreed following engagement of the evaluator