



**ACP
FLEGT**

Forest Law Enforcement, Governance
and Trade Support Programme for African,
Caribbean and Pacific Countries



Direct assistance requests from government institutions

How to apply

Background

Illegal logging poses a serious challenge to the establishment and maintenance of efficient markets and sustainable logging practices in a global economy that is increasingly seeking assurances regarding the legal and sustainable production of wood and wood products. Illegal behaviour in the logging sector results in lost government revenue, missed industry development opportunities, and increased environmental damage and social problems.

In 2003, the *European Commission* adopted the Forest Law Enforcement, Governance and Trade (FLEGT) Action Plan¹ with the ultimate goal of encouraging sustainable management of forests. Ensuring the legality of forest operations is considered a vital first step. The plan focuses on governance reforms and capacity building to ensure that the timber exported to the European Union (EU) comes only from legal sources.

The ACP-FLEGT Support Programme is a four-year programme implemented by FAO and providing technical and financial resources to African, Caribbean and Pacific (ACP) countries to support the development of an enabling environment for implementation of the FLEGT Action Plan elements.

Support mechanism

Direct assistance requests target immediate needs of limited scope that are identified by government agencies and related to policy, the legal framework, information or knowledge availability, or to institutional issues with an impact on efficient implementation of FLEGT Action Plan elements. Requests can be submitted at any time by ACP country government forestry agencies and are evaluated on a rolling basis. Direct assistance requests are limited to a maximum of 25 000 EUR, or approximately US\$35 000.

Examples of projects are:

- targeted capacity building activities;
- definition of legality at the national level;
- policy analysis addressing FLEGT-related topics; and
- targeted small Voluntary Partnership Agreement support actions.

¹ see <http://ec.europa.eu/environment/forests/flegt.htm>

Eligibility requirements

The following general requirements must be met to be eligible for support through the programme:

1. The proponent is a government institution from an ACP country.
2. The request reflects elements of the FLEGT Action Plan.
3. The request is complete and follows the requested format.
4. The funding requested is under the maximum limit of 25 000 EUR.

Selection criteria and process

Direct assistance requests are evaluated by the Project Management Unit (PMU) on a rolling basis. Eligible requests that fulfil the selection criteria will be funded according to the availability of funds. Additional information on selection criteria, scoring and procedures is available from the ACP-FLEGT Support Programme website (www.fao.org/forestry/acp-flegt) or on request through the PMU (acp-flegt-info@fao.org).

Proposal submission

Proponents can submit direct assistance requests at any time. All requests must be signed by the proponent and submitted in English or French to the fax number or e-mail address below. E-mail proposals should be submitted with a scanned copy of the signature page. A message will be sent to each proponent confirming that the request has been received and catalogued.

Submit proposals via fax or e-mail to:

Robert Simpson
Programme Manager
ACP-FLEGT Support Programme
FAO of the United Nations
Viale delle Terme di Caracalla
00153 Rome, Italy

Fax number: +39 06 570 55514

E-mail: acp-flegt-direct-requests@fao.org

Request format

Direct assistance requests should be a maximum of five pages, including the budget, formatted on A4 paper and written in Times New Roman size 12 font. Additional relevant information may be submitted as annexes for reference.

Part I. Project summary (cover page)

Project title:

The title of the project.

Project proponent:

Name of the government agency proposing the project.

Contact person:

Provide the name, title and contact information of the person with overall responsibility for project implementation or oversight within the government.

Requested funds:

	Total (in US\$)
Requested funds:	

Identify the total amount of the funds requested for the proposed project (all monetary values in US\$).

Declaration and signature:

All information contained in this proposal is true and accurate to the best of my knowledge. This proposal is not currently and has not been previously funded by another institution.

Date _____ Signature _____
(signature of project proponent)

Part II. Project description

Project context and problem statement (maximum 1/2 page):

Please describe the problem that the project will address, as well as the context and factors that perpetuate the problem. Confine the description to relevant forest-related policy, legislation, law enforcement, economic and social issues.

Objective and activities (maximum 1/2 page):

The project objective should be a single statement identifying the desired outcome of the requested assistance. The objective should contribute to resolution of the stated problem. List the activities required to satisfy the project objective and provide an indicative timeline for these activities.

Methodology/approach (maximum 1 page):

Describe how the project activities will be implemented, who will be involved and who will carry out the actions. The methodology should also take into account any interrelations or chains of events required to implement the project.

If appropriate, include in an annex any charts, organizational diagrams or other visual tools required to understand the methodology.

Part III. Creating an enabling environment for FLEGT implementation

(maximum 1 page)

Consistency with forest sector priorities/national forest programmes and FLEGT Action Plan elements:

Please describe how the project will support implementation of the FLEGT Action Plan elements through one or more of the following:

1. removing bottlenecks or obstacles to implementing elements of the FLEGT Action Plan;
2. strengthening local, national or regional capacity to implement FLEGT-related initiatives;
3. developing and supporting greater understanding of FLEGT-related issues;
4. providing other support towards the implementation of forest sector/national forest programmes and/or elements of the FLEGT Action Plan.

Sustainable outcomes:

Please describe:

- a. how the project will complement and/or contribute to the successful implementation of an existing or ongoing national FLEGT-related programme; and
- b. any time-bound or urgency issues for completing this action.

Sharing of outcomes and lessons learned:

Sharing lessons learned with other ACP country stakeholders is an ACP-FLEGT Support Programme priority. Please describe briefly how outcomes and lessons learned will be recorded, made available and shared with stakeholders by the proponent.

Part IV. Budget

ACP-FLEGT BUDGET PROPOSAL	
	TOTAL (US\$)
Human resources expenses National consultants International consultants	
Travel	
Equipment Expendable Non-expendable	
Contracts	
Operational expenses	
Workshops/training	
Information management	
BUDGET TOTAL	

Please make all budget submissions in US\$.

Human resources expenses:

Funds used to pay the national or international consultants needed for the project should be identified under the human resources expenses.

Travel:

All expected travel expenses and related costs, such as transportation, hotel accommodation and daily subsistence allowances, should be totalled under this item. Describe the frequency and nature of the travel that will occur during the project. Any daily subsistence allowances should be consistent with national averages and reasonable for the project’s scope of work.

Equipment:

List all the equipment needed for project implementation and its total cost. Please use the following definitions of expendable and non-expendable equipment:

- *Expendable – stationery, supplies or equipment valued at less than US\$500 and with a useful life of one year or less.*
- *Non-expendable – equipment valued at US\$500 or more and with a useful life typically of more than one year, e.g. computer equipment. Please justify the need for non-expendable equipment.*

Contracts:

Describe the nature and importance of any contracts established with companies or organizations for services under the project. Contracts with consultants should be under human resources expenses and not in this section.

Operational expenses:

Describe any operational expenses that will be incurred during the project.

Workshops/training:

Describe the objectives and expected outcomes of workshops and training, as well as the types and numbers of participants.

Information management:

Any expenses incurred in developing communication tools (posters, brochures, websites or other printed material), outreach actions, or sharing of lessons learned from the project should be totalled under this budget item.