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Kuala Lumpur, Malaysia

DECISION 5(XIV)

**GUIDELINES FOR THE EMPLOYMENT OF CONSULTANTS AND
GUIDELINES FOR THE PROCUREMENT AND PAYMENT
OF GOODS AND SERVICES FINANCED FROM THE SPECIAL ACCOUNT**

The International Tropical Timber Council,

Affirming the importance of project activities as described in Article 23 of the ITTA, 1983;

Reaffirming the Financial Rules and Rules relating to Projects as set forth by the Council at its Third Session in document ITTC(III)/17;

Recalling Decisions 2(X), 2(XI), 5(XII) and 6(XIII), which introduced important improvements to the Project Cycle;

Decides to adopt the recommendations of the Independent Consultants on guidelines for the employment of consultants and guidelines for the procurement of goods and services, as set out in documents ITTC(XII)/6 Add.1 and ITTC(XII)/6 Add.2, as amended by ITTC(XII)/6 Rev.1 and Add.1/Amend.1, and as further amended by the Annex to this Decision.

ANNEX

AMENDMENTS TO THE GUIDELINES

1. Guidelines for the Employment of Consultants

Referring to Document ITTC(XII)/6 Add.1,

Section 4 of the Explanatory Note, line 4, shall read "...at the lowest cost), but that preference shall be given, other things being equal,...."

P.2 of the text, Section A. paragraph 5 iii), line 4, shall read "...on nationality; but preference shall be given, if all.."

On p.3 of the text, after paragraph 5 vii), the following sub-paragraph shall be inserted:

"viii)For ITTO-implemented projects, in case the amount of the contract exceeds US\$50,000, an internal selection panel will be established to carry out evaluation of the proposals submitted. The panel will include the Assistant Director and Project Managers of the Division in charge of the project, the Assistant Director of Management Services and other professional staff of the Organization as appropriate.

A report will be prepared on each evaluation."

2. Guidelines for the Procurement and Payment of Goods and Services Financed from the Special Account

Referring to Document ITTC(XII)/6 Add.2,

Section 5, line 3 of the Explanatory Note shall read "...that below US\$25,000 fully competitive bidding is not likely to..."

P.2, Section 4, line 2, of the text shall read "...the value of not less than US\$25,000 will be financed by..."

P.7, Section 26 b., line 2, of the text shall read "less than 60 days from.....", and line 4 of the same sub-section shall read "...not less than 120 days from such date..."

P.8, Section 27, line 1, shall read "For contracts costing less than US\$25,000, or where..."
