

# INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)

## THEMATIC PROGRAMME ON TRADE AND MARKET TRANSPARENCY (TMT)

### PROJECT DOCUMENT

TITLE:	IMPROVING SUSTAINABLE <i>PERICOPSIS ELATA</i> CONSERVATION AND TRADE REGULATION IN GHANA
SERIAL NUMBER:	TMT-SPD 017/15 Rev.2 (M)
SUBMITTED BY:	GOVERNMENT OF GHANA
ORIGINAL LANGUAGE:	ENGLISH

#### SUMMARY:

This project is aimed at establishing the current conservation and trade status of *Pericopsis elata* in Ghana. This will be done through a habitat survey to assess the distribution and quantities of *Pericopsis elata* in Ghana and also ascertain the current market dynamics in its trade. The main objective of the project is to improve the availability of current data on the distribution, quantities and trade of *Pericopsis elata* in Ghana. The project will enable the FC to adopt the designed and tested tools and mechanisms to improve market regulation and put in effective interventions for its sustainable conservation. To guarantee sustainability of objectives and outcomes, the continuous support and guidance of NDF will be readily available to the FC and industry players.

EXECUTING AGENCY: NATURE AND DEVELOPMENT FOUNDATION

DURATION: 18 MONTHS

#### PROPOSED BUDGET AND OTHER FUNDING SOURCE:

<u>Source</u>	<u>Contribution (in USD)</u>
ITTO	149,997.00
Government of Ghana	36,614.00
<b>TOTAL</b>	<b>186,611.00</b>

# Table of Contents

<b>LIST OF ABBREVIATIONS AND ACRONYMS</b> .....	<b>ii</b>
<b>PART 1. PROJECT CONTEXT</b> .....	<b>1</b>
1.1 ORIGIN .....	1
1.2 RELEVANCE .....	1
1.2.1 <i>Conformity with ITTO's objectives and priorities</i> .....	1
1.2.2 <i>Relevance to the submitting country's policies</i> .....	3
1.3 TARGET AREA.....	4
1.4 OUTCOME AT PROJECT COMPLETION.....	4
<b>PART 2. PROJECT RATIONALE AND OBJECTIVES</b> .....	<b>6</b>
2.1 STAKEHOLDER ANALYSIS .....	6
2.2 PROBLEM ANALYSIS.....	7
2.3 OBJECTIVES.....	9
2.3.1 <i>Development objective and impact indicators</i> .....	9
2.3.2 <i>Specific objective and outcome indicators</i> .....	9
<b>PART 3. DESCRIPTION OF PROJECT INTERVENTIONS</b> .....	<b>10</b>
3.1 OUTPUTS.....	10
3.2 ACTIVITIES AND INPUTS.....	10
3.3 STRATEGIC APPROACH AND METHODS.....	12
3.4 WORK PLAN .....	13
3.5 BUDGET .....	15
3.5.1 <i>Consolidated Yearly Budget</i> .....	15
3.5.2 <i>Yearly Project Budget Cost to ITTO</i> .....	16
3.5.3 <i>Yearly project budget to Executing Agency</i> .....	17
3.5.4 <i>Yearly Project Budget by Source</i> .....	18
<b>PART 4. IMPLEMENTATION ARRANGEMENTS</b> .....	<b>19</b>
4.1 EXECUTING AGENCY AND ORGANIZATIONAL STRUCTURE.....	19
4.2 PROJECT MANAGEMENT.....	19
4.3 MONITORING AND REPORTING.....	20
<b>ANNEX 1. PROFILE OF THE EXECUTING AGENCY</b> .....	<b>21</b>
<b>ANNEX 2. TASKS AND RESPONSIBILITIES OF KEY EXPERTS PROVIDED BY THE EXECUTING AGENCY</b> .....	<b>22</b>
<b>ANNEX 3. TERMS OF REFERENCE OF PERSONNEL AND CONSULTANTS FUNDED BY ITTO</b> .....	<b>24</b>
<b>ANNEX 4. RESPONSES TO REVIEWER COMMENTS/RECOMMENDATIONS</b> .....	<b>25</b>

## LIST OF ABBREVIATIONS AND ACRONYMS

ATM –	Artisanal Millers Group
CITES –	Convention Of International Trade In Endangered Species
CSOs –	Civil Society Organizations
DOLTA –	Domestic Lumber Trades Association
EU –	European Union
FAWAG –	Furniture And Wood Products Association
FC –	Forestry Commission
FLEGT –	Forest Law Enforcement Governance And Trade
FSD –	Forestry Services Division
GFTN –	Global Forest Trade Network
GoG –	Government of Ghana
GREDA –	Ghana Real Estate Developers Association
GSGDA –	Ghana Shared Growth And Development Agenda
GTA –	Ghana Timber Association
GTMO –	Ghana Timber Millers Organization
ITTO –	International Tropical Timber Organization
KWC –	Kumasi Wood Cluster
NDF –	Nature And Development Foundation
NGO –	Non-Governmental Organization
<i>P. elata</i> –	<i>Pericopsis elata</i>
PSC –	Project Steering Committee
RMSC –	Resource Management Support Centre
SEA –	Strategic Environmental Assessment
TIDD –	Timber Industry Development Division
TV –	Television
TVD –	Timber Validation Division
VPA –	Voluntary Partnership Agreement
WAG –	Wood Workers Association Of Ghana
WWF –	World Wide Fund For Nature

# PART 1. PROJECT CONTEXT

## 1.1 Origin

This project is borne out of Nature and Development Foundation (NDF) longstanding engagement with the Forestry Commission of Ghana, the timber industries **and other stakeholders** where it was recently revealed, during the review of forest management plans for forest reserves, that there are few standing trees of *Pericopsis elata* within its range in the country. It was also clear during that engagement with the Forestry Commission that current knowledge of the status of the species *in situ* as well as associated trading of it are not available. Although there is no official trading information on the species, a visit to **and discussion with** some timber companies and wood depots **around the forest regions of Ghana** indicate **some level of trading in the species. In addition, Civil Society organizations and communities have called on the Forestry Commission to strengthen the protection of forest resources and to provide better information and data that will facilitate the contribution of other non-state actors in the fine- and course-grained protection of forest and species. For example a national forest forum communiqué presented to the Minister of Lands and Natural Resources encouraged the Ministry to, as a matter of urgency, develop favourable framework for better management of forest resources through close collaboration with communities.**

*Pericopsis elata* is a victim of over-exploitation and consumption mainly for its precious wood. The wood (trade names: afrormosia, assamela, kokrodua) is highly valued on the international market, mainly for furniture and as decorative veneer, but also for interior and exterior joinery, stairs, flooring and boat building. It is considered a substitute for teak. It is also suitable for heavy and light construction, railway sleepers, vehicle bodies, interior trim, handles, ladders, agricultural implements, sporting goods, musical instruments, toys, novelties, boxes, crates, carvings, turnery and draining boards. In traditional medicine in Congo pulped bark is rubbed into scarifications as an anodyne.

The project is therefore in response to the urgent need for conservation status and trading information on the species and thus aligns with the ITTO Thematic Programme on Trade and Market Transparency (TMT) that recognizes the importance of capacity building on market intelligence and improved data. The project will build on the objectives of the ITTO-CITES programme to undertake inventories on *Pericopsis elata* on its habitat and trade and using the data to support its conservation and sustainable trade. This project was also built on the initiative of the NDF several projects of promoting sustainable forest management and protection of biodiversity. It has emerged in the course of NDF work in Ghana that the relevant authorities do not have relevant recent data on the conservation of *Pericopsis elata* and lack market information on its trade. This project is therefore seen as a precursor for establishing the current conservation status and market information on the trade of *Pericopsis elata* and to develop tools and mechanisms that will ensure availability of current data in the future.

## 1.2 Relevance

### 1.2.1 Conformity with ITTO's objectives and priorities

The objective of the TMT programme is to: (i) increase the capacity of producer member countries to develop and employ market intelligence and marketing skills; and (ii) improve market transparency through improved data and analysis. The ITTO-CITES programme aim to ensure that international trade in CITES-listed timber species is consistent with their sustainable management and conservation.

The project activities directly contribute to the TMT programme and ITTO-CITES programme objectives. The project will undertake diagnostic studies and engage with stakeholders through consultative meetings and workshops in undertaking the studies and disseminate the outcome of the studies. The analytical reports which will be produced from the studies will be a major source of information on *Pericopsis elata* in the forest sector of Ghana and its trade. The tools and mechanisms to be designed by the project will be used to improve the trade codes and tracking for *Pericopsis elata* in Ghana.

### Conformity with ITTO's objectives and priorities

ITTO objectives and priorities	Project Relevance
contribute to the process of sustainable development	This action is seeking to contribute to sustainable utilization and conservation of <i>Pericopsis elata</i> , threatened with local extinction in Ghana because of over exploitation
improve market intelligence with a view to ensuring greater transparency in the international timber market, including the gathering, compilation, and dissemination of trade related data, including data related to species being traded;	This action intends to undertake market studies of <i>P.elata</i> trade in and from Ghana and to develop protocols in collaboration with the Forestry commission for the regular collection of trade and other information on the species
To promote and support research and development with a view to improving forest management and efficiency of wood utilization as well as increasing the capacity to conserve and enhance other forest values in timber producing tropical forests;	The action is relevant to researching into the conservation status and trade statistics of the species in question and will contribute to ensuring sustainable management of the species
To encourage members to develop national policies aimed at sustainable utilization and conservation of timber producing forests and their genetic resources and at maintaining the ecological balance in the regions concerned, in the context of tropical timber trade	The intend of the action is get national forestry authorities to develop policies in response to the increasing threat to the conservation of the target species

### The proposal's contribution to the achievement of the TMT deliverables

TMT Deliverables	Project Relevance	Links to TMT Monitoring Protocol
Strengthen information systems on markets and the forest sector	<ol style="list-style-type: none"> <li>1) The project will contribute to strengthen conservation statistics on <i>Pericopsis elata</i> in Ghana through research on distribution, quantities, and habitat conditions of the</li> <li>2) There will also be statistics on current trading of the species both export and domestic</li> <li>3) The development of monitoring protocol for the species will contribute to providing regular reliable information on the species</li> <li>4) The publication of research findings on conservation and trade status of the species will be essential to strengthening the information on the species</li> <li>5) Training of scientific and management authorities</li> </ol>	<p>Statistical and analytical reports on trade and conservation available</p> <p>Monitoring protocol developed</p> <p>Published research report</p> <p>Training package, training reports and participant lists</p>

TMT Deliverables	Project Relevance	Links to TMT Monitoring Protocol
Fill gaps in the market transparency of tropical timber and timber products.	<p>1) The action will ensure: Market and trade study of the supply chain of the species both in the local market and export. Such a study will reveal whether the species is being exported under a different trade name to avoid CITES certification process</p> <p>2) Public awareness of the threat of extinction to the species through documentary and other communication toolkits as well as the publication of the research reports will bring some transparency in the marketing of the species</p> <p>3) Regular collection of conservation and trade data through the development of the monitoring protocol will support availability of trade statistics of the species</p>	<p>Study report on <i>P. elata</i> supply chain in Ghana</p> <p>Workshop report</p>

#### The proposal's contribution to the achievement of the ITTO-CITES Programme objectives

ITTO-CITES objective	Project Relevance
To assist national authorities to meet the scientific, administrative and legal requirements for managing and regulating trade in <i>Pericopsis elata</i> (Afromosia) and, in particular, to develop guidance to ensure that utilization is not detrimental to the survival of CITES-listed tropical timber species.	The project specific objective is to make available current data on the distribution, quantities, habitat and trade on <i>Pericopsis elata</i> in Ghana. It is expected that data on conservation and trade of <i>Pericopsis elata</i> will be made available. Non-detrimental finding report as well as trade report will be produced and presented to the Forestry Commission and the Ministry of Lands and Natural Resources

### 1.2.2 Relevance to the submitting country's policies

The Ghana shared growth and development agenda (GSGDA) 2010-2013 recognizes that, the incessant exploitation of natural resources has caused irreparable damages to productive lands through deforestation, air and water pollution, desertification, overgrazing, and **destruction of** biodiversity making it difficult to meet legitimate socio-economic aspirations. According to the GSGDA, another drawback is the lack of research, public education and awareness on biodiversity and ecosystem services. Undertaking surveys on *P. elata* habitat condition, distribution, quantities, market and trade status, as part of this project is in accordance with the vision of the Environmental and Natural Resource Sector as stated in the GSGDA 2010-2013; Strategic Environmental Assessment (SEA) applied to inform decision-making and mainstream environment into all sectors of the economy, especially as regards the cost of environmental degradation.

This project is in line with the aspiration of the government of Ghana to build national capacity for accurate accounting and timely collection of resource production and utilization of the resource data to be linked up with macroeconomic data. The organization of stakeholder workshop to share the results of research findings on the conservation and trade status of *Pericopsis elata* corresponds with Strategic Direction 5.1 of the country's Forest and Wildlife Policy which seeks to, "Support the uptake and dissemination of information built on indigenous and scientific knowledge to improve on the management of forest and wildlife resources".

Strengthening capacity of authorities on data collection with respect to *Pericopsis elata* also falls in line with Strategic Direction 5.3: of Ghana's forest and wild life policy which seeks to Support Research and Development to enhance efficiency in the wildlife industries.

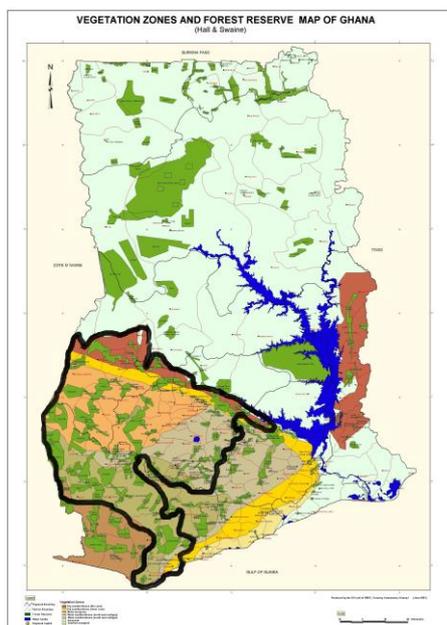
The non-detrimental findings of this research and the tools and mechanisms which would be developed to capture information on *Pericopsis elata* during pre and post-harvest and trade would also add to improve environmental monitoring and reporting and thus be relevant in implementing Ghana's Voluntary Partnership Agreement (VPA) on Forest Law Enforcement Governance and Trade (FLEGT) which seeks to ensure that only legal wood are sold domestically and exported.

Implementation of this project will bring together NDF, forestry commission of Ghana and the Faculty of Renewable Natural Resources of the Kwame Nkrumah University of Science and Technology. This aspect of the project is in consonance with a vision of the Environmental and Natural Resource Sector which aims to strengthen functional partnership and participation in environmental management with civil society, development partners, industry, and research bodies.

### 1.3 Target Area

#### Geographic scope

Participants and targets of project activities will be selected from industry associations, private sector, academia, NGOs/CSOs and the FC (RMSC, TIDD, TVD FSD). The project covers selected natural forest across the high forest zones in Ghana comprising Ashanti, Brong Ahafo, and Western regions. Parts of these Administrative regions of Ghana coincide with the geographic range of *Pericopsis elata*, that is, the Dry Semi-deciduous forest type. In terms of policy and trade in respect to the species and as stated in this proposal, all actions are nationwide since trade in timber is not restricted to a particular region. **The project area is encircled with a dark mark in the vegetation map below.**



Vegetation map of Ghana

### 1.4 Outcome at project completion

This action is aligned with the government of Ghana policy of sustainable forest management and resource utilization. It also conforms with NDF mission of contributing to the complementarities of development and nature conservation. In that respect, it is envisaged that at the completion of the project, there will be improved information on the habitat conditions of *Pericopsis elata* including information on the availability, distribution and quantities in Ghana. Such information and data are invaluable to ensure adequate policy responses by forest authorities and also to give civil society organizations and other non-state actors the required evidence to develop advocacy programs with the aim of supporting government in the protection of the species. There is currently no dedicated local program to safe the species except its enlistment in CITES Appendix II, which may be inadequate to ensure adequate conservation of the species. Current effort to develop management plans for all the forest reserves by the

Government of Ghana in compliance with FLEGT VPA requirement will benefit from the data collected as part of this project, thus such management plans will incorporate interventions for the conservation of *Pericopsis elata*. In addition, pre – and post harvest inspection tools will be revised to capture information of *Pericopsis elata* in production forest areas. This is critical because, to sustain effort in the conservation of the species, regular regulatory and management controls by the Forestry Commission should capture data on the species. This action also envisage capacity building of about 50 scientific and management staff of the CITES authorities in respect to the collection and analysis of data on the species in Ghana. Such capacity building is indispensable not only in respect to *P. elata* but also in monitoring the status of all other CITES species.

Furthermore, the action will produce market and trade data on the species that will enable authorities to issue appropriate administrative directives with respect to current trade volume. It is estimated that the species is still being traded in the local market beyond its sustainable level. It is also suspected some companies are still exporting the species under different trade names in order to avoid scrutiny by CITES licensing authorities. It is only a comprehensive market study that will reveal the quantities being harvested, consumed locally and exported and to juxtapose such volumes with the sustainable levels require for the sustainable management of the species. Trade actors in the value or supply chain will have improved knowledge on the protection status of the species. The project will provide a platform for presenting the results of the two research work on the conservation and trade status of the species and will offer the first opportunities to engage policy makers and get the media involved. The research findings will also be published printed as reference.

**Effective advocacy depends on the quality of information available to CSOs. It is envisaged that the project will provide data on the conservation status of the species and provide a renewed interest for CSOs to be interested, not just on flagship species of fauna, but to pay critical attention to the impacts of irresponsible harvesting and wood removal on the survival of commercial species such as *P. elata*. CSOs will be involved and benefit from training and dissemination of information produced as part of the project. The project will provide industry and industry associations with a better perspective on the status of *P. elata* and a motivation for the protection and conservation of the species in their concessions. It will also give timber traders in the local markets a good reason to eliminate *P. elata* from their supply chain.**

The action will contribute to address the information gap on and the threat to the sustainable management of *Pericopsis elata* in Ghana by raising public awareness and interest on the species. A component of this action will produce 8-10 minute video documentary that will aid advocacy and public education on impact of unsustainable logging and trade in the species and the likely consequence of causing its local extinction in Ghana. This is expected to in turn put pressure on authorities to develop policy for saving and regenerating the species. This video documentary, which will be played on a national TV station as well as on other online media platforms such as YouTube will encourage individuals and businesses to take action to save the species from local extinction. It is expected that more than 2 million Ghanaians will be reached and influenced by the documentary. The action will also produce over 5000 other communication toolkits and expected to reach additional 50,000 Ghanaians.

## PART 2. PROJECT RATIONALE AND OBJECTIVES

### 2.1 Stakeholder analysis

The main target groups will be trade/industry associations and the Forestry Commission.

- *Trade/Industry Associations,*

The trade/industry associations comprise Ghana Timber Association (GTA), Ghana Timber Millers Organization (GTMO), Furniture and Wood Products Association of Ghana (FAWAG), Woodworkers Association of Ghana (WAG), Ghana Carpenters Association, Artisanal Millers Groups (ATM), Estate Developers, Sokoban Wood Village, Domestic Lumber Traders Association (DOLTA), Ghana Real Estate and Developers Association (GREDA) etc. These stakeholders basically work with timber and wood; they are responsible for harvesting the timber, processing, trading and final consumption. The success of protecting *Pericopsis elata* depends on how well these entities are managed and coordinated. This target group was selected because it has common role to play and engaged in forest operations and transport; and in processing, delivery and sales). The trade/industry association's major need is to get legal access to timber/lumber for its operations. **NDF longstanding engagement with industry in ensuring responsible forest management led to the identification of this project idea.**

- *Government (Forestry Commission),*

This stakeholder group is comprised of Timber Validation Department (TVD), Timber Industry Development Division (TIDD), and Forest Services Division (FSD), all under the FC of GoG. These institutions have the mandate to develop and manage the forestry sector including the industry and trade associations. This target group was selected because the action is within their mandate and they are directly responsible for implementing actions that will not risk the status of protected species such as *Pericopsis elata*. The major constraint of government is their ability to undertake regulation data collection on the status of *Pericopsis elata* and its trade as well as to engage with the wide range of groups that they are supposed to inform and guide to comply. The Action will assist provide available up to date data on *Pericopsis* in Ghana which they can utilize their forest planning and operations. **The Forestry Commission was involved in the formulation of this project and subsequently endorsed it on behalf of the government of Ghana**

- *Ministry of Lands and Natural Resources*

The Ministry of Lands and Natural Resources is the overall responsible for policy formulation and monitoring of the forestry sector of Ghana. The Ministry has the responsibility of developing policies that impact on the sustainability and trade of *Pericopsis elata* in Ghana. The action will assist to provide available current data on *Pericopsis elata* in Ghana which will be evidence to guide the ministry's policy formulation role.

- *Media Houses to get information out to the general public*

Ghana has several media houses including the print, audio and TV stations. The media outlets serve as the major source of information to the public in Ghana. This action will provide the media with current data on the conservation status and trade of *Pericopsis elata* in Ghana. This will enable the media to disseminate to the general public information on the species.

- *Civil Society Organizations*

There are several Civil Society Organizations in Ghana operating in the forestry sector. These organizations mainly seek to represent communities' interest and holding government accountable. The action will equip these organizations current data on *Pericopsis elata* which will enable them to demand government to meet its commitment under the CITES programme. **The communiqué issued by CSOs and communities during 2014 national forest forum suggested to government to be committed to responsible forest management, a call which is inline with the project idea.**

- *Local Communities*

Ghana's forest are located on community lands and surrounded by communities. The local communities can play a major role in monitoring and reporting *Pericopsis elata* information in their forest areas as well as the harvesting of the species by timber operators. The action will improve the knowledge and capacity of

communities on the protection status of *Pericopsis elata* and empower them to monitor and report on its existence and harvest. **The communiqué issued by CSOs and communities during 2014 national forest forum suggested to government to be committed to responsible forest management, a call which is inline with the**

- *Faculty of Renewable Natural Resources (Scientific Authority)*

The Faculty of Renewable Natural Resources of the Kwame Nkrumah University of Science and Technology is the scientific authority on forest management in Ghana. The Institution however due to logistical challenges has not been able to undertake regular surveys to document up to date data on *Pericopsis elata* in Ghana. The action will provide the needed financial and logistical resources for the survey to be undertaken and to enable it apply the data for its future scientific analysis.

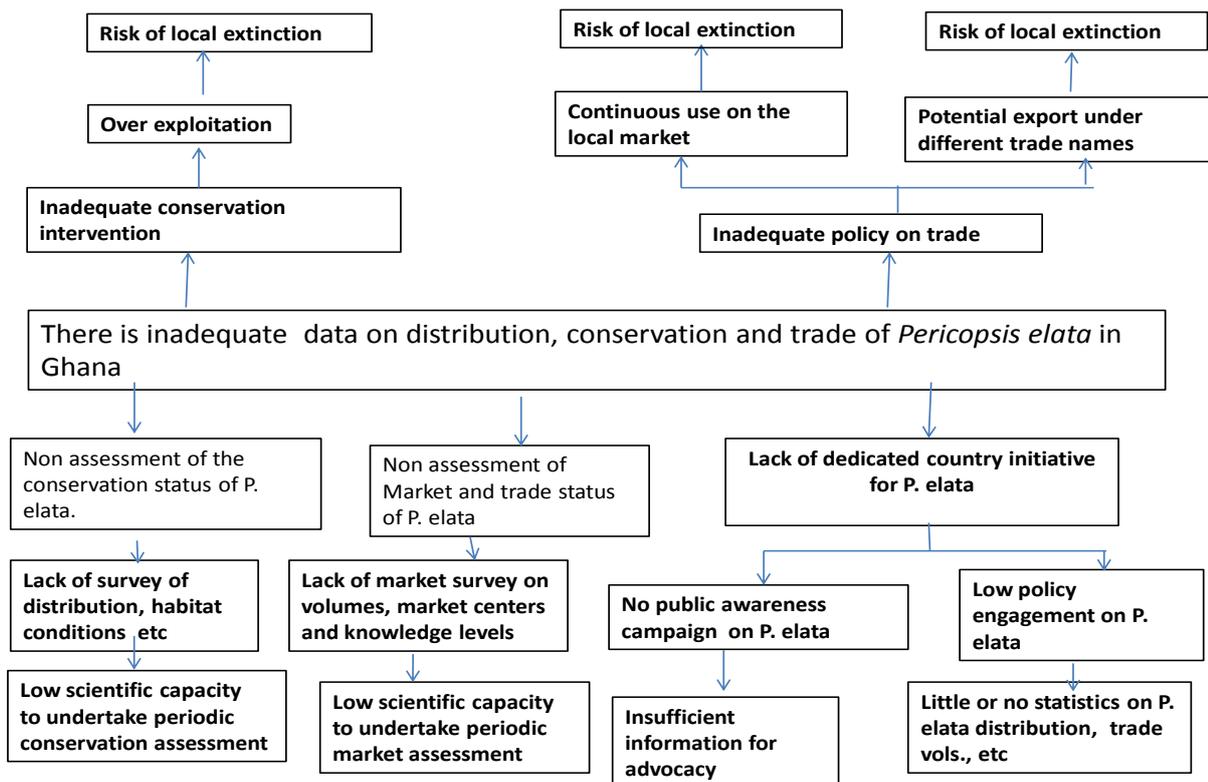
Stakeholder	Problem/Constraint	Interest	Potential	Interactions
Local Communities	Lack knowledge on the protection status of <i>Pericopsis elata</i>	Livelihoods depend on the forest	Knowledge of local situation	
Industry	Inadequate information on the protection status and restrictions on the trade of <i>Pericopsis elata</i>	Trade and profits in timber trade	Timber trade actors	Direct and regular
Civil Society Organizations	Inadequate information on the conservation status and trade of <i>Pericopsis elata</i>	Sustainable conservation and trade in forest resources	Forest Policy advocacy and community mobilization	Direct and Indirect
Forestry Commission	Lack of current data on conservation and trade in <i>Pericopsis elata</i>	Forest policy implementation and regulation	Conservation management and sustainable trade regulation of <i>Pericopsis elata</i>	Direct
Ministry of Lands and Natural Resources	Lack of adequate resources information to inform policy formulation on <i>Pericopsis elata</i>	Responsible for policy and law formulation	Knowledge and competency on forest policy & law	Direct & indirect
Faculty of Renewable Natural Resources	Financial and Logistical challenges in undertaking regular scientific survey on <i>Pericopsis elata</i>	Scientific research data	Scientific research surveys and analysis	Direct
Media	Lack of information on <i>Pericopsis elata</i> conservation status and trade restrictions	Information dissemination to the public	Public awareness on <i>Pericopsis elata</i>	Direct & Indirect

## 2.2 Problem analysis

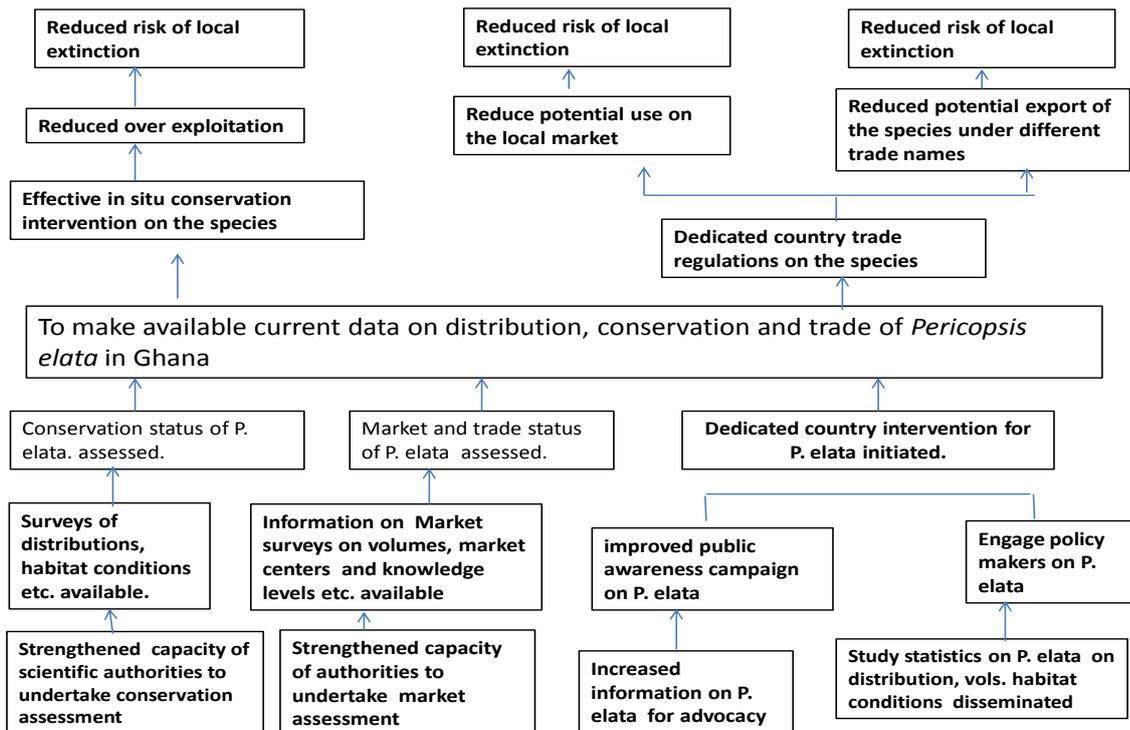
*Pericopsis elata* is one of the few commercial timber species that has been listed under Appendix II of CITES, meaning trading in this species is not permitted without special authorization by the relevant authorities of the exporting country. Ghana is one of the countries where this species occurs in commercial quantities and was heavily logged because of its highly valued timber. Since being listed as CITES Appendix II species, **it has been classified as a restricted species for harvesting in Ghana. Besides this classification, nothing more has been done to protect the species. The major problem with respect to the management of P. elata is the inadequate data on distribution, conservation and trade of the species in Ghana. This is a problem that is due to the non assessment of the in situ conservation status of, non assessment of market and trade status of, and the lack of dedicated initiative for, the protection of the species. The non assessment of the conservation and market and trade status of P. elata are contributed to by the inadequate monitoring regimes as well as the low scientific**

capacity to undertake such monitoring. In terms of lack of a dedicated initiative to provide quality data and to save the species from local extinction, there is literally no public awareness of the need to save the species and to be choosy in harvesting and removal of trees. There is also the case of inadequate policy engagement with the sector Ministry and the Forestry Commission to design target projects on *P. elata* as a result of the lack information and statistics, which are essential for advocacy and meaningful dialogue. Such engagement is paramount for the authorities to take policy measures to ensure in situ regeneration as well as a possible ban on its harvesting.

Although Ghana has not reported any official export of the species in recent times, the lack of conservation assessment and lack of market studies coupled with low public profile of the species means that government cannot develop and effective regulatory measures to protect the species from being harvested or traded. Thus, the species might be exported under different trade names or traded in the domestic market. Such an attitude to species conservation has the potential to lead to complete local extinction, a phenomenon that represents loss of valuable genetic resources.



## 2.3 Objectives



### 2.3.1 Development objective and impact indicators

The development objective of the project is to improve the conservation and market regulation of *Pericopsis elata* in and from Ghana. It is expected that at the end of the project forest management plans for forest areas that are habitats to *Pericopsis elata* will incorporate conservation measures in their forest management for the regeneration, protection and conservation of the habitat. It is also expected that effective and efficient tools and mechanisms for market and trade checks will be put in place for *Pericopsis elata* trade regulation and monitoring based on the research report.

#### Impact Indicator

1. By the end of the project period, government of Ghana will would develop initiative(s) to eliminate potential export and local trade of the species

### 2.3.2 Specific objective and outcome indicators

The project specific objective is to make available current data on the distribution, quantities, habitat and trade on *Pericopsis elata* in Ghana. It is expected that data on conservation and trade of *Pericopsis elata* will be made available. Non-detrimental finding report as well as trade report will be produced and presented to the Forestry Commission. Level of awareness on the *P. elata* is raised through TV features and communication packages

#### Outcome indicators

1. By the end of project period, the conservation and trade statistics of *P. elata* will be published and disseminated to relevant stakeholders
2. The level of public interest on conservation of *P. elata* is increased through the production and broadcasting of documentary and public awareness toolkits.

## PART 3. DESCRIPTION OF PROJECT INTERVENTIONS

### 3.1 Outputs

- Output 1:** Conservation status of *Pericopsis elata* including its distribution, habitat condition and populations etc assessed and established. This will deliver current statistics on the distribution, quantities and status of *Pericopsis elata* as well as their habitat conditions in relation to their conservation.
- Output 2:** Market and trade status of *Pericopsis elata* including value chain, volumes and level of knowledge of its endangered status evaluated. The current statistics on trade volumes and trade chain of *Pericopsis elata* will be established. The trade volumes versus quantities in the context of sustainability will also be analyzed. Trade regulations mechanisms instituted and their effectiveness in maintaining sustainable trade will also be evaluated as well as an assessment of the level knowledge of market players on the protection status of *Pericopsis elata* and the required procedures in its trade.
- Output 3:** Dedicated country level interventions for the protection of *P. elata* initiated. This output will deliver communication material and disseminate information on the conservation status and trade of the species as well as ensure engagement of policy makers on the status of the species. This will be done through media engagement, brochures and workshops for FC officials, private sector timber operators and communities.

### 3.2 Activities and inputs

#### For Output 1:

- 1.1 Engage the Scientific Authority to lead and guide non-detrimental findings on *P. elata*

The scientific authority for Ghana will be engaged as consultant to guide the studies that will be conducted under the project. This will be done in consultation with the forestry commission. This activity will involve two (2) staffs and three (3) meetings with the forestry commission.

- 1.2 Identify and select forest areas for study.

This will involve the identification and selection of forest areas where *Pericopsis elata* can be found. It will be done through desk review and interviews with Forestry Commission officials. This activity will involve one (2) staffs and five (5) visits to stakeholders (forestry commission).

- 1.3 Undertake surveys on *P. elata* habitat conditions, distribution, quantities and status.

The Scientific Authority engaged in activity 1.1 above to undertake the survey. This will involve the planning, logistics arrangement and field visits to collect data on *Pericopsis elata* in identified forest areas. It will be done through desk review and field visits and interviews. This activity will involve two (2) staff, ten (10) data collectors and a number of field visits.

- 1.4 Build capacity of authorities (management) in the identification, recording and management of *P. elata*. The target will be the enumeration staff of the Forestry Commission.

#### For Output 2:

- 2.1 Identify, Select and Engage market study consultant.

The project team will engage a competent expert to undertake market study of *P. elata* including its possible trade in the local market, overland export and other channels.

## 2.2 Identify traders and market chain of *P.elata* in Ghana.

This will involve the identification of market players within the trade chain (from habitat to the consumer) of *Pericopsis elata*. It will be done through desk review and interviews with Forestry Commission officials and timber traders. This activity will involve one (1) staff, Consultant and five (5) visits to stakeholders.

## 2.3 Plan, organize and undertake *Pericopsis elata* market survey to establish the value chain, trade volumes and level of knowledge of its protective status.

This will involve the planning, logistics arrangement and market visits to collect trade data on *Pericopsis elata* at identified timber dealers in the market. It will be done through desk review and market visits. This activity will involve three (3) staff, Consultant and a number of visits to the market

## 2.4 Organize stakeholder workshop to share the results of the research findings on the conservation and trade status of *P. elata* and validate the tools developed.

This will involve the planning, logistics arrangement and workshop facilitation. It will be done through desk review and workshop facilitation. This activity will involve four (4) staff, twenty (25) participants (accommodation, feeding & transportation), Resource Persons, workshop materials, conference facilities and workshop feeding

### **For Output 3:**

#### 3.1 Design, print, disseminate and publish reports on studies

The study report of the two consultancies commissioned in activity 1.3 and 2.3 will be published and disseminated to relevant stakeholders. About 100 copies of soft and hard copies will be produced.

#### 3.2 Produce and distribute at least 3500 communication toolkits on conservation and trade status of *P.elata*.

As part of efforts to raise public interest on issues of *P.elata*, stickers with information on *P.elata* will be produced and distributed to the general public to create the needed awareness and generate the demand for conservational policies and their enforcement. This will involve two (1) staff, design and printing cost, a printing body.

#### 3.3 Hold at least 10 policy engagement meetings with the Forestry Commission and the Ministry of Lands and Natural Resources.

These policy engagement meetings are to ensure that there is appropriate governmental policy in response to the current threat pose to the survival of *P. elata*. It will involve logistics, venue, two (2) staff, and 70 policy makers.

#### 3.4 Produce a short video documentary to aid in advocacy for the protection and sustainable management of *P. elata*.

#### 3.5 Broadcast short video documentary on national TV station, youtube, yammer and facebook.

#### 3.6 **Organize inception workshop for relevant stakeholders**

**This will inform stakeholders of the objectives and the expected outputs and to allow for building of synergies with on-going products that may be relevant to this project. This will involve workshop planning and workshop facilitation. This activity will involve four (4) staff, twenty (25) participants (accommodation, feeding & transportation), workshop materials, conference facilities and workshop feeding.**

### 3.3 Strategic approach and methods

The project will adopt collaborative and participatory approaches involving Forestry Commission, Faculty of Renewable Natural Resources Management, the Ministry of Lands and Natural Resources, CSOs, Timber Industry and other stakeholders. Essentially, the implementation approach and methods will include the following:

**Strategic partnerships:** This project will bring together NDF, Wildlife Division (Forestry Commission), Timber industry Associations in a strategic collaboration. In addition, the project will ensure the usage of media tools and representatives to help reach a wider stakeholder base. This partnership will bring together capacity, expertise and networks that can deliver on the project objective and reach relevant stakeholders in the forest sector of Ghana.

**Synergies with other projects:** The project will build upon NDF long standing relationship with civil society, timber industry, forest authorities of Ghana with respect to forest governance, conservation and responsible trade. It will benefit and complement allied projects such as:

- i) KWC/WWF/Form International ACP/FAO funded project “Preparation of a training centre to support FLEGT implementation and the adoption of Sustainable Forest Management practises in Ghana and the West African Region”,
- ii) WWF/NDF ITTO funded project entitled “empowering civil society organizations and other non-state actors to effectively contribute to forest law compliance in Ghana”
- iii) WWF GFTN publication entitled “Exporting in a shifting legal landscape” (<http://gftn.panda.org/resources/tools/?193890/Exporting-in-a-Shifting-Legal-Landscape>);
- iv) WWF GFTN project on “facilitating compliance with EU Timber Regulation and FLEGT in Ghana, Liberia and Cote d’Ivoire
- v) WWF GFTN experience in developing guidance for responsible forest management (GFTN guide for Responsible Purchasing of Forest Products) and legal compliance (GFTN Keep It Legal guide).
- vi) EU grant projects supporting participation of national civil society organizations and national private sector federations/entities in FLEGT-VPA related activities (Europe Aid/133760/L/SV/GH). viii) ix) GTMO/ITTO Project TMT-SPD 012/12 Rev.1 (M) titled “Improving Intra-African Trade and Market Transparency in Timber and timber Products

These projects even though will be running concurrently with this project they focus very much on building awareness of industry players and supporting the FC to achieve sustainable forest management in Ghana.

**Capacity building:** The critical capacity building approaches that will be adopted in the implementation of the project include awareness raising on the protection status of *Pericopsis elata* and dissemination of the research data on its distribution, quantities and trade information. The development of technical material and capacity building of civil society and other non-state actors are being carried out by other projects/service providers and will improve general awareness and knowledge of monitoring tools on FLEGT and implementation of initiatives to unsustainable logging and trade of *Pericopsis elata* in general.

During project implementation, further involvement of relevant stakeholders will be assured through the organization of an inception workshop that will present and discuss the goals and objectives of the project and establish areas of common interests for collaboration. The capacity of stakeholder institutions will be assessed to identify skills and expertise that supports the objectives of the project.

### 3.4 Work plan

Activity	Responsibility	Timeline (Months)																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<b>Output 1: Conservation status of <i>Pericopsis elata</i> assessed and established</b>																			
1.1: Engage the Scientific Authority to lead and guide non-detrimental findings on <i>P. elata</i>	NDF																		
1.2: Identify and select forest areas for study	NDF & FRNR																		
1.3: Undertake survey on <i>P.elata</i> habitat conditions, distribution, quantities and status	NDF & FRNR																		
1.4: Build capacity of authorities in the identification, recording and management of <i>P.elata</i>	NDF & Consultant & FC																		
<b>Output 2: Market and trade status of <i>Pericopsis elata</i> evaluated</b>																			
2.1: Identify, select and engage market study consultant	NDF																		
2.2: Identify traders and market chain of <i>P. elata</i> in Ghana	Consultant & NDF																		
2.3: Plan, organize and undertake <i>Pericopsis elata</i> market survey to establish the value chain, trade volumes and level of knowledge of its protective status	NDF & Consultant																		
2.4: Organize stakeholder workshop to share the results of the research findings on the conservation and trade status of <i>P. elata</i> and validate the tools developed.	NDF, Consultants & FRNR																		

Activity	Responsibility	Timeline (Months)																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
<b>Output 3: Dedicated country level interventions for the protection of <i>P. elata</i> initiated</b>																			
3.1: Design, print, disseminate and publish reports on studies	NDF, FRNR & Consultant																		
3.2: Produce and distribute at least 3500 communication toolkits on the conservation and trade status of <i>P. elata</i>	NDF																		
3.3: Hold at least 10 policy engagement meetings with the Forestry Commission and the Ministry of Lands and Natural Resources	NDF																		
3.4 Produce a short video documentary to aid advocacy for the protection and sustainable management of <i>P. elata</i>	NDF & Consultant																		
<b>3.5 Broadcast short video documentary</b>	NDF/Media house																		
<b>3.6: Organize inception workshop for relevant stakeholders</b>	NDF																		

### 3.5 BUDGET

#### 3.5.1 Consolidated Yearly Budget

Budget Components	Inputs	Units	Unit Cost	Total	ITTO COST	EA COST	Year1	Year 2
<b>10 Project Personnel</b>								
10.1. National Experts (Long term)								
10.3 Project Coordinator	Per month	18.00	\$ 2,000.00	36,000.00	36,000.00	0.00	\$ 24,000.00	\$ 12,000.00
10.4. Project Driver	Per month	9.00	\$ 500.00	4,500.00	2,700.00	1,800.00	\$ 3,000.00	\$ 1,500.00
10.5. Finance and Administrative support	Per month	8.20	\$ 2,000.00	16,400.00	11,316.00	5,084.00	\$ 10,933.33	\$ 5,466.67
<b>10.6. Component Total</b>		<b>35.20</b>	<b>\$ 6,800.00</b>	<b>56,900.00</b>	<b>50,016.00</b>	<b>6,884.00</b>	<b>37,933.33</b>	<b>18,966.67</b>
<b>20 Sub Contracts</b>								
20.1 Consultant(Scientific Authority) to lead and guide non-detrimental findings on P. elata @ 400 X 30 man days) and train management	Per man day	25.0	400.00	\$ 10,000.00	10,000.00	\$ -	\$ 10,000.00	
20.2. Consultant to undertake market study of P. elata @ 400 X 30 man days	Per man day	20.0	400.00	\$ 8,000.00	8,000.00	\$ -	\$ 8,000.00	
20.3. Facilitation and reporting on workshop @ 300 X ( 1 day facilitation ) + ( 1 day reporting) X 5 workshops	Per man day	10.0	\$ 300.00	\$ 3,000.00	3,000.00	\$ -	\$ 2,400.00	\$ 600.00
20.4 Design, printing & Publishing of Reports	Per unit	100.0	\$ 10.00	\$ 1,000.00	700.00	\$ 300.00		\$ 1,000.00
20.5. Distribution of Published Reports	Per unit	100.0	\$ 3.00	\$ 300.00	0.00	\$ 300.00		\$ 300.00
20.6. Production of communication toolkits	Per unit	3500.0	\$ 1.00	\$ 3,500.00	3,500.00	\$ -		\$ 3,500.00
20.7 Devt of documentary for advocacy for protection and sustainable management of P. elata	Per unit	1.0	\$ 3,000.00	\$ 3,000.00	3,000.00		\$ 1,000.00	\$ 2,000.00
20.8 Broadcasting of Documentary @ three times on National Television	Per unit	3.0	\$ 1,000.00	\$ 3,000.00	3,000.00			\$ 3,000.00
<b>20.9. Component Total</b>		<b>3759.0</b>	<b>\$ 5,114.00</b>	<b>\$ 31,800.00</b>	<b>31,200.00</b>	<b>\$ 600.00</b>	<b>\$ 21,400.00</b>	<b>\$ 10,400.00</b>
<b>30 Travel, Meetings &amp; Workshops</b>								
31. Daily Subsistence Allowance for at least 2 staffs for 20 days within country	Per diem	40.0	\$ 100.00	\$ 4,000.00	4,000.00	\$ -	\$ 4,000.00	
30.1. Lunch and snack for policy engagement meetings with authorities and officials @ \$20 for at least 7 participants X 10 meetings	Per person	70.0	\$ 20.00	\$ 1,400.00	1,400.00	\$ -		\$ 1,400.00
30.2. Vehicle Rental for missions and studies	Per day	20.0	\$ 150.00	\$ 3,000.00	3,000.00	\$ -	\$ 2,250.00	\$ 750.00
30.3. Fuel for field trips and missions @\$ 150 X 20 trips	Per trip	20.0	\$ 150.00	\$ 3,000.00	3,000.00	\$ -	\$ 2,300.00	\$ 700.00
30.5. Workshop Meals & refreshment for 4 workshops X 25 participants each @ \$25 per participant	Per person	100.0	\$ 25.00	\$ 2,500.00	2,500.00	\$ -	\$ 2,000.00	\$ 500.00
30.6. Transportation for Participants	Per person	100.0	\$ 85.00	\$ 8,500.00	8,500.00	\$ -	\$ 6,800.00	\$ 1,700.00
30.7. Accomodation for 50 Participants outside of the venue city @ \$100 per day (for all five workshops)	Per day	50.0	\$ 100.00	\$ 5,000.00	5,000.00	\$ -	\$ 4,000.00	\$ 1,000.00
<b>30.8 Venue for Workshops &amp; Training</b>	Per day	4.0	\$ 300.00	\$ 1,200.00	<b>1,200.00</b>		\$ 900.00	\$ 300.00
30.9. Workshop Logistics	Per unit	100.0	\$ 4.00	\$ 400.00	100.00	\$ 300.00	\$ 300.00	\$ 100.00
30.10. Media for publicity and visibility enhancement of the project and donors	Set fee	4.0	\$ 400.00	\$ 1,600.00	400.00	\$ 1,200.00	\$ 1,200.00	\$ 400.00
<b>30.11. Component Total</b>		<b>508.0</b>	<b>\$ 1,334.00</b>	<b>\$ 30,600.00</b>	<b>29,100.00</b>	<b>\$ 1,500.00</b>	<b>\$ 23,750.00</b>	<b>\$ 6,850.00</b>
<b>40 Capital Items</b>								
40.1. Laptop /computer equipment		1.0	\$ 1,000.00	\$ 1,000.00	1,000.00	\$ -	\$ 1,000.00	
<b>40.2. Component Total</b>		<b>1.0</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>1,000.00</b>	<b>\$ -</b>	<b>\$ 1,000.00</b>	<b>0</b>
<b>50 General Office Expenses</b>								
<b>50.1. Telephone &amp; Internet</b>	Per month	18.0	\$ 150.00	\$ 2,700.00	<b>210.00</b>	\$ 2,490.00	\$ 1,800.00	\$ 900.00
50.2. Office Rent	Per month	18.0	\$ 500.00	\$ 9,000.00	9,000.00	\$ -	\$ 6,000.00	\$ 3,000.00
<b>50.3 Office Supplies</b>	Per month	18.0	\$ 150.00	\$ 2,700.00	<b>400.00</b>	\$ 2,300.00	\$ 1,800.00	\$ 900.00
<b>50.4. Component Total</b>		<b>54.0</b>	<b>\$ 800.00</b>	<b>\$ 14,400.00</b>	<b>9,610.00</b>	<b>\$ 4,790.00</b>	<b>\$ 9,600.00</b>	<b>\$ 4,800.00</b>
<b>60 Miscellaneous</b>								
60.1. Sundry								
60.2. Auditing		1.0	\$ 3,000.00	\$ 3,000.00	3,000.00	\$ -		\$ 3,000.00
60.3. Contingencies								

### 3.5.2 Yearly Project Budget Cost to ITTO

Budget Components		Inputs	Units	Unit Cost	Total ITTO Cost	Year 1	Year 2
<b>10</b>	<b>Project Personnel</b>						
	10.1. National Experts (Long term)						
	10.3 Project Coordinator	Per month	18.0	\$ 2,000.00	\$ 36,000.00	\$ 24,000.00	\$ 12,000.00
	10.4. Project Driver	Per month	5.4	\$ 500.00	\$ 2,700.00	\$ 1,800.00	\$ 900.00
	10.5. Finance and Administrative support	Per month	5.7	\$ 2,000.00	\$ 11,316.00	\$ 7,544.00	\$ 3,772.00
	<b>10.6. Component Total</b>		<b>29.06</b>	<b>\$ 6,800.00</b>	<b>\$ 50,016.00</b>	<b>\$ 33,344.00</b>	<b>\$ 16,672.00</b>
<b>20</b>	<b>Sub Contracts</b>						
	20.1 Consultant(Scientific Authority) to lead and guide non-detrimental findings on P.elata @ 400 X25 man days) and train management	Per man day	25.0	400.00	\$ 10,000.00	\$ 10,000.00	\$ -
	20.2. Consultant to undertake market study of P.elata @ 400 X20 man days	Per man day	20.0	400.00	\$ 8,000.00	\$ 8,000.00	\$ -
	20.3. Facilitation and reporting on workshop @ 300 X ( 1 day facilitation ) + ( 1 day reporting) X5 workshops	Per man day	10.0	\$ 300.00	\$ 3,000.00	\$ 2,400.00	\$ 600.00
	20.4. Design ,printing & Publishing of Reports	Per unit	70.0	\$ 10.00	\$ 700.00	\$ -	\$ 700.00
	20.5. Distribution of Published Reports	Per unit	0.0	\$ 3.00	\$ -	\$ -	\$ -
	20.6. Production of communication toolkits	Per unit	3500.0	\$ 1.00	\$ 3,500.00		\$ 3,500.00
	20.7 Devt of documentary for advocacy for protection and sustainable management of P.elata	Per unit	1.0	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	\$ 2,000.00
	20.8 Broadcasting of Documentary @ three times on National Television	Per unit	3.0	\$ 1,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
	<b>20.9. Component Total</b>		<b>3629.0</b>	<b>\$ 5,114.00</b>	<b>\$ 31,200.00</b>	<b>\$ 21,400.00</b>	<b>\$ 9,800.00</b>
<b>30</b>	<b>Travel, Meetings &amp; Workshops</b>						
	31. Daily Subsistence Allowance for at least 2 staffs for 20 days within country	Per diem	40.0	\$ 100.00	\$ 4,000.00	\$ 4,000.00	\$ -
	30.1. Lunch and snack for policy engagement meetings with authorities @ \$20 for at least 7 participants X 10 meetings	Per person	70.0	\$ 20.00	\$ 1,400.00	\$ -	\$ 1,400.00
	30.2. Vehicle Rental for missions and studies	Per day	20.0	\$ 150.00	\$ 3,000.00	\$ 2,250.00	\$ 750.00
	30.3. Fuel for field trips and missions @\$ 150 X20 trips	Per trip	20.0	\$ 150.00	\$ 3,000.00	\$ 2,300.00	\$ 700.00
	30.4. Air Ticket (Flights @ \$150 X5 persons for meetings and workshops)	Per person					\$ -
	30.5. Workshop Meals & refreshment for 5 workshops X25 participants each @ \$25 per participant	Per person	100.0	\$ 25.00	\$ 2,500.00	\$ 2,000.00	\$ 500.00
	30.6. Transportation for Participants	Per person	100.0	\$ 85.00	\$ 8,500.00	\$ 6,800.00	\$ 1,700.00
	30.7. Accomodation for 50 Participants outside of the venue city @ \$100 per day (for all five workshops)	Per day	50.0	\$ 100.00	\$ 5,000.00	\$ 4,000.00	\$ 1,000.00
	30.8 Venue for Workshops & Training	Per day	4.0	\$ 300.00	\$ 1,200.00	\$ 900.00	\$ 300.00
	30.9. Workshop Logistics	Per unit	25.0	\$ 4.00	\$ 100.00	\$ 50.00	\$ 50.00
	30.10. Media for publicity and visibility enhancement of the project and donors	Set fee	1.0	\$ 400.00	\$ 400.00	\$ 200.00	\$ 200.00
	<b>30. 11. Component Total</b>		<b>430.0</b>	<b>\$ 1,334.00</b>	<b>\$ 29,100.00</b>	<b>\$ 22,500.00</b>	<b>\$ 6,600.00</b>
<b>40</b>	<b>Capital Items</b>						
	40.1. Laptop /computer equipment		1.0	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
	<b>40.2. Component Total</b>		<b>1.0</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>
<b>50</b>	<b>General Office Expenses</b>						
	50.1. Telephone & Internet	Per month	1.4	\$ 150.00	\$ 210.00	\$ 150.00	\$ 60.00
	50. 2. Office Rent	Per month	18.0	\$ 500.00	\$ 9,000.00	\$ 6,000.00	\$ 3,000.00
	50.3 Office Supplies	Per month	2.7	\$ 150.00	\$ 400.00	\$ 200.00	\$ 200.00
	<b>50.4. Component Total</b>		<b>22.1</b>	<b>\$ 800.00</b>	<b>\$ 9,610.00</b>	<b>\$ 6,350.00</b>	<b>\$ 3,260.00</b>
<b>60</b>	<b>Miscellaneous</b>						
	60.1. Sundry					\$ -	\$ -
	60.2. Auditing		1.0	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
	60.3. Contingencies					\$ -	\$ -
	<b>60.4 Component Total</b>		<b>1.0</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>\$ 3,000.00</b>
<b>70</b>	<b>National Management Costs</b>						
	70.1. Executing Agency Management Costs				\$ -	\$ -	\$ -
	70.2. Focal Point Monitoring						
	<b>7.3. Component Total</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>SUBTOTAL</b>				<b>\$123,926.00</b>	<b>\$ 84,594.00</b>	<b>\$ 39,332.00</b>
<b>80</b>	<b>Project Monitoring and Administration</b>						
	81. ITTO Monitoring and Review				\$ 10,000.00		
	82. ITTO midterm , final, ex-post Evaluation Costs				\$ -		
	83. ITTO Programme Support Costs (12% on items 10 to 82 above)				\$ 16,071.12		
	84. Donor Monitoring Costs				\$ -		
					\$ -		
					\$ -		
	<b>89. Component Total</b>				<b>\$ 26,071.12</b>		
<b>90</b>	<b>Refund of Pre-Project Costs (Pre-project budget)</b>				<b>\$ -</b>		
<b>100</b>	<b>GRAND TOTAL</b>				<b>\$149,997.12</b>		

### 3.5.3 Yearly project budget to Executing Agency

Budget Components		Inputs	Units	Unit Cost	Total EA Cost	Year 1	Year 2
<b>10</b>	<b>Project Personnel</b>						
	10.1. National Experts (Long term)						
	10.2 Project Director	Per month	#DIV/0!			\$ -	\$ -
	10.3 Project Coordinator	Per month	0.0	\$ 2,000.00	\$ -	\$ -	\$ -
	10.4. Project Driver	Per month	3.6	\$ 500.00			
					\$ 1,800.00	\$ 1,200.00	\$ 600.00
	10.5. Finance and Administrative support	Per month	2.5	\$ 2,000.00	\$ 5,084.00	\$ 3,389.33	\$ 1,694.67
	<b>10.6. Component Total</b>			<b>\$ 4,500.00</b>	<b>\$ 6,884.00</b>	<b>\$ 4,589.33</b>	<b>\$ 2,294.67</b>
<b>20</b>	<b>Sub Contracts</b>						
	20.1 Consultant(Scientific Authority) to lead and guide non-detrimental findings on P.elata @ 400 X 30 man	Per man day	0.0	400.00	\$ -	\$ -	\$ -
	20.2. Consultant to undertake market study of P.elata @ 400 X 30 man days	Per man day	0.0	400.00	\$ -	\$ -	\$ -
	20.3. Facilitation and reporting on workshop @ 300 X (1	Per man day	0.0	\$ 300.00	\$ -	\$ -	\$ -
	20.4. Design ,printing & Publishing of Reports	Per unit	30.0	\$ 10.00	\$ 300.00	\$ -	\$ 300.00
	20.5. Distribution of Published Reports	Per unit	100.0	\$ 3.00	\$ 300.00	\$ -	\$ 300.00
	20.6. Production of communication toolkits	Per unit	3500.0	\$ 1.00		\$ -	
	20.7 Devt of documentary for advocacy for protection and sustainable management of P.elata	Per unit	0.0	\$ 3,000.00	\$ -	\$ -	\$ -
	20.8 Broadcasting of Documentary @ three times on National Television	Per unit	0.0	\$ 1,000.00	\$ -	\$ -	\$ -
	<b>20.9. Component Total</b>		<b>3630.0</b>	<b>\$ 5,114.00</b>	<b>\$ 600.00</b>	<b>\$ -</b>	<b>\$ 600.00</b>
<b>30</b>	<b>Travel, Meetings &amp; Workshops</b>						
	31. Daily Subsistence Allowance for at least 2 staffs for 20 days within country	Per diem	0.0	\$ 100.00	\$ -	\$ -	\$ -
	30.1. Lunch and snack for meetings with authorities and officials @ \$20 for at least 7 meetings @ X10 meetings	Per person	0.0	\$ 20.00			
	30.2. Vehicle Rental for missions and studies	Per day	0.0	\$ 150.00	\$ -	\$ -	\$ -
	30.3. Fuel for field trips and missions @\$ 150 X20 trips	Per trip	0.0	\$ 150.00		\$ -	
	30.4. Air Ticket (Flights @ \$150 X 5 persons for meetings and workshops)	Per person				\$ -	
	30.5. Workshop Meals & refreshment for 5 workshops X	Per person	0.0	\$ 25.00			
	30.6. Transportation for Participants	Per person	0.0	\$ 80.00			\$ -
	30.7. Accomodation for 50 Participants outside of the	Per day	0.0	\$ 100.00			\$ -
	30.8 Venue for Workshops & Training	Per day	5.0	\$ 300.00			
	30.9. Workshop Logistics	Per unit	100.0	\$ 3.00	\$ 300.00	\$ 200.00	\$ 100.00
	30.10. Media for publicity and visibility enhancement of	Set fee	3.0	\$ 400.00	\$ 1,200.00	\$ 1,000.00	\$ 200.00
	<b>30. 11. Component Total</b>		<b>108.0</b>	<b>\$ 1,328.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,200.00</b>	<b>\$ 300.00</b>
<b>40</b>	<b>Capital Items</b>						
	40.1. Laptop /computer equipment		0.0	\$ 1,000.00	\$ -	\$ -	\$ -
	<b>40.2. Component Total</b>		<b>0.0</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>50</b>	<b>General Office Expenses</b>						
	50.1. Telephone & Internet	Per month	16.6	\$ 150.00	\$ 2,490.00	\$ 1,800.00	\$ 690.00
	50. 2. Office Rent	Per month	0.0	\$ 500.00	\$ -	\$ -	\$ -
	50.3 Office Supplies	Per month	15.3	\$ 150.00	\$ 2,300.00	\$ 1,800.00	\$ 500.00
	<b>50.4. Component Total</b>		<b>31.9</b>	<b>\$ 800.00</b>	<b>\$ 4,790.00</b>	<b>\$ 3,600.00</b>	<b>\$ 1,190.00</b>
<b>60</b>	<b>Miscellaneous</b>						
	60.1. Sundry					\$ -	\$ -
	60.2. Auditing		0.0	\$ 3,000.00	\$ -	\$ -	\$ -
	60.3. Contingencies						
	<b>60.4 Component Total</b>		<b>0.0</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>70</b>	<b>National Management Costs</b>						
	70.1. Executing Agency Management Costs				\$ 22,840.00	\$15,226.67	\$ 7,613.33
	70.2. Focal Point Monitoring						
	<b>7.3. Component Total</b>				<b>\$ 22,840.00</b>	<b>\$15,226.67</b>	<b>\$ 7,613.33</b>
	<b>SUBTOTAL</b>				<b>\$ 36,614.00</b>	<b>\$24,616.00</b>	<b>\$ 11,998.00</b>
<b>80</b>	<b>Project Monitoring and Administration</b>						
	81. ITTO Monitoring and Review						
	82. ITTO midterm, final, ex-post Evaluation Costs						
	83. ITTO Programme Support Costs (8% on items 10 to 82 above)						
	84. Donor Monitoring Costs						
	<b>89. Component Total</b>						
<b>90</b>	<b>Refund of Pre-Project Costs (Pre-project budget)</b>						
<b>100</b>	<b>GRAND TOTAL</b>				<b>\$ 36,614.00</b>		

### 3.5.4 Yearly Project Budget by Source

<b>Yearly Project Budget By Source - ITTO</b>			
<b>Annual Disbursements</b>	<b>Total</b>	<b>Year 1</b>	<b>Year 2</b>
	<b>Budget Components</b>		
10. Project personnel	\$ 50,016.00	\$ 33,344.00	\$ 16,672.00
20. Sub-contracts	\$ 31,200.00	\$ 21,400.00	\$ 9,800.00
30. Travel, Meetings & Workshops	\$ 29,100.00	\$ 22,500.00	\$ 6,600.00
40. Capital items	\$ 1,000.00	\$ 1,000.00	\$ -
50. General Office Expenses	\$ 9,610.00	\$ 6,350.00	\$ 3,260.00
60. Miscellaneous	\$ 3,000.00	\$ -	\$ 3,000.00
<b>Subtotal</b>	<b>\$ 123,926.00</b>	<b>\$ 84,594.00</b>	<b>\$ 39,332.00</b>
80. ITTO Monitor. Evaluation. Costs			
81. Monitoring and Review Costs (effective estimation)	\$ 10,000.00		
82. Evaluation Costs (effective estimation)			
<b>Subtotal 2</b>	<b>\$ 133,926.00</b>		
program support Cost(12% of overall budget)	\$ 16,071.12		
84. Donor Monitoring Costs			
90. Refund of Pre-Project Costs			
<b>ITTO TOTAL</b>	<b>\$ 149,997.12</b>		

<b>Yearly Project Budget By Source - E.Agency/Host Government</b>			
<b>Annual Disbursements</b>	<b>Total</b>	<b>Year 1</b>	<b>Year 2</b>
	<b>Budget Components</b>		
10. Project personnel	\$ 6,884.00	\$ 4,589.33	\$ 2,294.67
20. Sub-contracts	\$ 600.00	\$ -	\$ 600.00
30. Duty travel	\$ 1,500.00	\$ 1,200.00	\$ 300.00
40. Capital items	\$ -	\$ -	\$ -
50. Consumable items	\$ 4,790.00	\$ 3,600.00	\$ 1,190.00
60. Miscellaneous	\$ -	\$ -	\$ -
70. Executing Agency management Costs	\$ 22,840.00	\$ 15,226.67	\$ 7,613.33
<b>EXECUTING AGENCY/HOST GOVT. TOTAL</b>	<b>\$ 36,614.00</b>	<b>\$ 24,616.00</b>	<b>\$ 11,998.00</b>

## PART 4. IMPLEMENTATION ARRANGEMENTS

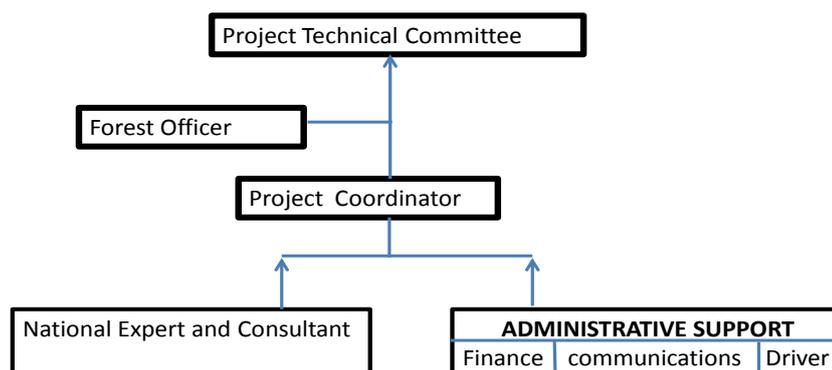
### 4.1 Executing agency and organizational structure

Nature & Development Foundation (NDF) is a non-profit organisation registered in Ghana with the mission of helping build a society in which nature conservation and development complement each other. NDF registered in December 2013 and based in Accra, Ghana. It was born out of the long presence of WWF in West Africa on the reason that, a local NGO was better equipped long term to work on forest conservation issues across the region. In addition, the team in Ghana has developed strong capacity delivering successfully against targets. Working through a cooperation agreement, NDF has a strong relationship with WWF International in the area of forest conservation.

The NDF team is **modest and growing with current staff strength of seven** headed by a Director and assisted by the Operations Director and a Project Officer. On administrative issues, the Account Department provide accounting and budgeting as well as administrative support to the Director. NDF also has Communication Officer who helps in bringing to the fore conservation and project achievements and gains. In general, the team is a modest but experience and dedicated individuals committed to making a change in the landscape of Ghana and West Africa.

### 4.2 Project management

The project will be implemented by NDF through the leadership of a Project Coordinator who will ensure the day-to-day implementation of the activities. S/he will receive support from the Forest Officer and other Support Staff to ensure a successful implementation (see below the project an organogram of the management team). He will report periodically to the **Project Technical Committee (PTC)** comprising selected representatives of stakeholders and key agencies that operate in areas which are vital to the project objectives. It will be a formalised system for stakeholders to influence decision making during the implementation of the project activities. There will be meetings of the **PTC** with the goal of reviewing progress, assessing impacts to advice the management team. The project management structure is as shown below. **See Part 5 for organogram of NDF**



Project stakeholder involvement is essential for the successful execution of the project. Firstly, representatives of different stakeholders on the steering committee will be expected to convey information discussed to their various constituents. It is in recognition of the need to convey messages to all stakeholders that a conscious effort has been made to ensure representation of these key constituencies.

### 4.3 Monitoring and reporting

**Monitoring:** Internal monitoring by the Project Management Team will ensure timely project implementation and adaptive management. The results of the monitoring will be incorporated in the progress report. There will be independent financial audit at the end of the project period. In addition, a project Steering Committee will be responsible for monitoring project progress.

**Project Progress reports:** Technical and financial progress reports will be submitted every six months preferably before ITTO Council Meetings are held, and in conformity with ITTO Manual for Project Monitoring, Review, Reporting and Evaluation. An external financial audit report will be submitted after the end of the project. The project financial reports will be prepared under the strict and high accounting standards that are demanded at NDF and also in conformance with the ITTO financial reporting requirements. The technical progress report will summarize achievements compared to objective and outputs, lessons learned significant deviations and their justification and implications for future planning and implementation.

**Project Completion Report:** The final project report will be submitted within three months of project completion. Project financial statements and audit reports will be submitted to ITTO for monitoring and evaluation.

**Evaluation:** There will be an evaluation conducted at project completion to assess the attainment of set objectives.

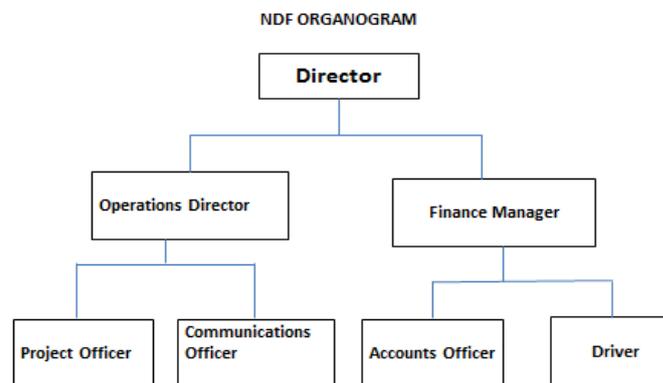
**Dissemination of project results:** Communication, outreach and publications: Project objectives, outcomes and similar communications shall be disseminated and promoted using training toolkits and other project publications. Other media such as websites, workshops and forums will be used to share project-related information with stakeholders. The project will also identify and develop innovative ways of dissemination, such as through meetings of industry associations, learning, sharing and assessment visits, and practical experience sharing.

**Mainstreaming project learning:** The project steering group will meet quarterly to plan, review and monitor implementation of activities during which most significant change and success stories will be recorded for sharing. The project will also facilitate platforms for learning and sharing from strategic alliances and networks contributing to achievement of project goal. Experiences and lessons learnt across other projects will also inform the implementation strategies while building and implementing synergies across the forestry sector. The project will engage jointly with other NDF projects as well as implementing partners to improve efficiency and impact. The project learning mechanisms will enable it to be responsive to emerging opportunities and constraints.

On site coaching and hands-on training will be useful platforms for sharing project information and provide information on systems and tools developed for internal wood control. Findings, results, and experiences shall be widely disseminated to stakeholders and the general public through the print and electronic media, websites, emails, conferences and during implementation of activities. Face-to-face business to business meetings between suppliers and consumers of legal timber will kick start long term business exchanges which can be replicated by others in the various industries.

## ANNEX 1. PROFILE OF THE EXECUTING AGENCY

Nature & Development Foundation (NDF) is a non-profit organisation registered in Ghana with the mission of helping build a society in which nature conservation and development complement each other. NDF was born out of the long presence of WWF in West African on the reason that, a local NGO was better equipped long term to work on forest conservation issues across the region. In addition, the team in Ghana has developed strong capacity delivering successfully against targets. The team has over the years been the leader on responsible forest management having supported large, medium and small companies to organize their chain of custody. The team has also supported the training of Forestry Commission staff and the development of 20 management plans. The team has been active on the Voluntary Partnership Agreement process in Ghana right from inception and has since implemented FLEGT related projects including EU FAO FLEGT funded projects (supporting timber procurement in Ghana, Facilitating EUTR compliance in Ghana, Cote d'Ivoire and Liberia). Others include EU project on advancing legal timber, and ITTO funded project on capacity building for civil society on forest law compliance. NDF is also a lead organization providing certification service/support to companies wishing to achieve voluntary sustainability compliance in the forestry sector. NDF has adopted and adapted the high standard of financial management inherited from WWF using the ACPACC accounting software and with experienced ACCA certified account team. As a result, NDF is well placed to meet any financial reporting requirement. With a moderate full time staff number of seven, NDF team is committed to achieving the organizational mission through: mobilising key players; creating partnerships with key organisations; and engaging in activities around other land-uses impacting the forest landscape. **As stated above, NDF is a modest non-governmental organization with competent and experience staff of seven. Below is the organogram of NDF management.**



## **ANNEX 2. TASKS AND RESPONSIBILITIES OF KEY EXPERTS PROVIDED BY THE EXECUTING AGENCY**

Faculty of Renewable Natural Resources of the Kwame Nkrumah University of Science and Technology is a Scientific Authority on forestry research which will lead on the technical aspects of output 1. The specific task will include:

- Selection of forest areas that are habitats for *Pericopsis elata* in Ghana
- Develop the tools, plan and undertake survey of *Pericopsis elata* to establish its quantities, distribution and habitat status
- Develop a complete report on the survey with major analysis on the current conservation status
- Provide report briefs on key agreed scenarios
- Design tools that will assure regular data collection in routine forest management operations
- Present the report to stakeholders at a workshop
- Provide support to the FC in the application of the survey results

### **Forest Officer**

- **The Forest Officer has the reviews and approves of final technical and financial reports prior to submission to ITTO.**
- **He supervises the Project Coordinator.**
- **Serves as the initial contact person with ITTO until a Project Coordinator is appointed.**
- **He also responsible for endorsing audited financial report of the project before submission to ITTO.**
- **In addition, all agreement and contracts in relation to this project has to be reviewed and signed by the Forest Officer.**
- **He will also lead the policy engagement with the forest authorities at the Ministry and Forestry Commission of Ghana**

### **Project Coordinator**

#### **Responsibilities**

- He is responsible for the day-to-day running of the project, ensuring that all project deliverables are met accordingly and in time.
- He coordinates all temporal personnel engaged for the purposes of this project.
- He will be the convener for all workshops and training programmes.
- He will oversee the gathering of information as well as lead the team in the production of the documentary.
- He together with the communications officer ensures that project communication and visibility are accordingly carried out.
- Also undertakes all activities that may arise for the successful implementation of the project.

### **Finance Manager**

#### **Responsibilities**

- Ensure that the overall management of the project is within the limits of the approved budgets
- Ensures the timely release of funds to the project coordinator to prosecute the objectives of the project
- Ensures the inputs of all financial transactions of the project into the computerised accounting system
- Prepares all financial reports on the project on timely basis in conformity with WWF and ITTO financial reporting standards and report same to ITTO in line with the approved project agreement.
- Provide payroll support services to the project
- Maintains appropriate files by the project to retain all contractual and other documents
- Ensures that proper supporting documents are prepared and approved for procurement of project assets, services and supplies as well as ensuring that suppliers and consultants are paid on a timely basis.
- Provide any other finance and administrative support to the project to facilitate the achievements of the project objectives

## **Driver**

### Responsibilities

- Drive project staff to the field and other official engagements
- Ensures that all vehicles are serviced on schedule and kept clean
- Run errands in support of the project
- Ensures that all documentations on vehicles are renewed on schedule
- Maintains a log in each vehicle to be endorsed by his supervisor

### **ANNEX 3. TERMS OF REFERENCE OF PERSONNEL AND CONSULTANTS FUNDED BY ITTO**

A consultant with proven record in market survey of timber trade will be recruited for output 2. The consultants will be required to perform the following task:

- Selection of trade actors of *Pericopsis elata* in Ghana
- Develop the tools, plan and undertake survey of *Pericopsis elata* trade
- Develop a complete report on the survey with major analysis on the current trade patterns
- Provide report briefs on key agreed scenarios
- Design tools that will assure regular data collection in routine trade regulation
- Present the report to stakeholders at a workshop
- Provide support to the FC in the application of the survey results

The consultant will possess the following:

- Minimum of a Masters degree in Natural Resources Management or related field
- Minimum of 5years experience working on forest management
- Extensive knowledge on the Ghana forest policy environment
- Good knowledge on CITES
- Good track record of undertaking market surveys

The consultant will be required to complete the assignment with final reports in 20days and within a period of 2months.

## ANNEX 4. RESPONSES TO REVIEWER COMMENTS/RECOMMENDATIONS

<b>Reviewer Comments/Recommendations*</b>	<b>Amendment(s) made**</b>	<b>Page #***</b>
Please elaborate a bit on the species use in international markets	Section 1.1 (Origin) has been modified to include trade names and use of the species in the international market	1
The map is too generic and does not specifically depict the specific project area. Zoom in the specific project area	Section 1.3 (Target area) the project area has been focused by encircling this in the vegetation map inserted in the document	4
Please specify outcomes for other stakeholders, industrys & CSOs. What are their roles & how will this project include and benefit them	Section 1.4 (Outcome at completion), a paragraph has been included to indicate the role and benefits to CSOs and industry	5
Add explanation on the involvement of the stakeholders' representatives in the project formulation	Stakeholder analysis (section 2.1) has been modified to include stakeholder involvement in the formulation of the project	6
Cause-and-effect relationships in the problem tree do not clearly depict the aspects discussed in the problem analysis formulation. Improve the problem tree and the objective tree in accordance with the ITTO Manual. Please carefully develop the causes and sub-causes, as well as effects.	Problem tree has been updated and the analysis revised to correctly reflect the problem tree including the main problem, the causes/subcauses and the effects. Also, the objective tree has been updated to reflect the description in the proposal text.	7, 8 and 9
Add impact indicators.	Impact indicator for the development objective has been included	9
Add outcome indicators.	Outcome indicators have been developed and included in the relevant section	9
The number of outputs does not correspond with the number of causes in the Problem Tree and the number of outputs in the objective tree. Output 4 cannot be considered as a project output as the activities under that output are administrative. Improve the formulation of outputs. Please provide some specifics on better enforcement.	Output 4 has been deleted and so the number of outputs now correspond with the number of causes in the problem tree and the number of outputs in the objective tree. Output are re-formulated	10
Revise the activities and inputs following the revision of the Outputs.	The activities in the proposal text did not change. Rather the Problem Tree and Objective Tree were modified to reflect those activities which were not correctly capture. Because Output 4 has been deleted, the inception workshop activity has been moved to Output 3.	11
Revise workplan in accordance with revision of the Outputs and Activities	The workplan has been revised by deleting Output 4 and adding broadcasting of video documentary and inception workshop under Output 3	14

Reviewer Comments/Recommendations*	Amendment(s) made**	Page #***
<p>Eliminate the budget for the Project Director from the ITTO budget, only Project Coordinator is recognized. The budget has to be reduced accordingly. Increase ITTO Project monitoring cost to US\$10,000 and calculate the ITTO program support cost at a rate of 12%. Redo the budget calculation carefully and present it in conformity with ITTO Manual.</p>	<p>The position of Project Director is changed to Forest Officer because we recognized that, although it is a small-sized project, it will be essential to have the contribution of the Forest Officer for the following reasons:</p> <ol style="list-style-type: none"> <li>1. The project involves technical and policy engagement with the Ministry, Forestry Commission and the Consultants, which engagement requires the participation of more than just the Project Coordinator from the EA</li> <li>2. Total responsibility for reporting, both financial and technical as well as audit on the projects lies beyond the Project Coordinator and have to be edited and approved before submission to ITTO.</li> </ol> <p>On the comments on the budget, our understanding is that the maximum amount assignable to ITTO under this size of project is \$150,000. As a result, an increment of the <b>ITTO Monitoring and Review cost from \$7,500 to \$10,000 and a corresponding increase of ITTO Support Cost from 8% to 12% will increase the ITTO assignable cost to \$158,329.92.</b> This is over and above the \$150,000. However, if this can be accommodated, we can easily insert such changes. Or with your consent, we may also reduce the number of activities to accommodate the recommended increase</p>	15-18
<p>Add information on the total number of NDF human resources</p>	<p>The section on "Executing agency and organizational structure" has been modified to include the number of NDF human resources</p>	19
<p>Establishment of Project Steering Committee should be changed to Project Technical Committee (for small project)</p>	<p>Monitoring and reporting section has been modified where Project Steering Committee is changed to Project Technical Committee</p>	19
<p>Add organogram</p>	<p>Under the Profile of the Executing Agency, a modification is made to include NDF management organogram</p>	21

Please expand table as needed

- \* *In this column please paste the individual reviewer comments*
- \*\* *In this column please briefly describe which change(s) have been made (see examples)*
- \*\*\* *In this column please insert the page number where responding changes have been made*