**Annex 4 – Goods and services specification**

**TERMS OF REFERENCE**

For the supply of **Designing and Administering a Tree Plantation Campaign** to the British Council

The terms of reference of services that is to be delivered to the British Council by the service provider shall be as follows:

1. Develop a toolkit which can be applied to the planning and delivery of tree plantation events across Nepal’s climate zones which includes:
   1. Glossary on native/endemic trees that are best suited for such event, rating their water consumption, maintenance needs against carbon revenue generation potential.
   2. Seasonal, geographical, climate and other conditions that need to be considered in the planning of tree-plantation events
   3. Mapping and/or index of governmental initiatives, support systems (including subsidies) that are accessible to public or upon request and how to access these for effective (cost+long term) plantation events
   4. Best practices, processes and recommendations that should be accounted for in the design, development and delivery of plantation events covering Nepal’s diverse geography but focusing on those regions/areas where plantation is most needed
   5. Bibliography of relevant case studies/initiatives, organisations working with tree plantation (both governmental/non-governmental) for further reading
   6. Toolkit should be professional designed to be accessible to wide audience base, the primary target of the toolkits are educational institutions and organisations that work with youth
2. Administer tree plantation events campaign between January – December 2021
   1. Participants would come from the British Council and Foreign Commonwealth and Development Office Nepal (between 20-100 individuals) as well as from the Nepal government
   2. Campaign should link with government projects/partnerships or with existing green development projects so that the plants mature and continue to generate carbon credit for the involved organizations
   3. Sites must be within Kathmandu Valley limits and accessible by road
   4. Events should be less than 2 hours in length and should not require more than 45 mins of commute for the participants