

TERMS OF REFERENCE

EXTERNAL EVALUATION 2024-2026 FORCERT-BftW PROJECT

January 2025

1. BACKGROUND

FORCERT's Vision:

A resilient and self-reliant community living in harmony with nature, maintaining their traditional culture and meeting the needs of the present. *Yesterday for now and tomorrow.*

FORCERT's Mission:

Our core work is empowering Papua New Guinean communities through community enhancement, so communities take the lead in their change, balancing their environmental, economic, social and cultural values & interests. We do this through sustainable land use & community action planning processes, and through support for village-based enterprises.

We also work at the national & provincial level to inform and influence government policy and practice to create an enabling environment for communities.

We have a separate social enterprise arm promoting and trading ethical & green products from village-based enterprises, supplying to the best possible markets.

FORCERT's Goal:

Communities are smart, wise, fair, healthy and happy. They are implementing their community action plan which is recognised, supported and strong. They have successful ethical and green village-based enterprises supplying to the best possible markets. They respect their Land Use Plan, and conservation rules and maintain their cultural heritage.

(PNG Vision 2050: "We will be a Smart, Wise, Fair, Healthy and Happy Society by 2050")

FORCERT was established in 2003 as a not-for-profit service providing company, originally to help allow access to FSC certification for small and medium scale eco-forestry enterprises and timber yards. FORCERT worked closely with other service providers and stakeholders and built an operating Group Certification Service Network to provide this requested access.

Following the 2013 External evaluation, a major overhaul of the FORCERT organisation, focus and way of work was done. Please see the attached FORCERT Story of Change (January 2015 FINAL) for the details of this process and its outcomes.

2. PURPOSE OF THE EVALUATION

The most important purpose of this evaluation is to evaluate the implementation of the current FORCERT 2024-2026 project with its main funding partner Bread for the World (BftW), and will serve as an early mid-term evaluation for the progress of this project. Although theoretically, a mid-term evaluation for this project should be done in July 2025, this evaluation is being brought forward to March 2025 for practical reasons, as its outcome will also provide essential input for the upcoming 2025-2029 Strategic planning process FORCERT will be conducting in April 2025.

This will be of benefit to the current 2024-2026 FORCERT-BftW Project, as this project was agreed to with the understanding that an important part of its implementation would be the development of FORCERT's new 5-year Strategic plan, based on the lessons learned from the current FORCERT-BftW 2024-2026 project to date, the former 2021-2023 FORCERT-BftW project, and from the overall implementation of the 2020-2024 FORCERT Strategic Plan.

The evaluation should use the BftW 2024-2026 Objectives & Indicators, which are embedded in the FORCERT Theory Of Change, and its related key areas such as the enabling factors, key priorities, outputs and expected outcomes. It should also help FORCERT understand its own performance and the extend of its impact on the identified target groups under the BftW project, and its Theory Of Change. From the results of the evaluation, possible solutions to problem areas identified and further recommendations should be developed, to improve the management and effectiveness of FORCERT for the continued implementation of the BftW 2024-2026 Project, and the development of its next five-year strategic plan.

Most important issues to be looked at are;

- i. progress in the achievement of the BftW 2024-2026 Project Objectives & Indicators,
- ii. community engagement & effectiveness of the Participatory Process of Change,
- iii. effectiveness of the National Level Program and Social Enterprise Arm and their link with the Community Enhancement Program,
- iv. the functioning, role and position of the new PNG Communities BEST (Benefits from Environmental Services Trust) Program,
- v. organisational functioning; activity focus, effectiveness, structure & management,
- vi. long term financial security; the role of BftW and other multiple major donors, and income earning & self-financing options and
- vii. current and long-term strategic focus, both geographical and thematical.

3. METHODOLOGY

The evaluation team will work with FORCERT in an open and participatory manner that facilitates the building of staff capacity and maximizes opportunities for staff input. Staff will be available when different team members travel to different locations for interviews with partner communities and (if necessary) for meetings with organizations, government departments/agencies and other stakeholders, and will have chances of being interviewed by any of the Evaluation team members.

There will be different types of interviews used, adjusted to the different types of stakeholders to be interviewed:

- Team and individual interviews for meetings with FORCERT staff,
- Group interview for the meeting with the FORCERT Board of Directors,
- One-on-one interviews for meetings with organisations and government departments/agencies and
- Focus group discussions (women/youth/men) and individual interviews with partner communities during partner community visits.

The evaluators should consider the evaluation criteria ((relevance, efficiency, effectiveness, sustainability, and impact) of the Development Assistance Committee (DAC) of the Organisation for Economic Co-operation and Development, and the guidance provided for the use of these criteria for this evaluation, which also include cross-cutting issues such as gender, environment, and accountability to be part of the analysis¹.

The specific focus areas and key questions the evaluation team will use with the different stakeholders, to guide them in conducting the evaluation & review will be discussed and finalised during the opening meeting.

Working in this way will ensure the latest information and views from the management and staff of FORCERT is discussed with the evaluation team, before they go out to gather views from the various stakeholders.

The Evaluation team will gather all the information and feedback from our partner communities, and organisations, and all other stakeholders and prepare a draft report directly after information collection. This draft report will then be presented to and discussed with the FORCERT Manager and Technical Advisor in a closing workshop. The evaluation team will work with the FORCERT Manager and Technical Advisor to develop solutions to address issues identified through the evaluation. A final report should be produced within two weeks after the closing workshop.

FORCERT will assist with all logistical arrangements including organizing meetings for the consultants with the stakeholders and arranging community visits. Key informants for the evaluation will include:

¹ https://www.oecd.org/en/publications/applying-evaluation-criteria-thoughtfully_543e84ed-en.html

FORCERT staff

1. Cosmas Makamet - Manager
2. Peter Dam - Technical Advisor
3. Lavinia Nawa - Finance & Administration Team Leader
4. Jermaynia Bunei - Finance & Administration Assistant
5. Vincent Tamti - Human Resource Officer
6. Jessica Akuila Dam - Programs Officer
7. Jerome Aiake - Fundraising and Partnership officer
8. Loretta Abraham - Team Leader, Kokopo CEP Team
9. Joannah Schouten- Community Facilitator, Kokopo CEP Team
10. Stanis Elias - Community Facilitator, Kokopo CEP Team
11. Terrencehill Galiurea - Team Leader, Kimbe CEP Team
12. Shirley Rumints - Community Facilitator, Kimbe CEP Team
13. Warap Yaming - Community Facilitator, Kimbe CEP Team
14. Greg Barang - Team Leader, Madang CEP Team
15. Sharon Gesengsu,- Ex-Team Leader, Madang CEP Team / FORCERT consultant
16. Murina Moses, Community Facilitator, Madang CEP TEam
17. Philemon Warambukia, Community Facilitator, Madang CEP Team
18. Kaminiel Menring - Senior Officer, Social Enterprise Program
19. Arthur Vule, Junior Officer, Social Enterprise Program
20. Felicity Wohuienen, Junior Officer, Social Enterprise Program
21. Jonathan Tilomu- Team Leader, National Level Program
22. Ruth Pune - National Level Program Officer
23. Daniel Savenat, Team Leader PNG Communities BEST Program
24. Walter Apore - Training Officer, Training & Communications Program
25. Thomas Huliambari - Communications Officer, Training & Communications Program
26. Ben Moses, Driver
27. Craig Pollard - Senior Fundraising and Partnerships Advisor

Board members

- Katherine Yuave - Chairperson kathyuave@gmail.com
- Rosa Koian - BoD member koianrosa@gmail.com
- Gabriel Iso - BoD member lopng@fairtrade.org.nz
- Peter Katapa - BoD member peterkatapa017@gmail.com
- Elizabeth Kaidong - BoD member ekaidong@gmail.com
- Nanai Puka-Areni - BoD member nanaipareni@gmail.com

FORCERT Shareholders

- CELCOR, Port Moresby Peter Bosip - Executive Director pbosip@gmail.com
- WWF-PNG, Port Moresby - Kenn Mondiai - Forest Program Manager kmondiai@wwfpacific.org
- Avecof Timbers, Kokopo, ENBP - Alois Malori (MD) agmalori@gmail.com
- Tavolo Community Conservation Association - Peter Kikele - 79138891, peterkikele56@gmail.com
- Mareka Cooperative Society - John Bosco - 74684098
- Ainbul Cooperative Society - Brendan Sorimeli - 71022560/70517392
- Laut Cooperative Society - Brian Aigilo - 71188841

NB: the majority of our shareholders are community legal entities (business groups / associations) which will be contacted under our Partner communities

FORCERT Donor organizations

- Bread for the World, Port Moresby - Tania Czerwinski t.czerwinski@vest-pacific.org
- Hans Wilsdorf Foundation, Geneva, Switzerland - Mireille Perrin MPerrin@hanswilsdorf.ch
- DKA Austria - Philipp Bück philipp.bueck@dka.at
- USAID Sustainable Landscape Program / Palladium - Ted Mamu, Deputy Chief of Parties ted.mamu@thepalladiumgroup.com
- European Union Delegation of PNG - Hans Lambrecht, Head of Cooperation- delegation-papua-new-guinea-cfp@eeas.europa.eu

Partner communities

There are twenty-two (22) communities FORCERT currently works with in a confirmed partner relationship to facilitate their Participatory Process of Change (PPoC), with eight (8) interested potential partner communities in the Entry Stage of the PPoC.

It is proposed that the evaluating team visit ten of our partner communities, representing a range of circumstances and stages of engagement. They are:

1. Laut Village, Gloucester LLG, Gloucester District, West New Britain Province
2. Mareka Village, Gloucester LLG, Gloucester District, WNB
3. Tavolo Village, Melkoi LLG, Pomio District, East New Britain Province
4. Mainge Village, West Pomio LLG, Pomio District, ENBP
5. Mauna Village, West Pomio LLG, Pomio District, ENBP
6. Galuwe Village, Central Inland Pomio LLG, Pomio District, ENBP
7. Kait Village, Konoagil LLG, Namatanai District, New Ireland Province
8. Kalapulm Village, Usino LLG, Madang Province
9. Suvat Village, Almami LLG, Bogia District, Madang Province
10. Wagimuda Village, Almami LLG, Bogia District, Madang Province

FORCERT Partner organizations

- Act NOW, Port Moresby - Eddie Tanago (Campaign Coordinator) eddie@actnowpng.org
- Bismarck-Ramu Group (BRG), Madang - John Chitoo (Executive Director) johnchitoo@gmail.com
- Binatang Research Centre (BRC), Madang - Pagi Toko (Director) pagi.sione@gmail.com
- Centre for Environmental Law & Community Rights (CELCOR) - Evelyn Wohuinangu (Senior Litigation Lawyer) evelynwohuinangu@gmail.com & Marjorie Warisaiho (Coordinator Community Legal Education Program) mwarisaiho@gmail.com
- PNG Cocoa Board Kimbe - Hugo Kuvoro hkuvoro@gmail.com-72623790
- PNG Environmental Alliance - Pamela Avusi, Coordinator pandayutz@gmail.com
- Wildlife Conservation Society (WCS), Goroka - John Kuange (Director Stakeholder Relations) jKuange@wcs.org
- World Wide Fund for Nature (WWF) Pacific, PNG Office, Port Moresby - Grace Nugi, Programme Manager gnugi@wwfpacific.org
- The Nature Conservancy (TNC), Port Moresby - Ruth Konia (Country Director) rkonia@tnc.org & Cosmas Apelis (Senior Program Officer) capelis@tnc.org

Government Departments & (International) Institutions

- Climate Change & Development Authority (CCDA), Port Moresby - Gwen Sissiou (General Manager REDD+ & Mitigation) gwen.sissiou@ccda.gov.pg / gsissiou@gmail.com & Terence Barambi (Manager REDD+) terence.barambi@ccda.gov.pg / larrisonwavi@gmail.com
- PNG Forest Authority (PNGFA), Port Moresby - Dambis Kaip (Director Forest Policy & Planning Directorate) dkaip@pngfa.gov.pg & Elizabeth Kaidong (Manager Climate Change Branch) ekaidong@pngfa.gov.pg & Alois Jenkihau (Manager Policy & Aid Coordination Branch) AJenkihau@pngfa.gov.pg
- Department of Lands & Physical Planning (DLPP), Port Moresby - Gibson Pitz (Deputy Chief Physical Planner) pitzzg@gmail.com
- Conservation & Environment Protection Authority (CEPA), Port Moresby - Kay Kalim (Director Terrestrial Ecosystems) kaykalim@gmail.com & James Sabi (Manager Terrestrial Eco-Systems) james.sabi.roaming@gmail.com
- UNDP East New Britain Province - Maureen Ewai (Provincial Coordinator) maurdoga@gmail.com
- UNDP West New Britain Province - Glen Umbura (Provincial Coordinator) glen.kumbura@undp.org
- UNDP GEF7 New Britain FOLUR Project - Adam Starr (Chief Technical Advisor) adam.starr@undp.org
- University of Natural Resources & Environment (UNRE) - Stephen Keu, Senior Lecturer stephenkeu@y7mail.com
- EU - Forest Climate Change & Biodiversity (EU-FCCB) Programme - Alaric Vandenberghe (Project Manager) alaric.vandenberghe@expertisefrance.fr & Mirzohaydar Isoev (Deputy Project Manager) mirzohaydar.isoev@expertisefrance.fr
- West New Britain Provincial Administration, Kimbe - Isidore Silong silongisidore@gmail.com

- West New Britain Provincial Division of Forestry and Climate Change – Desmond Vaghelo dmvaghelo@gmail.com
- East New Britain Provincial Administration, Kokopo – Levi Mano (Provincial Administrator) levimano70@gmail.com Florence Paisparea, Coordinator Natural Resource Management & Development ftpaisparea@gmail.com
- European Union Delegation of PNG – Hans Lambrecht (Head of Cooperation) delegation-papua-new-guinea-cfp@eeas.europa.eu

4. EVALUATION TEAM

The Team will consist of:

- Team Leader (international expert)
- Three PNG national counterparts (national experts)

The overall team shall consist of 2 female plus 2 male experts, allowing 2 gender balanced sub-teams to be formed, to implement the Work Plan as shown below under 6.

5. REPORT

The Evaluation team is required to present a draft report covering the main areas of focus specified in section 2, and to discuss the recommendations with FORCERT at the end of the evaluation period during the closing meeting (see 6. below). The final report must be submitted within two (2) week after the closing meeting. The Evaluation Team Leader will coordinate the report writing and delivery.

6. WORK PLAN

ITINERARY EXTERNAL EVALUATION

Date	Location	Activity	People involved
Day 1	Travel to POM HKN-POM PX241 07.00-08.05 RAB-POM PX205 08.20-09.55	Air travel to Port Moresby Kimbe to Port Moresby Rabaul to Port Moresby Overnight Comfort Inn	TL/CP1/CP2/CP3 Manager Technical Advisor
Day 2	Port Moresby	Morning: Opening meeting Methodology discussion & presentation of Internal monitoring & other relevant reports/publications Afternoon: Team preparations	TL/CP1/CP2/CP3 Manager Technical Advisor
Day 3	Port Moresby	Morning: Meet BftW, USAID SLP Afternoon: Meet Board members	TL/CP1
	POM-HKN PX240 09.30-10.35	Travel Port Moresby to Kimbe (1 hr by car from HKN to Kimbe) Meet PNG Cocoa Board, UNDP	CP2/CP3
Day 4	Port Moresby	Meet PNGFA, CCDA, CEPA, DLPP	TL/CP1
	Kimbe	Meet WNBPA Planning Division, WNPB Commerce Division, PNGEA	CP2/CP3
Day 5	Port Moresby	Meet CELCOR, Act NOW, WWF, TNC	TL/CP1
	Kimbe – Mareka	Travel Kimbe to Garu - Mareka (2hrs by car, 7 hrs by dinghy) & overnight	CP2/CP3
Day 6	POM-RAB PX204 06.10-07.50	Travel Port Moresby to Kokopo (20 min by car to town) Overnight at Kokopo Village Resort (KVR)	TL/CP1
	Mareka – Laut	Meet Mareka Community (cv) Travel to Laut (2 hrs by dinghy) & overnight	CP2/CP3
Day 7	Kokopo – Kait	Travel from Kokopo to Kait (2hrs by dinghy) meet with community (cv) & overnight	TL/CP1
	Laut	Meet Laut community (cv) & overnight	CP2/CP3

Day 8	Kait - Kokopo	Travel Kait to Kokopo (2hrs by dinghy) Malolo & overnight at KVR	TL/CP1
	Laut - Kimbe	Travel Laut to Kimbe (8-9hrs by dinghy, 2hrs by car) Overnight at Genesis Haven Guesthouse	CP2/CP3
Day 9	Kokopo	Meet with UNRE, ENBPA Overnight at KVR	TL/CP1
	HKN- POM PX245 07.00-08.30 POM-MAG PX112 15.10-16.25	Travel Kimbe to Madang Overnight at Pilgrims Guesthouse	CP2/CP3
Day 10	Rabaiul - Palmalmal	Afternoon travel by ship from Rabaul to Palmalmal (overnight on ship)	TL/CP1
	Madang	Malolo	CP2/CP3
Day 11	Palmalmal - Galuwe	Early morning arrival Palmalmal & meeting with DDA & CIP LLG Travel Palmalmal to Galuwe (1hr by dinghy), meet with Galuwe community (cv) & overnight	TL/CP1
	Madang	Meet BRG, BRC Overnight at Pilgrims Guesthouse	CP2/CP3
Day 12	Galuwe - Mauna	Travel Galuwe to Mauna (2hrs by dinghy) Meet with Mauna community (cv) & overnight	TL/CP1
	Madang - Kalapulm	Travel Madang to Kalapulm (2hrs by car, 40 min by motorized canoe) meet community (cv) & overnight	CP2/CP3
Day 13	Mauna - Meinge	Travel Mauna to Meinge (2hrs by dinghy) Meet with Mainge community (cv) & overnight	TL/CP1
	Kapulm - Madang Madang - Suvat	Travel Kapulm to Madang (40 min by motorized canoe, 2hrs by car) Travel Madang to Suvat (2hrs by car) & overnight	CP2/CP3
Day 14	Meinge - Tavolo	Travel Mainge (3 hours by dinghy) Meet with Tavolo community (cv) & overnight	TP/CP1
	Suvat - Wagimunda	Meet Suvat community (cv) Travel to Wagimunda (2hrs by foot) & overnight	CP2/CP3
Day 15	Tavolo - Kimbe	Travel Tavolo to Kimbe (30min dinghy + 5 hrs car)	TL/CP1
	Wagimunda - Madang	Meet Wagimunda community (cv) Travel back to Madang (2hrs walk + 2hrs by car) & overnight at Pilgrims	CP2/CP3
Day 16	HKN-POM PX245 07.00-08.30	Travel Kimbe to Port Moresby Write up Overnight at Comfort Inn	TL/CP1
	MAG-POM PX111 6.50-7.50	Travel Madang to Port Moresby Write up Overnight at Comfort Inn	CP2/CP3
Day 17	Port Moresby	Write up Overnight at Comfort Inn	TL/CP1/CP3/ CP2
Day 18	Port Moresby	Write up Overnight at Comfort Inn	TL/CP1/CP3/ CP2
Day 19	Port Moresby	Presentation & discussion of draft report and recommendations Overnight at Comfort Inn	TL/CP1/CP2/CP3/ Manager Technical Advisor
Day 20	POM-HKN PX240 11.50-13.05 POM-RAB PX252 09.25-10.50	Return travel Return travel to Hoskins Return travel to Kokopo	TL/CP1/CP2/CP3 Manager Technical Advisor

Acronyms used:

(cv)	Community visit
TL	External Evaluation Team Leader
CP1	PNG counterpart 1
CP2	PNG counterpart 2
CP3	PNG counterpart 3

Stakeholders

BftW	Bread for the World
BRC	Binatang Research Centre
BRG	Bismarck Ramu Group
CCDA	Climate Change & Development Authority
CELCOR	Centre for Environmental Law & Community Rights
CEPA	Conservation & Environment Protection Authority
CIP LLG	Central Inland Pomio Local Level Government
DLPP	Department of Lands & Physical Planning
ENBPA	East New Britain Provincial Administration
PNGEA	PNG Environmental Alliance
PNGFA	PNG Forest Authority
TNC	The Nature Conservation
UNRE	University of Natural Resources and Environment
WCS	Wildlife Conservation Society
WNBPA	West New Britain Provincial Administration
WWF	World Wide Fund for Nature