



**ACP  
FLEGT**

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



## Pilot projects

### 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 Plan<sup>1</sup> 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 the implementation of the FLEGT Action Plan elements.

## Support mechanism

Twice a year, the programme will announce that it is accepting proposals from ACP country stakeholder groups seeking assistance in implementing FLEGT-related **pilot projects**.

**Pilot project** proposals target small to medium-sized initiatives that improve law enforcement, governance or trade activities in ACP countries. Pilot projects should remove bottlenecks or test systems that add value to the implementation of FLEGT processes. Programme support to each pilot project is limited to a maximum of 100 000 EUR, or approximately US\$135 000. Proponents must be prepared to provide a financial or in-kind contribution in addition to the requested amount and equal to at least 20 percent of that amount. Projects should be for one year or less in duration. The estimated total funding available for this call for proposals is 825 000 EUR, or US\$1.1 million. Calls for proposals will be advertised over the next three years of the programme.

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

Possible examples of pilot projects are:

- contributing to the development of a chain-of-custody and/or log tracking systems;
- testing innovative systems for forest law enforcement, such as joint forest management monitoring systems;
- designing or testing verification systems for timber legality; and
- establishing a database of legal/illegal harvesting, processing, production and trade statistics.

### Eligibility requirements

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

1. The proponent is from an ACP country (or from a group of ACP countries in the case of regional proposals).
2. The proponent is a government institution, civil society organization<sup>2</sup> or private sector organization<sup>3</sup>.
3. The proposal reflects elements of the FLEGT Action Plan.
4. Civil society and private sector organizations submitting proposals must provide names of reference people from the government forestry agency who are familiar with the project proposal. These references are used to verify that the government is aware of the proposal and that the proposed project has been discussed within the national forestry development context.
5. The proposal is complete and follows the required format.
6. The proposal is within the grant financial parameters:
  - a. the requested grant is under the maximum limit of 100 000 EUR; and
  - b. the proponent's contribution, financial or in-kind, is at least 20 percent of the requested grant.

While not a requirement for eligibility, countries are strongly encouraged to develop projects through an existing national-level multi-stakeholder process, to ensure consistency with national priorities and broad ownership of the proposal by stakeholders. The programme can support the development of such national multi-stakeholder processes if stakeholder groups request assistance.

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<sup>2</sup> For the purpose of this guideline a civil society organization is defined as a not-for-profit organization that pursues an issue(s) and values defined by its members or constituency and that contributes to the common good or public interest.

<sup>3</sup> For the purpose of these guidelines a private sector organization is defined as a not-for-profit grouping, union or association of private sector businesses or individuals working toward a common interest that is aligned with the public interest.

## **Selection criteria and process**

Proposals submitted to the ACP-FLEGT Support Programme will be checked against the eligibility criteria. Proposals meeting the eligibility requirements will be evaluated and scored by an Expert Panel based on a defined set of selection criteria. Proposals that best fulfil the selection criteria will be approved for funding by the Programme Executive and Steering Committees. Further information on the selection procedures and criteria is available from the ACP-FLEGT Support Programme website ([www.fao.org/forestry/acp-flegt](http://www.fao.org/forestry/acp-flegt)) and on request from the Project Management Unit ([acp-flegt-info@fao.org](mailto:acp-flegt-info@fao.org)).

## **Proposal submission**

All proposals 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. Proponents will receive written notice confirming receipt and registration of the proposal.

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-call-for-proposals@fao.org](mailto:acp-flegt-call-for-proposals@fao.org)

## **Deadlines for submission**

The proposal submission deadline is **Friday 6 November 2009 before 1700h GMT +1.**

**Proposal format**

Proposals should be no more than ten pages, formatted on A4 paper and written in Times New Roman size 12 font. Additional relevant information may be submitted in annexes for reference.

**Part I. Project summary (cover page)**

Project title:

The title of the project.

Project proponent:

Provide the name and contact information of the government agency, civil society or private sector organization proposing the project. Check the box that designates the type of organization:

- Government institution
- Civil society organization
- Private sector organization

Contact person:

Provide the name, title and contact information of the person responsible for project implementation or oversight within the organization.

Government references:

Civil society and private sector organizations must provide at least two references of government forestry agency personnel familiar with the proposal. Each reference should include the person’s name, title, address, e-mail and telephone number. Check YES if references are attached and NO if references are not attached or not applicable.<sup>4</sup>

- YES
- NO

Funding summary:

	Total (in US\$)
Requested funds:	
Proponent contribution:	

Identify the total amount of funds requested in the project proposal and the total amount that will be provided through the proponent contribution (express monetary

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<sup>4</sup> Proponents from government agencies are not required to provide references.

values in US\$). All projects require an additional contribution of at least 20 percent of the total requested funds, through either co-financing or in-kind funding. In-kind contributions can include use of vehicles, fuel, infrastructure, office services, staff time or other resources, and should be expressed in monetary values.

Organizational background (1 page):

Please provide background information about the institution, including its mission statement, institutional objectives, number of employees, financial management capacity, work history highlights and current projects.

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 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:

The objective should be a single statement identifying the desired outcome of the project. The objective should contribute to resolution of the stated problem.

Project outputs, activities and work plan (maximum 1 page):

List the project outputs that will be accomplished using project resources. Each project output should be described in one sentence, supported by a list of activities. Satisfactory completion of all the activities should result in achievement of the outputs. The completion of all outputs should create the enabling conditions for successful achievement of the project objective. Please include a short indicative project work plan in the proposal.

Example work plan format<sup>5</sup>

Activity description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Output 1</b>												
Activity 1	x											
Activity 2		x										
Activity 3			x									
<b>Output 2</b>												
Activity 1		x										
Activity 2			x									
Activity 3				x								
<b>Output 3</b>												
Activity 1					x	x	x					
Activity 2							x	x	x			
Activity 3										x	x	x

Methodology/approach (maximum 2 pages):

Describe how the project activities will be implemented, who will be involved and who will carry out the actions. The methodology should also describe any interrelations among activities, chains of events or seasonal issues that could affect the project implementation timetable. If applicable, the methodology should identify the roles of forest-dependent populations, gender issues, or consistencies with national and regional forest and poverty alleviation policies. 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 Action Plan implementation**  
(maximum 2 pages)

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

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

1. increasing the effectiveness of stakeholder(s) in implementing FLEGT-related initiatives;
2. strengthening local, national or regional capacity to implement FLEGT-related initiatives;
3. developing and supporting greater understanding of FLEGT-related issues;
4. other support towards implementation of forest sector/national forest programmes and/or the FLEGT Action Plan.

<sup>5</sup> The example work plan is designed as only a guide to project proponents. The numbers of outputs and activities are variable, depending on the project. No preference will be granted to projects with more or fewer outputs or activities in the work plan.

Partnerships:

Identify and describe any partnerships with relevant actors that are being established or strengthened through the project. In particular, identify and describe clearly any opportunities for promoting collaboration among government, the private sector and civil society.

Innovation and catalytic character:

Describe any innovations or opportunities for mainstreaming or replication at the national or regional level that will be developed through the project.

Sustainable outcomes:

Describe how the project will complement and/or contribute to the successful implementation of existing or ongoing national programmes.

Sharing of outcomes and lessons learned:

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

**Part IV. Budget and budget description (maximum 2 pages)**

ACP-FLEGT BUDGET PROPOSAL			
	Funding (US\$)		TOTAL (US\$)
	FAO	Proponent	
<b>Human resources expenses</b>			
National consultants			
International consultants			
Staff			
<b>Travel</b>			
<b>Equipment</b>			
Expendable			
Non-expendable			
Premises (office and associated costs)			
Maintenance and repair of equipment			
<b>Construction</b>			
<b>Contracts</b>			
<b>Operational expenses</b>			
<b>Workshops/training</b>			
<b>Information management</b>			
<b>Monitoring and evaluation</b>			
<b>BUDGET TOTAL</b>			

**Budget description**

*Please make all budget submissions in US\$.*

*Human resources expenses:*

*Funds used to pay the national or international consultants or staff working on the project should be identified under human resources expenses. Explain the need for national and/or international consultants for project activities.*

*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 proposed travel related to project*

*implementation. 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.*

*Construction:*

*If applicable, please describe any construction costs that will be incurred during the project and the relevance to successful completion of the project objective.*

*Contracts:*

*Describe the nature and importance of any contracts established with companies or organizations for service 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 their target audiences and number of participants, if not already described in the main body of the proposal.*

*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 in this budget item.*

*Project evaluation:*

*If applicable, describe the expected expenditures for project evaluation.*