

## **APFNet Procedures for Project Consultant Selection and Recruitment (2022)**

These guidelines present policies and procedures for selecting, contracting, and monitoring consultants employed for projects and activities which are directly funded by APFNet, in line with and subject to APFNet human resource policies and related principles. The aim of this document is to ensure that consultants who perform required services financed by APFNet-funded projects are employed on the basis of their demonstrated competence and professional qualification. The functions and responsibilities assigned to consultants are to be adequately defined; the consultants contracted are qualified for the execution of their assignment; the conditions of the contract are to be satisfactory; and the contract is to be duly performed.

### **I. Scope of consultancy services**

Consultancy services are considered when APFNet or its project partner (the Executing Agency (EA) or Implementing Agency (IA)) is unable to provide expertise, skills and knowledge as required in-house.

Hiring consultancy services for APFNet-funded projects can range from project design (proposal development, feasibility study), to implementation planning, guidance, monitoring and evaluation to project dissemination and outreach events. The tasks to be performed by consultants should be clearly specified in detail in the Terms of Reference (ToR), describing the objectives and scope of the work to be undertaken and the functions to be carried out.

The ToR should specify the key requirements, including at least:

- Brief project background
- Scope of consultancy work and detailed responsibilities of the consultant(s)
- Expected outputs/ deliverable documents and schedule for delivery of services
- Institutional arrangements with APFNet/EA/IA
- Duration of service
- Consultancy fees

### **II. Types of consultants and period of consultancy services**

- a) **International consultants:** professionals who have proven global or regional experience in designing, implementing and managing or evaluating forest-related projects.

International consultants are classified into three levels:

- 1) **Senior consultant.** Ceiling rate (pre-tax): USD 550/person/day
  - Proven ability to independently conduct professional analysis and

research, provide APFNet with high-quality outputs, and offer advice to guide APFNet's strategic development and program planning

- Sound knowledge and experience of more than 15 years in one or several forest-related disciplines or disciplines relevant to the task they are to perform
- Excellent reputation regionally or internationally

2) Intermediate Expert. Ceiling rate (pre-tax): USD 450/person/day

- Ability to independently conduct professional analysis and research, provide APFNet with acceptable outputs and offer advice on planning for and organizing APFNet activities and project tasks
- Sound knowledge and work experience of more than 10 years in one or several forest-related disciplines or disciplines relevant to the task they are to perform
- Good reputation regionally or internationally

3) Junior Expert. Ceiling rate (pre-tax): USD 350/person/day

- Ability to provide APFNet with acceptable outputs, facilitate meetings, and offer advice on organizing its activities and project tasks
- Proficient in at least one forest-related discipline or a discipline relevant to the task they are to perform and work experience of at least 8 years

- b) **Local consultants:** professionals from project target economy(ies), who are familiar with local conditions and experienced in relevant projects limited to the economy. A national of a member economy can also be classified as international consultant if she /he is proven to have the necessary global / regional experiences.

The consultancy fee for international consultants will be paid as regulated in APFNet financial policies; while fees for local consultants will be subject to local conditions. Rates for longer-term employment will be negotiated and stipulated in the contract.

APFNet leads in recruiting international consultants for its funded projects, and is involved in local consultant selection.

### III. Consultancy duration

The period of the consultancy service is also divided into **short-term** (4 months or shorter time) and **long-term** consultancy (longer than 4 months). The duration for the consultancy services will commence upon signing of the contract and be considered completed upon the submission of the agreed-upon outputs.

### IV. Channels for consultant invitation and identification

Consultant resources are invited and identified generally through:

- Job vacancy announcements on the APFNet website, other websites and channels;
- Recommendation by project partners;
- Selection from existing the APFNet Expert Database or APFNet's network

#### **V. Selection and recruitment**

- **Number of candidates for each position.** At least 3 candidates are required for a consultant vacancy. For long-term consultants, more candidates are required.
- **Interested candidates.** Detailed Curriculum Vitae of the consultants should be submitted, especially to prove that their knowledge and experience fulfill consultancy demands. A preliminary task schedule or work plan for the consultancy services should also be provided.
- **Quality and cost-based selection**
  - Consultants to be hired for APFNet projects should be selected based on their qualifications and experience (esp. his/her academic background, years of experience, knowledge of local conditions of the project area, language abilities). The selection and recruitment requirements apply to both international and local consultants.
  - APFNet or its project partner may arrange an interview by email/telephone/(online) meeting to gain further information for comparison and consultant selection.
  - Candidates for international consultant positions recommended by APFNet project partners need to be reviewed by APFNet before being hired.
  - The EA may be entrusted by APFNet with signing a contract with international consultants for specific project tasks.

#### **VI. Coordination and monitoring**

Consultants are supposed to be monitored by APFNet or its project partners based on the service contract and ToR to ensure the required services are provided and reported in a timely manner.

#### **VII. Post-consultancy evaluation**

Consultancy performance of the hired consultant will be evaluated by APFNet or its project partners, and well-performing consultants will be added to the *APFNet Expert Pool* for future cooperation.