



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



Technical assistance on policies, legislation and institutional capacity

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.

Technical assistance proposals

Proposals for technical assistance should address activities that will contribute to an improved enabling environment for implementing FLEGT elements, through review of policy, legislative and regulatory frameworks, capacity building of institutions, or improving communications among ACP stakeholders. Projects should contribute to existing long-term programmes or strategies. Programme support to each proposal is limited to a maximum of 50 000 EUR, or approximately US\$67 000. 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. Technical assistance proposals should have an implementation timetable of no more than about six months. Estimated available funding for this call for proposals is 150 000 EUR, or US\$200 000. Additional calls for proposals will be advertised during the next three years of the programme.

Examples of topics for technical assistance are:

- assessment of FLEGT-related policy, legislative or regulatory frameworks;

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

- fostering of stakeholder consensus towards development of a national strategy to implement elements of the FLEGT Action Plan;
- support to national or regional FLEGT workshops for sharing information, knowledge and lessons learned within and among ACP countries;
- institutional capacity needs assessments;
- evaluation of timber markets or trade-related issues;
- capacity building of stakeholders on FLEGT-related issues.

Technical assistance from FAO

If proponents wish to receive technical assistance on topics for which expertise is not readily available in their country or for which there are no appropriate experts known to the proponent organization, they may receive it, on request, from FAO experts or external experts recommended by FAO. Topics for which technical assistance may be provided include improved law enforcement capacity in the forest sector, governance, legislative analysis, institutional capacity, trade and market data management and analysis, forest resource monitoring and forest industries.

To obtain FAO technical assistance, the proponent should submit a proposal in accordance with the guidelines. In Part 1: Project summary, the proponent should request that FAO organize and provide specialized technical assistance, training or FLEGT-related communications support. Typically, the resources available through a standard technical assistance grant allow FAO to support two or three short-term technical assistance missions² and in-country logistics costs.

Please contact ACP-FLEGT Support Programme management for more information on the availability and access to technical assistance from FAO.

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 organization³ or private sector organization⁴.
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

² Short-term missions are approximately two to four weeks in duration.

³ 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

⁴ 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.

the government is aware of the proposal and that it 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 50 000 EUR; and
 - b. the proponent contribution, financial or in-kind, is at least 20 percent of the requested grant.

While not a requirement for eligibility, countries are encouraged to develop projects through an existing national-level multi-stakeholder process to ensure relevance, 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 local stakeholders request assistance.

Selection criteria and process

Proposals submitted to the ACP-FLEGT Support Programme will be checked against the eligibility criteria. Proposals meeting 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) and on request from the Project Management Unit (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

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:

Title of the project.

Type of assistance proposed:

Please check the box that most accurately describes the type of technical assistance proposed by the proponent. Check the first box if the proponent is requesting FAO to provide or recommend technical assistance (TA). Check the second box if the proponent has identified another source of technical assistance:

- TA provided through FAO
TA identified by the proponent

Project proponent:

Provide the name and contact information of the government institution, 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. The 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 applicable⁵.

- YES
NO

⁵ Proponents from government agencies are not required to provide references.

Funding summary:

	Total (in US\$)
Requested funds:	
Requested TA from FAO:	
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 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.

If the technical assistance is to be provided by FAO, please specify duration of the mission and the type and level of expertise on the line “Requested TA from FAO”. Do not quantify the USD value of those missions.

Organization 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

Context and problem statement (maximum 1 page):

Please describe the problem that the requested assistance 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 assistance requested. The objective should contribute to resolution of the problem stated.

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

List the outputs that will be accomplished using the proposal resources. Each 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 format⁶

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

Methodology/approach (maximum 1 page):

Describe how the project will be implemented, who will be involved and who will carry out the actions. Describe the anticipated support required to complete the activities and achieve the outputs and objective. The methodology should take into account any interrelations or chains of events required to implement the actions. Include in an annex any charts, organizational diagrams or other visual tools required to understand the methodology.

⁶ The example work plan is designed only as a guide to project proponents. The number of outputs and activities are variable depending on the project. No margin of preference will be granted to projects with more or less outputs and activities in the work plan.

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 the 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.

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)

(The consultants' section of the budget can be left blank if the proponent is requesting FAO to provide technical assistance)

ACP-FLEGT – TECHNICAL ASSISTANCE BUDGET PROPOSAL			
	Funding (US\$)		TOTAL (US\$)
	FAO	Proponent	
Human resources expenses			
National consultants			
International consultants			
Travel			
Equipment			
Expendable			
Non-expendable			
Premises (office and associated costs)			
Contracts			
Operational expenses			
Workshops/training			
Information management			
BUDGET TOTAL			

Budget description

All budget submissions should be presented 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. If you are requesting technical assistance from FAO you do not need to include the budget for this.

Travel:

All expected travel expenses and related costs, such as transportation, hotel accommodation and daily subsistence allowance, 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 equipment needed for project implementation and its total cost. Please use the following definitions for 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 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.