

Terms of Reference for external services within the project BEECH POWER

The City Administration of Angermünde is calling for the following services within the Interreg CENTRAL EUROPE-project BEECH POWER (World Heritage BEECH Forests: emPOWERing and catalyzing an ecosystem-based Sustainable Development):

1. **Facilitation of a workshop** about participatory **strategy development** with stakeholders in the surrounding of the component part `Grumsin` of the UNESCO World Heritage `Ancient and Primeval Beech Forests of the Carpathians and Other Regions of Europe`. This includes preparation and documentation of the workshop (see below under `requested services`)
 - **Development of a draft regional strategy** (structure and content) **and a draft corresponding working programme** for enhanced cooperation between the protected area and municipalities and for additional participatory processes by integrating the results of the workshop
 - **Development of two draft general governance strategies** (structure and contents) to support public authorities
 - i. in activating and involving relevant actors in participatory planning processes and
 - ii. in integrating the natural heritage in regional and communal sustainable development.

Information about the project and the workshop setting:

The planned workshop about strategy development (explained above) will take place at 01. & 02. of September 2020 in Angermünde.

The workshop is a follow-up workshop of the workshop of situation analysis that was implemented within the project in November 2019 applying the **method „Open Standards for the Practice of Conservation“**.

The planned workshop about participatory **strategy development** with stakeholders should also follow the **method „Open Standards for the Practice of Conservation“** to structure the discussions and elaborate results.

Participants of the workshop will be local and regional stakeholders, management authorities as well as representative of the responsible ministries.

Furthermore international project partners of the BEECH POWER project (Slovenia, Croatia) will participate at the workshop.

The workshop is implemented within the **thematic project work package “Empowering World Heritage Beech communities as model for ecosystem-based sustainable development”** and is aiming to contribute to the development of a regional strategy and a corresponding working programme for enhanced cooperation between the protected areas and municipalities and for additional participatory processes.

In the case of the component part `Grumsin` the respective protected area is the Biosphere Reserve Schorfheide-Chorin as official management institution of the World Heritage component part. The City of Angermünde represents the municipality/community with the World Heritage component part `Grumsin` on the administrative area of the municipality. Further stakeholders of the adjacent municipalities (including parts of the buffer zone) will be invited to the workshop.

Similar workshops for participatory strategy development and the development of regional strategies and working programmes will be implemented in the partner component parts of the World Heritage site in Slovenia and Croatia.

Additionally to the development of the above named regional strategies, the workshop results are aimed to be integrated into the development of 2 general governance strategies to support public authorities

- iii. in activating and involving relevant actors in participatory planning processes and
- iv. in integrating the natural heritage in regional and communal sustainable development.

Knowledge and experience required by the facilitator(s):

- Knowledge of the method „Open Standards for the Practice of Conservation“ by at least one facilitator confirmed by participation at a training, by practical application or similar experiences
- Knowledge and experience in facilitating workshops and participatory processes
- Knowledge and experience in structuring workshops
- The availability of a licence of the Software Miradi for the facilitators should be included into the offer of the service
- Travel and accommodation of the facilitators should be included into the offer and will not be covered apart by the contracting party
- Knowledge and experience in developing strategies in project contexts

Requested services:

Workshop (development, implementation & documentation (8-12 working days))

The workshop will be held in German language.

Several documents/ reports have to be prepared also in English (English language products are indicated below)

- Preparation of a list of workshop material at least 2 weeks before the workshop (the material will be provided by the contracting party)
- Preparation of the workshop concept and the design in cooperation with the contracting party (main aims of the workshop and how can the workshop design best contribute to these aims)

- Preparation of the scope of discussion in cooperation with the contracting party
- Elaboration of a proposal of the agenda for the strategy development workshop in consultation with the contracting party (at least 3 weeks before the workshop)
- Conducting a preparation call with the responsible staff of the City Administration of Angermünde and the BEECH POWER project (at least 1 week before the workshop) clarifying content-related and organisational topics
- Preparation and presentation of an introductory presentation of the aim of the workshop, the workshop setting and tasks (what will be done in the workshop)
- Facilitation of the workshop consisting of 2 full days (12h workshop in total per person) by 2 facilitators
 - i. Explanation of the starting point/ setting the scene
 - ii. Strategy development
 - iii. Facilitation in sub-groups (depending on the number of participants)
- Documenting the results in the Software Miradi (in German)
- Providing a Miradi-Version with the results translated into English
- Providing a report of the process and results of the workshop in German (max. 5 pages)
- Providing an English summary of the work process and the results (2-4 pages)
- Providing a short evaluation with suggestions for improvements of the workshop setting and lessons learned in English (min. 1 page)

Strategy development (8-12 working days)

- Providing a draft regional strategy (structure and content) and a draft corresponding working programme for enhanced cooperation between the protected area and municipalities and for additional participatory processes by integrating the results of the workshop (until 30.09.2020) in German language
- Proposing drafts for 2 general governance strategies (structure and contents) to support public authorities in English
 - i. in activating and involving relevant actors in participatory planning processes and
 - ii. in integrating the natural heritage in regional and communal sustainable development.

based on the workshop results and the regional strategies of the City Administration of Angermünde and the partners in Slovenia and Croatia (until 11.12.2020)

The facilitators will be provided by the following information and material by the contracting party:

- list of invited participants at least 3 weeks prior the workshop and with an overview of registered participants at least 1 week prior the workshop.
- results of the previous workshop of situation analysis including Miradi-files (at least 4 weeks before the workshop)
- relevant maps and information on the administrative and management situation (at least 3 weeks before the workshop).

- translation during the workshop for the international partners (from Slovenia and Croatia) will be organised by the contracting party.
- evaluation with the participants of the workshop. The results will be shared with the consultants at least 2 weeks after workshop.

Administrative information:

- Invoices can be issued for the different requested services (workshop facilitation & documentation, draft regional strategy & draft general governance strategies) after fulfilment and prove of the service.

The offers should be sent to:

City Administration of Angermünde
Ingrid Greschus
Markt 24
16278 Angermünde

or

i.greschus@angermuende.de

by 27th of July 2020.

For more information or questions, please contact:

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Information about the project:

<https://www.angermuende.de/politik-verwaltung/beechn-power/> (in German)

<https://beechnpower.eu/> (in English)

<https://www.interreg-central.eu/Content.Node/BEECH-POWER.html> (in English)