TERMS OF REFERENCE [TEMPLATE]

LANDSCALE ASSESSMENT TEAM

Before you get started

- The text highlighted in blue indicates instructions and additional notes for the hiring organization.
- Items in [brackets] are to be filled out by the hiring organization.
- The text highlighted in yellow indicates that it is optional and is focused on the local reviewer process.

About [the organization] & the Landscape

Provide a description of the hiring organization's mission and work, as well as information on the landscape and the relevance of LandScale in that context.

About LandScale

LandScale is a tool to assess and communicate landscape sustainability performance. It helps landscape stakeholders gain critical insights, make more informed decisions, and share credible stories of impact. Companies, industry initiatives, NGOs, governments, donors, and financial institutions can use LandScale to measure the sustainability status and trends of any landscape with substantial natural resource-based economies and supply chains.

The LandScale system which is to be used to conduct this work is comprised of the following:

- **The LandScale Platform:** an online tool that facilitates conducting the five LandScale steps described below and exposing the products of the assessment to a global audience, if desired.

- **Assessment Framework:** the goals, indicators, and performance metrics that constitute the scope of an assessment.

- **Assessment Guidelines:** detailed guidance on the process of conducting a LandScale assessment, accessible through the LandScale platform.

- **Validation Mechanism:** The process of reviewing the assessment methodology and results by the LandScale team (LandScale validation) and local experts (local review).
- **Communications and Claims Policy:** information on the type of claims that may be made based on LandScale assessment results and the process for communicating such claims.

Scope of Work

LandScale's assessment process consists of five steps.

[Customize this section to reflect the specific scope being sought. Scope should include the desired LandScale assessment. Scope is also determined by the roles you wish the consultant to play, which may range from all activities necessary to conduct the assessment, including leading and managing the work and stakeholder coordination, to more limited technical roles.

General

- All inputs to the LandScale platform are required to be in English using proper spelling and grammar. [Organizer to add any other language requirements, e.g., a custom landscape report in the local language or ability to interact with stakeholders in the local language(s)]
- In addition to the specific requirements below, the assessment team will, at the conclusion of each step, request a validation by the LandScale team and work with LandScale to achieve satisfactory validation of completion of each step.

Step 1: Preparation

In this step, the assessment team works on the preparatory steps of an assessment.

1. Document the assessment objectives
2. Develop a plan for stakeholder engagement
3. Define landscape goals (optional)
4. Complete the landscape partnership module (optional)
5. Create the landscape profile
6. Compile documentation and submit the step for validation
7. Identification of local experts to participate in the information validation process. This information will need to be consulted with the organization's landscape-based team, as they have linked information.

Step 2: Boundary Selection

In this step, the assessment team works on the process of defining an appropriate area for which to conduct the assessment based on the landscape's context and characteristics. [Whether you want your consultant to do the initial definition, refine the definition, or do not change an existing definition should be noted here]

1. Compile the landscape overview
2. Define the landscape boundary
3. Conduct the adjacency analysis [this task is optional, please specify if you wish the consultant to include it]
4. Document boundary limitations
5. Compile documentation and submit the step for validation

Step 3: Indicator and Metric Selection

In this step, the assessment team works on selecting the indicators and metrics that will be used to assess landscape performance and trends.

1. Select indicators to include in the assessment [this task includes determining applicability of certain indicators. You should also determine if you have existing custom indicators to include or anticipate developing any]
2. Select metrics to include in the assessment [as with indicators, there will be decisions about optional (recommended) metrics and whether custom metrics should be included]
3. Set targets for any metric [this task is optional, please specify if you wish the consultant to include it]
4. Compile documentation and submit the step for validation
5. Initiate coordination with potential local experts for the review

Step 4: Data Evaluation and Metric Assessment

Following the indicator and metric selection, the assessment team will define data needs, collect relevant data, assess data suitability, generate results, and conduct local review.

1. Specify data requirements to measure each metric
2. Identify and procure candidate datasets [Add any known data collection needs here. Data collection may be needed to assess high priority indicators for the landscape. The team should work with the Assessment Owner to jointly determine where data collection may be needed.]
3. Evaluate candidate datasets for suitability, procure supplemental data as necessary and feasible, and finalize data selection

4. Process and analyze data to generate results for each metric, including, assessment against targets if included in Step 3
5. Compile documentation and submit the step for the first LandScale review
6. **Conduct the local review**
7. Address feedback from the initial validation and the local review
8. Compile updated documentation and submit the step for final validation

The previous activities may require:

1. Integrating data from multiple sources
2. Organize workshops with stakeholders.
3. Classifying and coding data
4. Reviewing, validating, and editing data
5. Transforming data values or attributes
6. Imputing any missing data values, if possible
7. Deriving new variables and their values based on the source data
8. Calculating descriptive statistics, such as averages and distributions
9. Calculating quantitative measures of trends or rates
10. Assigning variable weights and calculated weighted averages or sums
11. Disaggregating data by appropriate variables and calculating metric values according to these disaggregation.
12. Finalizing data files

Step 5: Reporting and Publishing Results

This final step uses results and inputs from the previous steps to craft a standard LandScale Report [and optionally a custom report if desired by the organizer], optionally obtain local review of the draft report, and publish the final report.

1. Using the LandScale platform, generate the standard report which entails a combination of auto-populating fields and writing additional content such as interpretations and conclusions.
2. Integrate additional features to the report such as photos and data visualizations from the assessment results
3. Obtain local review of the report and address comments and revise accordingly. [this task is optional, please specify if you wish the consultant to include it]
4. Obtain final LandScale Validation and publish the report.
5. Download the report and the export file of all inputs to the LandScale platform and provide to the organizer.