

## **5<sup>th</sup> Proposal Cycle under the ITTO Thematic Programme on Forest Law Enforcement, Governance and Trade (TFLET)**

**Deadline: Friday, 5 April 2013**

### **Introduction**

ITTO member countries are invited to submit proposals under the Thematic Programme on Forest Law Enforcement, Governance and Trade (TFLET). The TFLET objective is the improvement of national forest law enforcement and governance in tropical ITTO member countries in order to enhance and diversify international trade in tropical timber from sustainably managed forests and to help alleviate poverty in those countries. Strengthening the capacity of ITTO member countries to improve forest law enforcement and governance, including addressing illegal logging and related trade in tropical timber, is one of the means of achieving the objectives of the International Tropical Timber Agreement, ITTA, 2006 (*Article 1(n)*).

### **TFLET Information**

Detailed programme information including objectives, scope and target values are described in the TFLET Thematic Programme Document (TPD) and the TFLET Monitoring Protocol (MP). Both documents are available electronically at the ITTO website:

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| 1) TFLET Thematic Programme Document (TPD) | <a href="http://www.itto.int/files/user/pdf/callforproposals/TPD_TFLET_E_100415.pdf">http://www.itto.int/files/user/pdf/callforproposals/TPD_TFLET_E_100415.pdf</a> |
| 2) TFLET Monitoring Protocol (MP)          | <a href="http://www.itto.int/files/user/thematic/MP_TFLET_English.pdf">http://www.itto.int/files/user/thematic/MP_TFLET_English.pdf</a>                             |

General information on the ITTO Thematic Programmes including a list of funded projects is available at [http://www.itto.int/thematic\\_programme\\_general/](http://www.itto.int/thematic_programme_general/)

The TFLET programme is financially supported by the following donors: Australia, Finland, Germany, Japan, Japan Lumber Importers Association, Korea, Netherlands, New Zealand, Norway, Switzerland, United Kingdom and USA.

### **Thematic Priority:**

This call will give special priority (*but is not limited*) to **proposals aimed at combating illegal logging and associated trade through building the capacity to implement systems (e.g. for timber legality verification) that will promote trade in legal timber** and, in the long term, trade in timber and wood products from sustainably managed forests.

An indicative non-exhaustive list of activities that can be supported by the TFLET programme is provided in Chapter 6 of the TPD.

### **Proposal Formulation and Format**

Full guidance on project design, content and format is provided in the ITTO Manual for Project Formulation (3<sup>rd</sup> Edition, 2009). Your proposal must be consistent with the format recommended in the Manual and must incorporate all specific requirements outlined in this announcement. Please also make sure to adhere to the page limitations for each section and the instructions for budget preparation. The ITTO Manual on Project Formulation (3<sup>rd</sup> Edition, 2009) is available electronically at [http://www.itto.int/en/thematic\\_programme\\_general/](http://www.itto.int/en/thematic_programme_general/)

### **Specific Requirements**

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

- 1) The proposal's contribution to the achievement of the TFLET deliverables (see TPD, Chapter 4, Table 1);
- 2) The association of the project results to the Output indicators, Target Values and Means of Verification specified in the TFLET Monitoring Protocol (MP) [http://www.itto.int/files/user/thematic/MP\\_TFLET\\_English.pdf](http://www.itto.int/files/user/thematic/MP_TFLET_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 will not 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.

## **Deadline and Submission**

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.

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](mailto:sugihara@itto.int) and/or [breulmann@itto.int](mailto:breulmann@itto.int). PDF files are also accepted, however we will still 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, 5 April 2013**

Please note that proposals must be complete at the time of submission. Amendments will not be accepted after the deadline

### Contact:

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