

4th Proposal Cycle under the ITTO Thematic Programme on Trade and Market Transparency (TMT)

Deadline: Friday, 23 August 2013

Important Note: This cycle is limited to pre-projects (max. 9 months) and small projects (max. 18 months) not exceeding ITTO funding of US\$ 150.000 and addressing both TMT and ITTO-CITES objectives

Introduction

ITTO member countries are invited to submit proposals under the Thematic Programme on Trade and Market Transparency (TMT). 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 Program provides specific assistance to countries throughout the tropics to design forest management plans, forest inventories, provide guidelines and case studies for making “Non Detriment Findings” (NDFs) for CITES listed tree species, and to develop and disseminate tools for timber identification with the overall objective to ensure that international trade in CITES-listed timber species is consistent with their sustainable management and conservation.

Specific requirements/limitations under this Cycle:

The majority of the funding available under this cycle is through a grant from the European Union (through the European Commission) under the ITTO-CITES Program (http://www.itto.int/cites_programme/) which calls for part of the available funds to be devoted to activities relevant to both the ITTO-CITES Program and the ITTO TMT Thematic Programme. *This cycle is therefore limited to proposals that address the objectives of both programmes, TMT and ITTO-CITES. Proposal size is limited to pre-projects (max. 9 months) and small projects (max. 18 months) not exceeding ITTO funding of US\$ 150.000*

TMT & ITTO-CITES Information

Detailed information on TMT and ITTO-CITES is available from the ITTO website:

- TMT Thematic Programme Document (TPD) http://www.itto.int/files/user/pdf/callforproposals/TPD_TMT_E_100415.pdf
- TMT Monitoring Protocol (MP) http://www.itto.int/files/user/thematic/MP_TMT_English.pdf
- TMT general information http://www.itto.int/thematic_programme_general/
- ITTO-CITES programme overview http://www.itto.int/cites_programme/
- ITTO-CITES country activities http://www.itto.int/country_activities/
- CITES (Official website of the Convention) <http://www.cites.org>

The TMT programme is financially supported by the following donors: European Union (through ITTO-CITES), Finland, Japan, Switzerland and USA.

Proposal Formulation and Format

Full guidance on project design, content and format is provided in the ITTO Manual for Project Formulation (3rd Edition, 2009). Your proposal must be consistent with the format (including page limitations) recommended in the Manual and must incorporate all specific requirements outlined in this announcement. Please also make sure to take into account relevant lessons learned or good practices from previous ITTO projects. The ITTO Manual on Project Formulation (3rd Edition, 2009) and other important documentation is available electronically from the ITTO website:

- ITTO Manual on Project Formulation http://www.itto.int/direct/topics/topics_pdf_download/topics_id=2192&no=0&disp=inline
- ITTO Strategic Action Plan 2013-2018 http://www.itto.int/files/user/pdf/publications/ENGLISH_ACTION_PLAN_2013_2018.pdf
- ITTA 2006 http://www.itto.int/direct/topics/topics_pdf_download/topics_id=3363&no=1&disp=inline
- ITTO Lessons Learned/Good Practices http://www.itto.int/files/user/pdf/thematicprogrammes/ITTO_LessonsLearned_GoodPractices_E.pdf

Special Requirements for ITTO Thematic Programmes

In addition to the requirements outlined in the Manual on project formulation, all proposals must include a section elaborating in detail on:

- 1) The proposal's contribution to the achievement of the TMT deliverables (see TPD, Chapter 4, Table 1)
- 2) The proposal's contribution to the achievement of the ITTO-CITES program objectives;
- 3) The association of the project results to the Output indicators, Target Values and Means of Verification specified in the TMT Monitoring Protocol (MP) http://www.itto.int/files/user/thematic/MP_TMT_English.pdf

The additional section must be included as a separate paragraph in chapter '1.2.1 Conformity with ITTO's objectives and priorities'. Please note that without this section your proposal cannot be considered.

Submission of revised Proposals

If any version of your proposal had already been submitted to ITTO under earlier calls (including both TPs or the ITTO regular project cycle) and has received recommendations for revisions, you must highlight all additions, deletions or amendments in the revised version. Such highlighting may take the form of underlining, using **boldtype**, *italic* or a different color. Highlighted sections must be clearly distinguishable from the original text. Please also provide the proposal ID of the previous submission. Please note that resubmitted proposals failing to highlight revised sections will not be considered.

Proposal submission and ITTO Focal Point endorsement

Proposals must be submitted directly by (or provide proof of endorsement from) the “Official Contact Point” of an ITTO Member Country [Decision 4(XXV), Annex A, Section III]. The official ITTO Contact Point must be the person and/or institution designated by the Member Country and registered by the Secretariat to handle ITTO matters. For further information please contact the Secretariat. Please note that proposals without endorsement cannot be considered.

Official Contact Points are kindly reminded of the recommendations made to improve project formulation and appraisal [Document ITTC(XXXVI)/5], particularly with regard to the advice to set up a “National Clearing House” mechanism for the screening of proposals taking into account national priorities and relevance to ITTO goals prior to submission. Please make a firm decision to support any proposal before submission, also taking into account that substantial translation cost and handling time are expended on each proposal.

Proposals must be submitted electronically in Word format with the budget tables in EXCEL to sugihara@itto.int and/or breulmann@itto.int. PDF files are also accepted, however we will need editable Word/Excel versions (including problem trees, flow charts etc.) for translation. Please refrain from sending any hardcopies or sending to email addresses other than those indicated above.

The deadline for proposal submission is Friday, 23 August 2013

Please note that proposals must be complete at the time of submission.

Contacts:

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