

TERMS OF REFERENCE**INVESTMENTS IN FORESTS AND SUSTAINABLE LAND USE****Extension of Programme Operations in the Latin America Region (2020-23)****OBJECTIVE**

1. To extend Partnerships for Forests operations in Latin America until 2023.

RECIPIENT OF SERVICES

2. The client and recipient of services is the UK Department for International Development (DFID). DFID works closely with the Department for Business, Energy and Industrial Strategy (BEIS). Funding for the expansion will be provided by BEIS.
3. The beneficiaries of the services will be primarily developing country citizens in Latin America (mostly Brazil and Colombia) who depend on forests for their livelihoods, with secondary benefits to developing country governments in these countries seeking to manage their forests sustainably.

SCOPE

4. This extension will extend P4F programme operations in Latin America. This encompasses:
 - Support for demand-side measures in the UK and other markets (including domestic markets in Latin America), to build deeper markets for sustainably-produced commodities;
 - Support for improved enabling conditions, to facilitate increased private sector investment in forests and sustainable land use in developing countries;
 - Provision of grant funding and technical assistance to support public-private partnerships which secure responsible investment in forests and sustainable land use.
 - Leadership, collaboration and learning, to accelerate uptake and widespread adoption of sustainable business practices relating to forests and land use.
5. Operations in the other regions where the programme operates – West & Central Africa, East Africa and Southeast Asia – are funded by DFID and are not within the scope of this extension.

BUDGET

6. The maximum budget available for the potential contract extension is £16.2m, inclusive of all (applicable government taxes), supplier fees and costs. The available funds should be allocated across the four programme outputs (Demand-Side Measures, Enabling Conditions, Partnerships and Investments, and Leadership, Collaboration and Learning)

in proportions which are broadly consistent with the current programme budget structure. The allocation of funding across the programme components will be confirmed during negotiation of the contract extension.

TASKS

7. The tasks required under the contract extension will be to:
 - Work closely with BEIS and DFID on an ongoing basis to develop and evolve the programme strategy for Latin America through to 2023;
 - Resource and manage a programme hub to support operations in Latin America, with the capacity to support programme operations in the region, particularly Colombia, Brazil and Peru;
 - Using established programme guidelines and operating systems, provide technical assistance and grants finance to a portfolio of public-private partnerships, and related support for enabling conditions and demand-side measures, in line with established programme objectives.

REPORTING

8. DFID and BEIS will maintain the established internal arrangements for management oversight of the programme, in consultation with Palladium. This includes quarterly meetings of the Senior Leadership Team (SLT), weekly management calls and other meetings as necessary.
9. The established Quarterly and Annual Reporting cycle will continue to apply during the period of the extension. Quarterly reports should be submitted at end-December, end-March and end-June, and the annual report should be submitted at end-September.

TIMING

10. The extension will take effect from [March] 2020 and will end in November 2023.

CO-ORDINATION

11. Palladium will work closely with a designated BEIS official on all matters relating to the implementation of programme activities in Latin America. Palladium will continue to report formally to DFID's assigned Senior Responsible Officer for matters relating to contract management and liaise closely with DFID's assigned Programme and Finance Officers.
12. In providing these services, Palladium will be expected to liaise and cooperate with a range of organisations and programmes working to achieve objectives that are complementary or related to the objectives of Partnerships for Forests, including the secretariat and regional branches of the Tropical Forest Alliance.

BRANDING

13. Palladium are to ensure branding is clear and explicit and complies with [Guidance on using the UK Aid logo¹](#)

TRANSPARENCY

14. Palladium must apply transparency standards in line with the UK Aid Transparency Guarantee² by ensuring the publication of all programme information and data in line with the relevant categories of International Aid Transparency Initiative (IATI). Palladium must ensure that all downstream partners are also IATI compliant.

DUTY OF CARE

15. Palladium is responsible for the safety and well-being of their Personnel (as defined in Section 2 of the Contract) and Third Parties affected by their activities under this contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.

DFID will share available information with Palladium on security status and developments in-country where appropriate. DFID will provide the following:

- All Supplier Personnel will be offered a security briefing by the British Embassy/DFID on arrival, when available. All such Personnel must register with their respective Embassies to ensure that they are included in emergency procedures.
- A copy of the DFID visitor notes, where available (and a further copy each time these are updated), which the Supplier may use to brief their Personnel on arrival.

Palladium is responsible for ensuring appropriate safety and security briefings for all of their Personnel working under this contract and ensuring that their Personnel register and receive briefing as outlined above. Travel advice is also available on the FCO website and the Supplier must ensure they (and their Personnel) are up to date with the latest position.

This Programme will require Palladium to operate in a seismically active zone and is considered at high risk of earthquakes. Minor tremors are not uncommon. Earthquakes are impossible to predict and can result in major devastation and loss of life. The website <http://geology.about.com/library/bl/maps/blworldindex.htm> is one of a number providing information on earthquakes. Palladium should be comfortable working in such an environment and should be capable of deploying to any areas required within the region in order to deliver the Contract (subject to travel clearance being granted).

This programme may require Palladium to operate in conflict-affected areas. Travel to such zones may be subject to travel clearance from the UK government in advance. If the security situation is volatile, travel clearance could be subject to change at short notice. Palladium should be comfortable working in such an environment and should be capable of deploying

¹ www.gov.uk/government/publications/uk-aid-standards-for-using-the-logo

² <https://www.gov.uk/government/policies/making-uk-aid-more-open-and-transparent/supporting-pages/uk-aid-transparency-guarantee>

to any areas required within the region in order to deliver the Contract (subject to travel clearance being granted).

Palladium is responsible for ensuring that appropriate arrangements, processes and procedures are in place for their Personnel, taking into account the environment they will be working in and the level of risk involved in delivery of the Contract (such as working in dangerous, fragile and hostile environments etc.). Palladium must ensure their Personnel receive the required level of training and (where appropriate) complete a UK government approved hostile environment training course (SAFE)13 or safety in the field training prior to deployment.