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## DECISION 8(XXII)

### REVISION OF PROJECT RELATED GUIDELINES AND MANUALS

The International Tropical Timber Council,

Recalling the report by the independent consultants on the strengthening of the ITTO Project Cycle, [Document ITTC(XXI)8];

Recalling Decision 7(XXI) on the strengthening the Project Cycle, in particular the paragraph on revision of guidelines and manuals;

Welcoming the report by the Executive Director, "Proposals for the Revision of Project Related Guidelines/Manuals and Appointment of an Evaluation and Communication Officer," [Document ITTC(XXII)/3];

Decides to:

1. Revise the "ITTO Manual for Project Formulation" with the objectives of simplifying and improving the standard format and of further advising project formulators to submit clear, coherent and concise proposals;
2. Revise the Guidelines for the Selection and Employment of Consultants with the objective of providing more flexibility in hiring professionals by the Organization;
3. Revise the "ITTO Manual for Project Monitoring, Review and Evaluation" with the objective of providing instructions for the executing agencies on the elaboration of "Project Technical Reports" and on planning of monitoring and evaluation work;
4. Prepare a comprehensive Manual on ITTO's rules and procedures for project implementation with the objective of providing specific guidance to the executing agencies;
5. Authorize the Executive Director to engage two consultants, one from a producer country, and one from a consumer country, to undertake the above-mentioned revision or preparation of guidelines and manuals for circulation to members by 15 January 1998 and for consideration by the Council at its Twenty-fourth Session in May 1998;
6. Request the Executive Director to arrange an informal presentation by the consultants at the Twenty-third Session of the Council in December 1997;
7. Authorize the Executive Director to arrange for financing the two consultants from the Special Account and invite members to contribute to this ITTO activity;
8. Adopt the Terms of Reference in the Annex to this Decision for the work of the consultants.

## **ANNEX**

### **TERMS OF REFERENCE OF THE CONSULTANTS Decision 8(XXII)**

1. The consultants shall produce drafts of the guidelines and manuals by 1 November 1997, and attend the Twenty-third Session of the Council in December 1997. The consultants shall incorporate member comments into a revised draft for presentation at the Twenty-fourth Session of the Council in May 1998;
2. The guidelines and manuals should take into consideration:
  - The ITTA, 1994
  - The revised Action Plan
  - Relevant Council decisions
  - ITTO's experience from workshops on project formulation
  - Other relevant ITTO Guidelines
3. In revising the ITTO Manual for Project Formulation, the consultants should:
  - Eliminate information which is not essential in order to reduce the length of project documents wherever possible;
  - Present more examples on how to formulate the elements of a proposal, e.g., objectives, outputs, activities, logical framework, risk assessment, applied to the three operational areas of the ITTO;
  - Update the instructions for budget presentation;
  - Provide a format and examples for developing Terms of Reference for the key staff;
  - Provide a format and examples for describing the executing agency, e.g. personnel, infrastructure;
4. In revising the ITTO Manual for Project Monitoring, Review and Evaluation, the consultants should:
  - Include guidance to project implementors on how to prepare "Project Technical Reports" with a view to facilitating project results dissemination. "Project Technical Reports", either intermediate or final, should present exclusively technical information related to project results. Administrative and financial information regarding project implementation would be provided only in "Project Progress Reports";
  - Provide instructions to the executing agencies on the elaboration of Yearly Plans of Operation for Projects with relatively complex operations;
  - Provide guidance on monitoring and evaluating projects, preparation of schedules and the organization of meetings with interested parties and key stakeholders;
  - Provide an overview of the ITTC Decisions which govern project evaluation, as well as a description of the actions to be taken by the executing agency for preparing and carrying out project evaluations, e.g. submission of final reports, preparation of field visits, preparation of agenda;
5. In preparing the Manual for ITTO's rules for project implementation, the consultants should:
  - Update and consolidate information about financial rules, rules relating to Projects and Council Decisions related to the Project Cycle;
  - Describe management procedures for the implementation of ITTO projects;
  - Incorporate ITTO's policy on control of expenditures;

- Describe channels of communication with the ITTO;
  - Give instructions for financial monitoring, reporting and audit;
  - Develop procedures for travel arrangements and authorization, and other travel related issues.
6. The Guidelines and Manuals should be developed in such a way as to facilitate their periodic updating and inclusion of any new decisions reached by the Council on rules and procedures relating to projects.
  7. In preparing the revised guidelines and manuals, consultants should examine and report on the feasibility of combining one or more of the manuals into a single document to ensure the continued consistency of all parts of the ITTO Project Cycle.

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