



TO BE GIVEN TO CONSULTANT/INDIVIDUAL CONTRACTOR

**TERMS OF REFERENCE**

*Name of Contractee: Alexander Petrovich KRETOV*

*Requesting Office: UNECE Forests Land and Housing Division*

**1. Objectives and Targets (Specific Functions of Consultant/Individual Contractor)**

Assessment of progress towards sustainable forest management features prominently in the objectives of international sets of criteria and indicators. For instance, the Forest Europe ministerial resolution L2, in 1998, refers to the pan-European set as a "coherent set of tools to assess and assist further progress towards sustainable forest management. In practice, the main regional and national uses of the criteria and indicator sets have been monitoring developments, and providing balanced and comprehensive sets of information for policy makers, for communication with stakeholders and the general public.

This wealth of information has been collected in the course of the 2015 cycle of the Joint Forest Europe/UNECE/FAO reporting on Pan-European indicators for SFM. Only a small fraction of this information is currently used and disseminated through the reports produced based on the collected information. Therefore it is essential to further process, organize and present the collected data in a user-friendly format. This consultancy aims at building an interactive (web-based) database with the facilities offered by the UNECE Statistical Division. It will be the third edition of this database; the previous editions were prepared on the basis of the 2007 and 2011 reporting cycles.

The activity, contributes to the implementation of the UNECE/FAO Integrated Programme of Work 2014-2017 and directly corresponds to the mandate of the UNECE/FAO Team of Specialists on Monitoring SFM. It will be carried out within the framework of activities of this Team. The methodology was discussed and endorsed by the UNECE/FAO Joint Working Party on Forests Statistics, Economics and Management (JWPFSEM).

**a. Specific Functions**

The consultant will build an interactive (web-based) database with the facilities offered by the UNECE Statistical Division. It will be the third edition of this database; the previous editions were prepared on the basis of the 2007 and 2011 reporting cycles.

In particular the consultant is expected to:

- Processing existing data of the pan-european process;
- Restructure the existing UNECE/FAO database to extend it by the additional years;
- Excel file for checking by technical officer;
- Uploading cleaned and approved data into the database;
- Verify the functionality of the online database.

## **2. Tangible and measurable outputs of the work assignment**

It is expected that the consultant will prepare the third edition of the interactive database on quantitative indicators for Sustainable Forest Management in UNECE region.

- Report required:

YES      No. of pages:      Language: English      Format: Word

NO

## **3. Schedule of the work delivery and payments**

(please specify dates, expected outputs and related payments, where applicable)

1. Dates: From 21 March to 3 June 2016

2. Fee: \$ 8,800

3. Payment of \$ 8,800 on 3 June 2016 (draft report submitted to the UNECE/FAO).

## **4. Performance Indicators:**

The third edition of the interactive database on quantitative indicators for Sustainable Forest Management in UNECE region is fully operational on the UNECE/FAO website, containing all data collected through the last round of State of Europe's Forests.

*Head of Substantive Office:*

Marco KEINER, Director  
Forests, Land and Housing Division  
UNECE

Signature: 

Date: 16/12/16

*Officer in charge of the project:*

Florian STEIERER,  
UNECE/FAO Forestry and Timber Section

Signature: 

Date: 16/02/2016

Executive Office  
UNECE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SUPPLEMENTARY DATA FOR HRMS PROCESSING

Index No. \_\_\_

Contract OBID No.: \_\_\_

Consultant       Individual Contractor      *(please check where appropriate)*

**Job Qualification Requirements**

1. Educational level	<input type="checkbox"/> secondary school certificate <input type="checkbox"/> high school diploma <input type="checkbox"/> first degree in <input checked="" type="checkbox"/> advanced degree in information technology, economics or other relevant fields <input type="checkbox"/> PHD in <input type="checkbox"/> Other <p align="right"><i>(please check where appropriate)</i></p>
2. No. of years of relevant work experience	10
3. Special Skill (if any)	Good knowledge data structure of Joint Forest Europe/UNECE/FAO reporting on Pan-European indicators for SFM.
4. Languages	English

**Contract Details**

5. Duration*	No.:	<input type="checkbox"/> day(s) <input type="checkbox"/> month(s)
6. Period	From: 21 March 2016	To: 3 June 2016
7. Unit Rate*	Amount:	<input type="checkbox"/> per day <input type="checkbox"/> per month <input type="checkbox"/> per 1000 words <input checked="" type="checkbox"/> lump-sum
8. Total fees	Currency: USD	Amount: 8,800 (rounded up)
9. <u>Basis for remuneration**</u>	P3 – the job requirement corresponds to a P3 The consultant has agreed to this payment rate.	

\* *check where relevant*

\*\* *reference source of remuneration as per documents in Guidelines, approved arrangements with HRMS, or specific other.*

10. Location of Contract	<input type="checkbox"/> UN premises Geneva <input type="checkbox"/> UN premises (other than Geneva) <input checked="" type="checkbox"/> Home country <input type="checkbox"/> Various locations <p style="text-align: right;"><i>(please check where appropriate)</i></p>																									
11. Travel	<input type="checkbox"/> Yes <i>Destinations:</i> _____ <i>Security Phase:</i> _____ <input checked="" type="checkbox"/> No																									
12. Source of Funds	<input type="checkbox"/> Regular Budget <input checked="" type="checkbox"/> Extra-Budgetary: WBSE: SB-004433 <p style="text-align: right;"><i>(please check where appropriate)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: left; padding: 2px;">C. For Executive Office use only: Establish project WBSE ID and Umoja Coding Block</th> </tr> <tr> <th style="padding: 2px;">Budget Period</th> <th style="padding: 2px;">Fund</th> <th style="padding: 2px;">Cost Center</th> <th style="padding: 2px;">WBSE</th> <th style="padding: 2px;">Functional Area</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">M99</td> <td style="padding: 2px;">32ECE</td> <td style="padding: 2px;">13828</td> <td style="padding: 2px;">SB-004433</td> <td style="padding: 2px;">20AC0007</td> </tr> <tr> <th style="padding: 2px;">IMIS Short ID</th> <th style="padding: 2px;">External Symbol/Org/Prog</th> <th style="padding: 2px;">Grant</th> <th style="padding: 2px;">Sponsored Programme</th> <th style="padding: 2px;">Name of Sponsored Programme</th> </tr> <tr> <td style="padding: 2px;">E254-ECE</td> <td style="padding: 2px;">ECETM706/3634/2785</td> <td style="padding: 2px;">M1-32ECE-XXXXXX</td> <td style="padding: 2px;">ECE-ECE-00038</td> <td style="padding: 2px;">Safeguarding Forest Management in ECE Region</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">Recorded/created in IMIS by: Joon Kong TAY   Date: <u>3/12/2015</u> <sup>Umoja PI</sup></p>	C. For Executive Office use only: Establish project WBSE ID and Umoja Coding Block					Budget Period	Fund	Cost Center	WBSE	Functional Area	M99	32ECE	13828	SB-004433	20AC0007	IMIS Short ID	External Symbol/Org/Prog	Grant	Sponsored Programme	Name of Sponsored Programme	E254-ECE	ECETM706/3634/2785	M1-32ECE-XXXXXX	ECE-ECE-00038	Safeguarding Forest Management in ECE Region
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13. Other candidates reviewed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No* <p style="text-align: right;"><i>(please check where appropriate)</i></p> <p>If no, please explain:  * <i>reasonable and documented justification needs to provided</i></p>																									

#### 14. Comparative evaluation of all candidates reviewed

Name	Nationality	Level of Education	Years of relevant experience	Description of skills, experience, and work evaluation
Alexander Petrovich KRETOV	Russian	MSc (Forestry)	12	Very good knowledge on the subject matter, work experience in organizing and managing forest information projects.
Mati VALGEPEA	Estonian	MSc (Forestry)	15	Work experience in the field of forest management statistics and reporting.
Ivana PESUT	Croatian	MSc (Forestry)	11	Work experience in administration and management in the field of forest management planning and inventory.

#### 15. Reason why the consultant/individual contractor was chosen:

**Alexander Petrovich KRETOV** has very good knowledge on European forest reporting and assessment and he has the best knowledge on data collection and processing and existing databases. The consultant is available to undertake the consultancy within the timeframe.

**Mati VALGEPEA** has very good knowledge about the global and pan-European reporting as well as experience in forest related data processing, not available within the timeframe.

**Ivana PESUT** has very good knowledge about the global and pan-European reporting as well as experience in forest related data processing, not available within the timeframe.

16. Is the contractee a UNCS retiree?  Yes  No

If so, indicate the date of retirement and the final level: June 2009 (P5)

17. Is the contractee a Government employee?  Yes  No

*If yes, please refer to Pa. 4.6 in Guidelines.*

18. Is any other department of office of the Secretariat or any other organization of the UN involved in similar work?  Yes  No

19. Please explain why this expertise or service can not be provided by regular staff in Requesting Office/Dept or other UN Offices/Depts: The knowledge, expertise and writing skills necessary for the preparation of the programme and writing of the report are not readily available in-house. Substantial input and time are necessary to acquire them.

20. Are any extensions to this contract envisaged?  Yes  No

If yes, please explain:

**21. Submitted Documents:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Signed and fully updated P.11        | <input type="checkbox"/> Basic Security Awareness Certificate       |
| <input checked="" type="checkbox"/> Signed and Fully Completed P.104A/GV | <input type="checkbox"/> Advanced Security in the Field Certificate |
| <input type="checkbox"/> Recent Medical Certificate                      | <input type="checkbox"/> Security Clearance                         |
| <input type="checkbox"/> OBID details (screen view or reviewed contract) | <input type="checkbox"/> Government Employee Acknowledgement        |

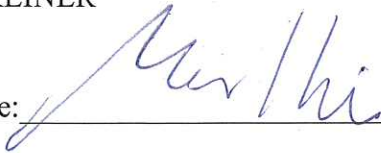
SIGNATURES

*I certify to the best of my knowledge that this work has not been done previously; that it cannot be done by regular staff because it requires expertise, special skills or knowledge not normally possessed by regular staff and for which there is no continuing need in the Secretariat, and the services to be performed do not duplicate work of activities already done or about to be done by other individuals, departments or offices in the Secretariat.*

Head of Substantive Office:

Marco KEINER

Signature: \_\_\_\_\_



Date \_\_\_\_\_

16/21/16

Officer in charge of the project:

Florian STEIERER

Signature: \_\_\_\_\_



Date \_\_\_\_\_

16/02/2016