

**TERMS OF REFERENCE (TORs) FOR
CBSFRM (PILOT ACTIVITY) TECHNICAL SUPPORT COMMITTEE**

for

**THE PROJECT ON CAPACITY DEVELOPMENT FOR SUSTAINABLE FOREST
RESOURCE AMANAGEMENT IN SOLOMON ISLANDS**

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1. INTRODUCTION AND BACKGROUND OF ESTABLISHMENT OF THE COMMITTEE

The forest ratio of Solomon Islands was as much as 78.1% in 2015, one of highest national ratios in the world. It is one of the world’s biodiversity hot spots (part of the East Melanesian Islands). However, due to the rapid increase in timber exports, deforestation and forest degradation are expanding rapidly. The average annual log export volume from 2006 to 2011 was about 1.45 million m³, which is estimated to have been almost six times the sustainable yield. The country relies for almost half of its exports on forest products, but the sustainability of economic activity is being threatened by the decrease in natural forest resources. Under these circumstances, it is an urgent task to realize the sustainable management of Solomon Islands’ forest resources and to nurture and revitalize alternative industries.

Based on these circumstances, Ministry of Forestry and Research (MOFR) of Solomon Islands Government (SIG), supported by Japan International Cooperation Agency (JICA), has launched “The Project on Capacity Development for Sustainable Forest Resource Management in the Solomon Islands” (hereafter the Project) in September 2017.

Out of three (3) Outputs of the Project, namely, “Output 3: Sustainable forest resource management Pilot Activities, initiated by the communities and supported/ facilitated by MOFR, are implemented” shall be planned in 2019 and expected to be implemented from early 2020. In order for MOFR to properly and timely provide technical support for the Pilot Communities, which were selected in 2018, a core planning and management group of MOFR officers is required, hence MOFR decides to form CBSFRM Technical Support Committee.

2. NAME OF THE COMMITTEE

The name of the committee shall be “CBSFRM Technical Support Committee”. CBSFRM stands for Community-Based Sustainable Forest Resource Management, which is what the Pilot Activity of the Project strives for. Hence, hereafter, the Committee is referred to as either Pilot Activity Technical Support Committee, or simply, the Committee.

3. PURPOSE OF THE TECHNICAL SUPPORT COMMITTEE

The Pilot Communities are to initiate and manage sustainable forest resource management

(SFRM) activities in their own community land. As such, the Communities are the initiators, implementers, and owners of the Activity. MOFR, as the governmental authority to promote SFRM, shall support the Communities, mainly technically, so that the Activities will make proper progress. As such, MOFR plays the role of supporter for the Communities.

The Pilot Activity Technical Support Committee shall be:

- a) representing MOFR as the practical-level squad, and be responsible to properly support the Pilot Communities as well as the Pilot Activities, and
- b) the focal point within MOFR to collect, analyse and compile Lessons Learned from the Pilot Activity experiences, so that the Lessons Learned shall become the institutional memory that contributes to improving the Ministry's SFRM policy and activities in the future.

The Project staff facilitates the collaboration between the Pilot Communities and the MOFR, represented by the Committee.

4. PILOT COMMUNITIES

MOFR has selected and approved, in December 2018, the following two communities as the Pilot Communities in the Project.

- Komuniboli community in North East Guadalcanal, Guadalcanal Province, and
- Falake community in West Kwara'ae, Malaita Province.

5. MEMBERS COMPOSITION

The Technical Support Committee consists of members who appointed from all Divisions of MOFR HQ, and from Guadalcanal and Malaita Provincial Offices where the Project's Pilot Sites are located. The Committee comprises the following members;

	Name	Position	Division/Office
1	Johnson Palmer	Chairperson	Operation
2	Stephanie Rikoi	Secretary	Utilisation
3	Verity Halinge		Utilisation
4	Erick Kwaria	Secretary	Reforestation
5	Ethel Falu		Reforestation
6	Christina Gabuvai	Vice-Chair	NHBG
7	Ruvie Pitavaqa		NHBG
8	Ben Fafale		License
9	Gideon Solo		Planning
10	Gusgrandy Mua		GIS
11	Bradford Theonomi		Corporate Service
12	Lawrence Pongo		Guadalcanal Province Office
13	Philip Micah		Guadalcanal Province Office
14	Ronnie Aiwewe		Malaita Province Office
15	Angela Gwao		Malaita Province Office
16	Project Staff		JICA-MOFR SFRM Project

The Committee is led by Mr. Johnson Palmer, from Operation section of Forest Industry Division, as the Chairperson, and Ms. Christine Gabu, from National Herbarium and Botanical Garden Division, as the Vice-Chairperson. The Chairperson and Vice-Chairperson are assisted by two (2) Secretaries, who are Ms. Stephanie Rikoi, from Timber Utilization and Processing Division, and Mr. Eric Kwaria, from Forest Development and Reforestation Division.

6. TASKS AND RESPONSIBILITIES

6.1 [Planning and Implementation Stage]

The tasks of Technical Support Committee include, but are not limited to;

- to plan the field-work required for Pilot Activities in and with the Pilot Communities
- to manage/implement the field-work, as planned above
- to review the field-work, as implemented above, so that any points for improvement are properly analysed and reflected in the future activities
- to make necessary arrangements including logistical arrangements required to conduct the Committee meetings and field-work
- to make sure necessary expenses for the work of the Committee are properly accommodated by MOFR through the SIG Obligation Budget. The expenses include: (1) transportation (including flight fare), accommodation, allowance, and imprest required for the Committee members and other MOFR officers (if any), and (2) allowance, appreciation, transportation and other required expenses to be provided to the Pilot Community members and other participants (if any)
- to research and analyse information required to appropriately support the Pilot Communities for planning and implementation of the Pilot Activities, and to provide the information to the Community as necessary
- to provide technical inputs to the Pilot Communities to support their planning and implementation of the Pilot Activities
- to prepare and provide/lease material input(s), including equipment, to the Communities, necessary to the Pilot Activity, provided the input(s) is deemed indispensable
- to find, collect and analyse Lessons Learned for MOFR in CBSFRM through the Pilot Activities planning and implementation. In doing so, each member is encouraged to identify and analyse, not just general Lessons Learned, but those useful to his/her Division's work

It should be noted that all the tasks above shall be conducted through close collaboration and cooperation with the Project staff.

6.2 [Monitoring and Evaluation Stage]

The main tasks of Technical Support Committee include, but are not limited to;

- to plan the monitoring field-work in and with the Pilot Communities

- to manage/implement the monitoring field-work, as planned above
- to ensure, in the monitoring field-work above, to monitor equipment provided/leased to the Pilot Communities (if any) are properly maintained and used
- to review the monitoring results, as implemented above, so that any points for improvement are properly analysed and reflected in the future monitoring
- to plan and implement base-line, mid-line and end-line surveys/evaluation of the Pilot Activities, in consultation with the Communities
- to make necessary arrangements including logistical arrangements required to conduct the monitoring field-work and surveys/evaluation
- to make sure the necessary expenses for the monitoring field-work and surveys/evaluation are properly accommodated by MOFR through the SIG Obligation Budget. The expenses include: (1) transportation (including flight fare), accommodation, allowance, and imprest required for the Committee members and other MOFR officers (if any), and
(2) allowance, appreciation, transportation and other required expenses to be provided to the Pilot Community members and other participants (if any)
- to find, collect and analyse Lessons Learned for MOFR to develop the “Community-based SFRM Monitoring” through the Pilot Activities monitoring and evaluation missions. In doing so, each member is encouraged to identify and analyse, not just general Lessons Learned, but those useful to his/her Division’s work

It should be noted that all the tasks above shall be conducted through close collaboration and cooperation with the Project staff.

6.3 Tasks of the Chairperson and Vice Chairperson

- to plan and call for the Committee meetings, with assistance of the Secretaries
- to appoint a moderator from the Committee members (excluding Project staff) to facilitate discussions during each Committee meeting
- to attend MOFR HOD Meetings, along with one of the Secretaries, to report the progress and updates to the Project Director (Permanent Secretary), the Project Manager (Commissioner of Forest and Research) and Heads of Divisions
- to oversee the Secretaries and other Committee members to make necessary preparations and arrangements, including logistical arrangements, required to conduct the Committee meetings and the field-work
- to oversee and be responsible that the Secretaries, other Committee members, and other MOFR officers (if any) to properly manage and utilize the SIG Obligation Budget for the Committee activities; in case any inappropriate usage of the budget is discovered, to report the issue in HOD Meeting(s)
- to consult with Project Director, Project Manager and Head(s) of Divisions to consider reducing and/or balancing the regular duties of any Committee member(s), where necessary, so that the member could handle all the tasks of the Committee.

6.4 Tasks of the Secretaries

- to assist the Chairperson to plan and call for the Committee meetings, by coordinating with the Committee members
- to be responsible for making necessary arrangements, with support from other Committee members, as described above in Sub-Section 6.3
- to act as de-facto treasurers when the Committee members need to access the SIG Obligation Budget and to manage the SIG Obligation Budget-, as described above in Sub-Section 6.3, ensuring transparency and accountability of fund usage
- to attend MOFR HOD Meetings, along with the Chairperson and Vice Chairperson, to report the progress and updates to the Project Director, the Project Manager and Heads of Divisions

6.5 Tasks of the Project staff:

- to help the Chairperson, the Vice Chairperson and the Secretaries of the Committee to coordinate the Committee meetings and field-work
- to help the Chairperson, the Vice Chairperson, the Secretaries, and the Committee members to make necessary preparations and arrangements, including logistical arrangements, for the Committee meetings and field-work

It should be noted that the Project's support to the Committee for making arrangements and coordination shall be gradually reduced. As the Purpose of the Project is to enhance and develop the capacity of MOFR officers, all those necessary tasks shall be done by the Committee in due course.

7. TERMS OF THE CHAIRPERSON, VICE CHAIRPERSON AND SECRETARIES

7.1 Regular Terms

The Chairperson and the Vice Chairperson shall hold the term of one (1) year. When nominated by the majority of the Committee members, he or she can take the second term.

The Secretaries shall hold the term of six months. They shall not hold the second terms, considering the heavy work load required to be performed as the Secretaries.

7.2 Replacement

When either the Chairperson, Vice Chairperson, one or more of the Secretaries wish to resign, a discussion should be held in the Committee meeting. When agreed by 75% of the members (excluding Project staff), his or her resignation is approved.

When the Committee member(s) wish(es) to request resignation of either the Chairperson, Vice Chairperson, one or more of the Secretaries, likewise, a discussion should be held in the Committee meeting. When agreed by 75% of the members (excluding Project staff), his or her resignation is approved.

In either case, the Committee is responsible to nominate and select the new person to replace

the resigned person within two (2) weeks and to report the same to Project Director and Project Manager.

8. ABSENCE AND RESIGNATION OF COMMITTEE MEMBERS

When the Committee member is absent in 5 consecutive meetings and/or field activities without any prior notification to the Committee, the Chairperson and/or Vice Chairperson shall have a consultation to confirm his/her justification of absences. When necessary, the Chairperson and/or Vice Chairperson should invite his/her superior for the consultation.

In case that he/she wishes to resign, the Chairperson and/or Vice Chairperson request(s) his/her divisional head to appoint new person within the division and report the same to Project Director and Project Manager. The Chairperson and/or Vice Chairperson is responsible to follow up with the replacement.

9. COMMITTEE MEETINGS AND FREQUENCY

The Committee meetings shall be held before and after a field-work, to prepare for and to review the activity, respectively, and when needs arise.

10. MANAGEMENT OF THE COMMITTEE

The Committee meetings and activities shall be conducted in a democratic and professional manner. As each member has a role to play, all committee members are expected to fully participate in not only meetings but also works in the field.

The Committee shall serve as a platform for enhancing mutual collaboration and further cooperation among Divisions and Provincial Offices.

11. REVIEW AND REVISION OF THE TOR

The TOR is to be reviewed every half-year (January and July, at the same timing of nomination of committee executives) by the Committee members. Based on the review, the TOR shall be revised if needed and revised TOR shall be endorsed by Project Director and Project Manager.

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