



Conservation of the Sierra Leonean Western Area Peninsula Forest Reserve (WAPFR) & its Watershed
 Working acronyms: WAPFR, WA For Wat Live, Forest Water Resources Livelihoods
 Welthungerhilfe (WHH) PROJECT Ref: SLE 1008, P0 3467

Terms of Reference for Baseline Survey

WHH to lead and coordinate 'consultant' and other short term inputs in close consultation with other key leaders namely Forestry Division (FD) and MAFFS, EPA, Surveys and Lands, Country Planning and MLCPE, WARDC and ENFORAC. Protocols need to be agreed for working smoothly and accountably with Government – NGO/Civil Society recognising each others' best position for certain forms of leadership, action and responsibility-taking and recognising different levels of involvement.

The objective of the baseline survey:

- Instructed by the Logical Framework for the Action (Logframe) and EU contract Annex 1 The Proposal, conduct a coordinated baseline survey to establish baseline indicators for the project that will imply a clear monitoring and evaluation plan (M&E) and platform for impact evaluation (IE).
 - Prepare a baseline survey using appropriate qualitative and quantitative methods for the collection of geographical and socio-economic data related to forestry, agriculture, agro-forestry, land use, natural resource management and access and use, community livelihoods, poverty reduction, food and income security, marketing, processing, and the institutional context of development.
 - The baseline survey shall provide information required to describe qualitatively and quantitatively the outcome and output indicators of the Conserve Forest Water project and the project's M&E plan.
 - To begin in mid-February and report and present findings by end of March 2010

Extract from LogFrame

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objectives	Participatory processes in decision making on the sustainable use of natural resources are introduced and contribute to reduce rural poverty in the Western Area Peninsula (WAP)	- 90% of targeted villages are engaged in sustainable natural resource management in collaboration with government authorities - 50% of targeted households practicing ecologically sustainable activities have increased their income	- baseline study - project documentation - household interviews - rapid rural appraisals	- Sierra Leone will remain politically and socially stable - Government of Sierra Leone continues its efforts to achieve good governance and decentralisation - overall economic growth in Sierra Leone is sustained
Specific objective	The Sierra Leonean Western Area Peninsula Forest Reserve (WAPFR) and its watershed are conserved and sustainably managed for the benefit of the adjacent population, particularly the poor	- deforestation in WAPFR reduced by 10% compared to baseline trends without project intervention - no decline in quality and quantity (correlated to rainfall) of water stemming from WAPFR	- baseline study - data on water quality and quantity monitoring by Guma Valley Water Company	- relevant authorities and Government institutions are willing to cooperate - Government of Sierra Leone enforces of laws, regulations and inter-institutional cooperation - excessive migration to the peninsula can be halted - charcoal supply to Freetown produced in areas not gazetted as forest reserves can be maintained

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Overall Objective indicators to test and formulate:

“Number and % of (targeted) communities engaged in sustainable natural resource management”

“Number and % of (targeted) households practicing ecologically sustainable activities have increased their income

1. Involve key project actors and stakeholders in Baseline survey
2. Protocols need to be agreed for working smoothly with Government – NGO teamwork.
3. Define project area: Western Area Rural District, WARD
4. Map and confirm the number, nature, name and location of all communities / persons in the area and geographical features
5. Rapid Assessments of Geographical, environmental and socio-economic inventory. Identify all data groups / areas.
6. Review and collection of all available information and sources
7. Design, consult, test and finalise system for surveying a selection with methodology for sampling and random selection based on all data groups and areas
8. Integrate sub-indicators from **Expected Results** (as per LogFrame **R1,2,3**) and ‘bridging indicators’ (see below) into measurement system for a baseline and subsequent M&E and impact evaluation
9. Train enumerators in interview techniques, the use of the questionnaire and other qualitative as well as quantitative methods.
10. Train other team-members in other appropriate methodology i.e. for geographical data collection
11. Organise and follow-up the data collection in the field.
12. Process the collected field data and analysis.
13. Prepare a well structured report of the findings and develop recommendation for the monitoring of the outcome and output indicators. The main report shall answer the key questions for each indicator.
14. Present the results of the baseline survey to the stakeholders of **WA-For-Wat-Live** Project

Specific Objective indicators to test and formulate:

- **Deforestation** in WAPFR reduced by 10% compared to baseline trends without project intervention
- No decline in quality and quantity (correlated to rainfall) of **water** stemming from WAPFR

Forest indicator

- **Deforestation** in WAPFR reduced by 10% compared to baseline trends without project

Demarcation (and actual forest measurement and rate of current and predicted deforestation indicator(s) to test and formulate:

1. Define what data is required including past/present/predictions?
2. Define all possible sources of data persons/org's/
3. Collect data
4. Analyse
5. Deduce and outline methods and information available from difference sources / types of data
6. Decide data method(s) and measurements for the baseline to be used in the M&E plan for the project
7. **‘Bridging’ Indicator(s) to test and formulate**
 - a. Real edge / line of forest cover, primary moist rainforest, and area of coverage, actual / real cut-off points/lines – Geographical reality

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- b. Past/present Forest Reserve boundaries (and other areas of forest?), maps, lines, global coordinates or other specifications made by human socio-political organisation.
- c. Possibly (State of process of demarcation process and forest reserve management and enforcement?)

Enforcement and Resource Management indicator(s) to test and formulate:

N.B. this is an adaption and is not taken directly from the Logframe.

Bridging Indicator(s) to test and re-formulate: The level of Government understanding and commitment to procedures and in practice

Reform of systems and strategy leading to measurable performance indicators at central, city, rural and community levels

- Competent resource planning and management
 - Enforcement (including prevention?)
 - Which also considers sustainable resources management
 - Which also considers poverty reduction and access to resources for the poorest of the poor in the direct locations
1. Identify experts, lead players in relevant areas especially in government structures
 2. Develop outline summary of official systems of resource management, conservation and enforcement
 3. Develop questionnaire and other methods of testing
 4. Examples: Legal processes and procedures for various actions involving land use and exploitation
 5. Integrate this into Deforestation/Demarcation indicator, with connected 'bridging indicators'

Water Indicators

- No decline in quality and quantity (correlated to rainfall) of **water** stemming from WAPFR

To be further outlined with lead of Guma Valley Water Co. (GVWC)

1. Integrate testing, recording quantity of water and quality control with GVWC and rainfall levels with SL Meteorological Society? Engage and involve other relevant actors and stakeholders
2. Harmonise measurement systems and agree key measure points and times
3. Overview of 5-10+ year plan for water in WAP including points 1 and 2 above, investment and capacity building required
4. Identify control and probable targeted communities (for pilot projects).

Management

Time

Engage needed consultants or other inputs as required	At any time
Forming initial baseline project team structure	15-21 Feb
Planning with key lead participants	18-21 Feb
Start baseline: Training/Orientation, Rapid assessments, testing pilot models, finalise approach	22 Feb – 28 Feb
Widen to full survey, minimum 10 days / 2 weeks last day is Friday 12 March (@5 day week)	1 – 12 Mar
Data processing, report writing, clarifications by	22 March
Presentations to wider project stakeholders	24-31 March

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Human Resources

Ability/Skills/Experience in:

- Community and HH Surveying, Rapid Assessment techniques including participatory methods
- Statistical analysis with software and presentation media
- Geographical and global observations, measurement and analysis, with software and presentation media
- Conservation, environment, ecology, forestry, land use and sustainable resource management, geology, rural development, REDD, 'alternative fuels / clean energy',
- Sierra Leonean context

Team structure and payments

Will be based on a verifiable reality of individuals current engagements and organisational relations, and provide costs and payments in an accountable and transparent system in keeping with EU and WHH rules.

Proposed Roles of Key Participants in the Baseline Survey:

Subsequent Roles need confirmation as per appropriate protocols and roles

Welthungerhilfe (WHH)

- To play a leading role, providing supervision and guidance throughout (i.e. overseeing and coordinating the entire process) delegating where appropriate, roles to identified leads, partners in both government and civil society, external consultants or seconded persons including
 - finalising preparations and revising final ToR;
 - supervising and coordinating the actual baseline study and responsible for coordination between key participants
 - providing the necessary finance, logistics, procurement/purchasing,
 - reviewing design of the baseline questionnaire(s)
 - Facilitating relevant training / preparation with partners / teams
 - Ensuring that the baseline survey is conducted within given time frame as planned;
 - Ensuring (with proactive monitoring and involvement) that correct procedures and coordination are followed and that feedback and action is provided accordingly;
 - Ensuring that the surveys and field work are conducted in a timely, accurate and professional manner
 - Upon completion of interviews / data collection, WHH to delegate to agreed leads and technical specialists to carry out analysis, to write and submit comprehensive survey reports.
 - Upon agreed overall reports and presentations and data, WHH and delegated wider reporting team and other key leaders to perform presentations to key stakeholders.

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Forestry Division, MAFFS

- Lead on Deforestation indicator
 - In coordination with MLCPE, WARDC
- Support and facilitation for all other indicators
- To provide ariel maps of the forest area to show the actual demarcation line(s) and actual forest cover.
- To coordinate GPS mapping / ground-truthing
- To provide inventory of forest communities for project intervention and also indicate forest demarcation lines (previous and new or proposed?); demarcation line should clearly indicate the actual number of forest communities and forest edge communities (buffer zone) engaged in sustainable forest management
- To provide (in coordination with WARDC) details including
 - Number of fuel woodlots and communities engaged in forest management and its resources / use
 - Number of self help groups or organizations that are active in the protection of natural forest resources
- MAFFS to also provide field enumerators to administer baseline questionnaires.

Western Area Rural District Council

- Lead role in Socio-Economic aspects? And in Overall indicator and system development.
 - Rapid inventory of all WARD communities, connections, resources, patrolling
 - Community – Institution coordination
 - Sensitization of communities
 - Enumerators / field surveys
- Key participation in Deforestation/demarcation indicator(s) and Water indicator
 - Resource Use by communities mapping
 - Actual forest edge / current demarcation including community interpretations

Ministry of Lands, Country Planning and the Environment

Surveys and Lands and Country Planning

- Key Role to work with FD lead on deforestation indicator and demarcation (Recognising that for new demarcation MLCPE will play a key role in this.)
 - Mapping / Land Use info and coordination
 - Data, lists, default land use,
 - To provide maps showing the actual land use and relating to forest demarcation lines (legal / current) and to provide GIS and GPS information and technical support;
 - Enumerators / field surveys

Sierra Leone Environmental Protection Agency

- Lead Role in 'Enforcement and Resource Management indicator(s)
 - Legal and Procedural baselines
- Key Role in overall baseline, M&E, Impact system design and integration with other systems, institutions including GoSL, UN etc.

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ENFORAC

- As appropriate to provide assisting partners (member organisations or individuals) to government division leads
 - For Deforestation/Demarcation indicators
 - For Enforcement and Resource Management indicator(s)
 - For Water indicators
 - For Overall indicators
- to provide inventory of communities and actors: self-help groups / personnel / members that are engaged in sustainable natural resource management practices; number of villages that have adopted environmental sustainable techniques e.g. Agro-forestry; to provide inventory of communities in the forest reserve;
- to mobilise its members to be involved in baseline survey as coordinators and as enumerators for the interviewing a sample selection of respective forest communities.

Guma Valley Water Company

- Lead on Water indicator
- to provide data on water quality and quantity in the reserved area (e.g. number of dams that are functional and non-functional in terms of supplying water);
 - Explore cooperation for future M&E of water data
- Number of communities that are engaged in (pilot) activities relating to conservation and safeguarding of water supply.
- Number of communities that are engaged in activities that have a significant impact relating to conservation and safeguarding of water supply.

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LOGICAL FRAMEWORK FOR THE ACTION				
	Intervention logic	Objectively verifiable	Sources and means	Assumptions
		indicators of achievement	Of verification	
Overall objectives	<i>Participatory processes in decision making on the sustainable use of natural resources are introduced and contribute to reduce rural poverty in the Western Area Peninsula (WAP)</i>	<ul style="list-style-type: none"> - 90% of targeted villages are engaged in sustainable natural resource management in collaboration with government authorities - 50% of targeted households practicing ecologically sustainable activities have increased their income 	<ul style="list-style-type: none"> - baseline study - project documentation - household interviews - rapid rural appraisals 	<ul style="list-style-type: none"> - Sierra Leone will remain politically and socially stable - Government of Sierra Leone continues its efforts to achieve good governance and decentralisation - overall economic growth in Sierra Leone is sustained
Specific objective	<i>The Sierra Leonean Western Area Peninsula Forest Reserve (WAPFR) and its watershed are conserved and sustainably managed for the benefit of the adjacent population, particularly the poor</i>	<ul style="list-style-type: none"> - deforestation in WAPFR reduced by 10% compared to baseline trends without project intervention - no decline in quality and quantity (correlated to rainfall) of water stemming from WAPFR 	<ul style="list-style-type: none"> - baseline study - data on water quality and quantity monitoring by Guma Valley Water Company 	<ul style="list-style-type: none"> - relevant authorities and Government institutions are willing to cooperate - Government of Sierra Leone enforces of laws, regulations and inter-institutional cooperation - excessive migration to the peninsula can be halted - charcoal supply to Freetown produced in areas not gazetted as forest reserves can be maintained
Expected results	<i>1) The WAPFR is newly demarcated and zonal management plans are established</i>	<ul style="list-style-type: none"> - existence of a new demarcation and zonal management plans developed by all stakeholders involved 	<ul style="list-style-type: none"> - project documentation - interviews with stakeholders to assess their involvement in the process and their level of acceptance of the new plan 	<ul style="list-style-type: none"> - GoSL sticks to its commitments to involve civil society in decision making and relevant institutions especially Ministry of Lands, Country Planning and Environment are willing to cooperate - traditional authorities will be interested to enrol in development activities
	<i>2) Local communities around the reserve participate actively and benefit from services rendered through the reserve and additional programs</i>	<ul style="list-style-type: none"> - a minimum of 10 self-help groups have taken up sustainable natural resource management practices - 50% of the targeted villages are able to cover their domestic fuel wood consumption from woodlots - farmers in 50% of targeted villages adopt environmental sustainable techniques e.g. agroforestry - 85% of target population is aware of significance of environmental services provided by WAPFR for their livelihood - in at least 5 target villages a pilot activity emphasizing the direct connection between forest conservation and safeguarding water supply has been implemented 	<ul style="list-style-type: none"> - project documentation (baseline study) - interviews with stakeholders (local communities) - field visits 	<ul style="list-style-type: none"> - self help capacities and efforts of communities will not be disrupted over longer periods by natural disasters or political events - regulation of land tenure and local governance practice are conducive for community based development initiatives
	<i>3) Innovative pro-poor financing mechanisms for forest conservation are piloted: such as carbon finance program (REDD, avoided deforestation) and private business enhancement for ecotourism</i>	<ul style="list-style-type: none"> - existence of a feasibility study depicting how mid to long term financial flows from carbon markets can make preservation the economically more attractive option for stakeholders - a minimum of 5 tourism establishments offer ecotourism activities - a minimum of 1,000 women/young people have been trained in ecotourism - additional funding and/or at least one partnership agreement with a relevant institution 	<ul style="list-style-type: none"> - project documentation - review of feasibility study - structured interviews with local communities - interviews with managers of tourism establishments 	<ul style="list-style-type: none"> - perception of tropical rainforests as global environmental goods and willingness to pay for environmental services provided by these forests maintained, REDD will remain part of the global carbon market - no decline in market potential for ecotourism

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	Intervention logic	Objectively verifiable	Sources and means	Assumptions
		indicators of achievement	Of verification	
Activities	<i>Activities R1:</i> - A 1.1. elaborate a participatory land use plan which leads to a new forest demarcation area, core and a buffer zone; this should involve and be agreed upon by all stakeholders involved (starting from village level)	Means: - personnel and operational facilities for Participatory Rural Appraisals, Participatory Land Use Planning workshops - supplies (geo-referenced aerial photography, satellite imagery, GIS data and software, GPS) - expert inputs	project documentation and interviews with stakeholders Costs (4.29%) € 128,700	- relevant institutions are willing to cooperate and to integrate results from bottom-up community planning into decision making process
	- A 1.2. develop training programs for key planners and managers in the design and implementation of conservation measures to protect the Reserve	- personnel, equipment, supplies and operational facilities for tailor made training	- project documentation - interviews with trainers and trainees Costs (4.02%) € 120,600	- institutions and agencies employing key planners and managers are interested to become involved in training program
	- A 1.3. facilitate stakeholder meetings (civil society, local, district, and central Government) to discuss and develop conservation mechanisms; including the decentralized government level (20 councillors, 4 wards)	- personnel for facilitation and moderation - operational facilities (workshop venues) - personnel for participatory development of protection mechanisms - supplies (educational material) - travel costs, accommodation and restoration for participants	- protocols on stakeholder meetings - concepts for protection mechanisms - interviews with stakeholders and facilitators Costs (1.61%) € 48,300	- stakeholders and representatives of local governments are willing to become engaged in discussions and process to develop protection mechanism
	- A 1.4. strengthen the law enforcement instruments (Forest Department, community policing) and promote the establishment of an institutional framework for coordination among agencies on related matters	- personnel for training of forest wardens and community policing agents - equipment for forest wardens - personnel and operational facilities for the establishment of roles and responsibilities of forest wardens and community policing agents	- agreed training program - interviews with forest wardens, community policing agents and stakeholders Costs (13.18%) € 395,400	- Government of Sierra Leone sticks to its commitments to law enforcement
	<i>Activities R2:</i> - A 2.1. promote alternative income generation options for adjacent villages of the forest reserve (including ecotourism) to reduce pressure on the forest with an emphasis on the youth and women	Means: - personnel and operational facilities for Participatory Rural Appraisal and market study to identify potentials and assess how services and goods demanded can be provided in a sustainable way - operational facilities for exchange visits - equipment and supplies for pilot activities	- documentation on PRAs, interviews with communities, Costs (19.12%) € 573,600	- existence of a relevant market for products of income generation activities and ecotourism
	- A 2.2. encourage farmers to adopt agroforestry, (certified) woodlot planting and sustainable forest management in a buffer zone in order to increase the supply of (certified) fuelwood	- personnel and operational facilities for PRA to identify suitable sites/strategies - supplies and equipment for pilot activities	- No of farmers adopting agroforestry - No of fuel -woodlots - No of communities engaged in sustainable forest management - interviews with farmers Costs (6.04%) € 181,200	- farmers recognize the benefits from agroforestry and fuel woodlots and are interested to become involved
	- A 2.3. encourage traditional practices and knowledge that are beneficial to the sustainable management and utilization of forest biodiversity (non-timber forest products)	- personnel and operational facilities for documentation and participatory potential development - supplies and operational facilities for information dissemination	- project documentation, interviews with communities Costs (1.31%) € 39,300	- knowledge on traditional practices on sustainable management and utilization is available

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	Intervention logic	Objectively verifiable	Sources and means	Assumptions
		indicators of achievement	Of verification	
	- A 2.4. strengthen civil society organizations active in the protection of natural resources e.g. support self-help groups and associations, training of individuals (youth and women)	- personnel and operational facilities for awareness creation - capacity building - personnel, operational facilities and equipment for institutional support	- project documentation - interviews with self-help groups and associations, youth Costs (7.55%) € 226,500	- existence of self-help groups and civil society organisation active in the protection of natural resources
	- A 2.5. organize environmental awareness raising programs (including schools) in cooperation with civil society e.g. link to media, radio programs, elaboration of brochures, posters, etc.	- drama, theatre groups - fees for radio and media coverage - materials, lay-outing and print services - personnel, operational facilities and supplies for school educational program	- project documentation - interviews with communities about visibility - existence of folders and leaflets - interviews in schools Costs (8.45%) € 253,500	- willingness of schools to become involved in environmental awareness programs
	- A 2.6. investigate and promote alternatives to decrease/replace the use of firewood for fish smoking	- feasibility study - personnel and operational facilities to establish and keep contacts with cleaner production centres (e.g. UNIDO, gtz) - supplies of energy efficient equipment	- project documentation - interviews with members of Sierra Leone Artisanal Fisherman's Association and representatives of cleaner production centres Costs (1.28%) € 38,400	- existence of affordable and socially acceptable alternative techniques, willingness of Sierra Leone Artisanal Fisherman's Association to become involved
	- A 2.7. support pilot activities emphasizing the direct interconnection between forest conservation and safeguarding water supply	- personnel, operational facilities and supplies for pilot activities	- project documentation - interviews with communities Costs (18.31%) € 549,000	- existence of sources of water supply (springs, creeks) which are directly dependent on forest in close vicinity of targeted villages
	Activities R3: - A 3.1. facilitate the inclusion of private business sector for eco-tourism; combining the generation of jobs/income (especially targeting youth and women) and conservation measures	Means: - personnel and operational facilities to promote WAPFR and establish links with potential investors - transport facilities - operational facilities for exchange visits to best practice eco-tourism ventures in Sierra Leone - workshops	- project documentation - interviews with potential investors and community members Costs (6.04%) € 181,200	- private sector's is willing and able to invest in eco-tourism in Western Area Peninsula
	- A 3.2. organize a preparatory study to investigate the potential of the project to tap into carbon finance (including revenue estimation); this could lead to additional and long term financing options for the project	- personnel and external expertise for pre-feasibility study/preliminary CBA (baseline and projection, monitoring, potential link to carbon markets, leakage, potential revenues from emission reduction, distribution of benefits from carbon markets) - personnel and operational facilities to link project to agencies active in REDD	- project documentation - interviews with representatives of agencies active in REDD Costs (4.23%) € 126,900	- carbon market provides opportunities to fund activities to reduce deforestation and forest degradation (REDD)
	- A 3.3. link to a micro-finance program (through a credit institution), giving the possibility to substitute fuelwood/charcoal selling as an income source for the poor	- personnel and operational facilities to establish links	- project documentation - interviews with representatives of organisations active in micro-finance in Sierra Leone Costs (2.01%) € 60,300	- existence of micro-finance programs and interest of organisations involved in micro-finance to cooperate
	- A 3.4. cultivate partnerships and alliances to leverage additional funding for the conservation of the reserve (e.g. World Bank); or advocate the rehabilitation of cultural heritage sites (link to UNESCO and museums) and link to similar projects in Sierra Leone (e.g. Gola Forest Project)	- personnel for lobbying - operational facilities (transport, per-diems) for exchange activities and workshops	- project documentation - interviews with representatives of relevant institutions and stakeholders involved in the action and in similar projects Costs (2.57%) € 77,100	- existence of similar projects in Sierra Leone and willingness of relevant institution for cooperation