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**REPORT OF THE EXPERT PANEL  
FOR TECHNICAL APPRAISAL OF ITTO PROJECT PROPOSALS**

**Forty-Fifth Meeting  
4 – 8 February 2013, Yokohama, Japan**



**REPORT OF THE EXPERT PANEL FOR THE  
TECHNICAL APPRAISAL OF ITTO PROJECT PROPOSALS  
(Expert Panel)  
REPORT OF THE FORTY-FIFTH MEETING**

**1. TERMS OF REFERENCE**

- 1.1 The Expert Panel worked in accordance with the Terms of Reference attached, see **Appendix I**. Furthermore it has been guided by the endorsement of the Council at its 40<sup>th</sup> Session of Document ITTC (XL)/5 and, in particular the authorization contained in paragraph 7, to apply the "Revised ITTO System for Technical Appraisal of Project and Pre-project Proposals". The Forty-fifth Panel appraised the proposals and classified them according to categories listed in **Appendix II** applying the current consolidated version of the scoring system summarized in **Appendix V** and **Appendix VI**.

**2. PANEL MEMBERSHIP**

- 2.1 The Forty-fifth Expert Panel was attended by members listed in **Appendix IV**. Mr. Jorge Malleux Orjeda (Peru) chaired the meeting.

**3. APPRAISAL PROCEDURES AND CRITERIA**

- 3.1 In accordance with past practice, each project or pre-project proposal was introduced by two Panel members (one from a Producer country and one from a Consumer country). After that the Panel held an open discussion and finally concluded its assessment by taking a consensus decision on the category of each project or pre-project in accordance with terms contained in **Appendix II**. Furthermore, it applied the criteria for assessment contained in the third edition of the ITTO Manual for Project Formulation. In cases where proposals were submitted to the Panel as revised project or pre-project (Rev.1 or Rev.2), the Panel first referred to the overall and specific recommendations made by the earlier Panel(s) to assess if these recommendations had been adequately addressed.
- 3.2 The procedures, aspects and guidelines applied by the Panel to appraise project and pre-project proposals are laid down in the Terms of Reference of the Expert Panel for the Technical Appraisal of ITTO Project Proposals (**Appendix I**).
- 3.3 In cases where a project or pre-project proposal was submitted to the Panel that had already been subject to two revisions by prior Panel sessions (Rev.2 documents) the Panel had to follow Council's Decision 3(XXXVII) that projects may only be assessed three times and that such Rev.2 projects would either have to (a) qualify by obtaining category 1 (to be commended to the Committee); or (b) in case it does not qualify for a category 1, it could not be commended to the Committee.

**4. APPRAISAL AND ASSESSMENT CARRIED OUT**

- 4.1 Twenty-seven (27) projects and five (5) pre-projects (total of 32) proposals were received for appraisal by the Forty-fifth Expert Panel. From the overall list of 32 Project/Pre-project proposals only 31 were reviewed by the Expert Panel (PD 701/13 (F) was not taken in consideration for appraisal in view that the final documentation of the RED-PPD 051/11 Rev.1 (F) under the ITTO REDDES Thematic Programme, supposed to originated the PD, was not yet submitted to the ITTO's Secretariat). The category of decision allocated to each proposal is presented in **Appendix III**. The procedures and criteria applied for the assessment have been specified above in section 3.
- 4.2 The ITTO Secretariat allocated the Project and Pre-project proposals in three blocks so that the Panel could deal with all proposals related to Reforestation and Forest Management (20), then with those related to Economic Information and Market Intelligence (5) and finally with those related to Forest Industry (7). This arrangement facilitated the appraisal as well as the formulation of the overall assessment and specific recommendations for each proposal listed in **Annex III** of this report.
- 4.3 The assistance provided by the ITTO Secretariat in addressing previous deliberations and necessary background information on each Project/Pre-project was extremely useful for adequate work of the panel before it could finalize its evaluations and recommendations.

- 4.4 In following-up the meetings' results, the Panel requested the Secretariat to provide the following information and documents to all countries who have submitted proposals:
- The Overall Assessment and Specific Recommendations on each proposal submitted by the country (**Annex**);
  - General findings and final categories commended by this Panel (section 5 and **Appendix III** of this report).
- 4.5 General findings and recommendations of the Forty-fifth Expert Panel, as derived from the appraisal of all 32 proposals, are listed in section 5.
- 4.6 The Panel heartily appreciated the willingness of the Secretariat to work effectively for very long hours whereby full deliberation of the 32 proposals and the success of this Forty-fifth Panel were made possible.

## 5. GENERAL FINDINGS AND RECOMMENDATIONS

Finding n°1: The Panel noted that the **quality** of the proposals was **unequal** which is reflected by the fact that:

- four (4) proposals: 4 projects (13 percent of the total) received a category 4, indicating that the Expert Panel does not commend these to the Committee for approval as they require complete reformulation; this percentage is lower compared to the assessment of previous panel (44<sup>th</sup>)
- fourteen (14) proposals: 1 pre-project and 13 projects (45 percent of the total) will be sent back to proponents for essential revisions, rated as category 2; none (0) project proposal (0 percent of the total) received a category 3, indicating that the project requires a pre-project to better formulate a new proposal;
- thirteen (13) project proposals: 4 pre-projects and 9 projects (42 percent of total) were commended to the Committee for final appraisal with minor modifications required (category 1), eight (8) were new projects and five (5) were revised submissions.
- In general the result of the assessment was considered as a signal of improvements on the quality of the project proposals.

See paragraph 7, pie chart "*proposals by category*".

Besides, the Panel also noted the **high share of projects dealing with reforestation and forest management** (RFM), namely 61%, see chart next.

Finding n°1bis: It is to be noted that **around half of the proposals which received a category 1, are revised ones** (proposals that had received a category 2 at previous expert panels). This accounts for the relatively higher share of category 1 proposals in comparison with previous expert panels.

Finding n°2: The panel noted that some improvements have been done in the project and pre-projects proposals compared with previous assessments before last expert panel meetings.

Finding n°3: Some project proposals dealt with rather **innovative ideas on new features** i.e. regional collaboration [PD 700/13 (I)], the access for the forest incentive schemes [PD 699/13 (F)] and certification of plantation PPD 167/13 (M).

Finding n°4: The panel noted that in several proposals "womens groups," "climate change," "REDD," and "communities and livelihoods" are mentioned but their actual participation in the project is not stipulated. The panel requested further elaboration on participatory activities associated with the projects.

Findings n°5: A number of project proposals charge a **high share of personnel costs to ITTO**. Costs for international consultants, sub contracts, and capital items (e.g. vehicles) often appeared to be unjustified. This was also noted by the previous expert panel.

Finding n°6: The panel noted that a number of proposals could benefit from further use of the **ITTO guidelines** in their proposals (i.e. those on forest management, restoration, etc).

Finding n°7: A number of projects failed to adequately reference background and incorporate previous projects and related experiences relevant to the project proposals. Likewise dissemination and mainstreaming activities were not fully developed.

Finding n°8: In a number of proposals, the indicators associated with specific outputs remained vague and poorly related to an explicit baseline, most of them are only expressed in terms of % of improvements, without adequate indication of the current situation. Indicators should be as simple, direct and realistic as possible given the amount of baseline information available to the project.

Finding no 8 bis: In most of the proposals, activities related to the output are just enumerated but not described in a minimum extend, and not necessarily in accordance to the methodology and strategies established for the implementation of the projects and pre-projects

Finding n°9: The panel noted that environmental impacts and sustainability were not always sufficiently addressed.

Finding n°10: In the stakeholder analysis section many proposals simply supplied a table identifying key stakeholders. The panel noted that this was not equivalent to a true stakeholder analysis nor plan for stakeholder engagement.

Finding n°11: The panel recognised the importance of knowledge management and communication

Finding n°12: The panel noticed that references were made both for the present ITTO Strategic Action Plan 2013-2018 and the previous one. In the future references should be done only to the current one

### **Recommendations:**

#### *For the Secretariat:*

1. In cases where key proposal elements are absent or procedural issues preclude the ability of the panel to assess a given proposal, the Secretariat should screen said proposals and eliminate them from panel consideration.
2. The panel recognizes that formulating proposals in accordance with the ITTO Manual for Project Formulation is a complex process. The Secretariat should consider exerting more effort in training and related assistance, and strategies to strengthen the relationships between ITTO, country focal points, regional officers and project proponents with the aim of producing strong project proposals.
3. In general, the network of individuals and institutions surrounding project formulation and implementation should be strengthened to the greatest extent possible.
4. At the beginning of each Panel Session that panel would appreciate being informed by the secretariat as to the results of the previous council session regarding funding of previously submitted proposals.
5. In the case of rev 1 & 2 proposals, the original proposals should be made available to the panel.
6. The secretariate could consider initiating a survey of proponents as to their experience with using the ITTO project formulation manual.

#### *For the Expert Panel:*

1. At the beginning of each EP session the panel should review the specific recommendations and findings from the previous EP report.
2. Reviewers should jointly sign-off on final recommendation sheets after consulting between themselves, and before the EP plenary meeting for final decisions

#### *For the project proponents:*

1. In the stakeholder analysis section, project proponents need to provide textual explanations regarding stakeholder characteristics, participation of stakeholders in proposal formulation, and plans for

engagement in project implementation. The stakeholder analysis table is not sufficient by itself. (ref finding 10 above).

2. When mentioning topics such as “women’s groups,” “climate change” and “community and livelihoods” in project titles and briefs, proponents should be sure to adequately address them in the main body of the proposal.

3. When producing a revision 2 proposal, proponents should pay careful attention to the specific recommendations of the EP, as no further revisions will be possible.

4. In the case of revised proposals, the proponents should include the full text of the previous panel’s assessment, not just the specific recommendations, and consider **the overall assessment** in the proposal revision process.

5. Proponents are reminded to carefully consult and follow the manual in project proposal formulation.

6. When relevant, women’s groups should be addressed and incorporated in project proposals and planned implementation.

7. The panel encouraged project proponents to incorporate the **ITTO guidelines** in their proposals to the greatest extent possible (i.e. those on forest management, restoration, etc) (ref finding 4 above).

8. The panel welcomed the project proponents to include communication plans or strategies in the project implementation.

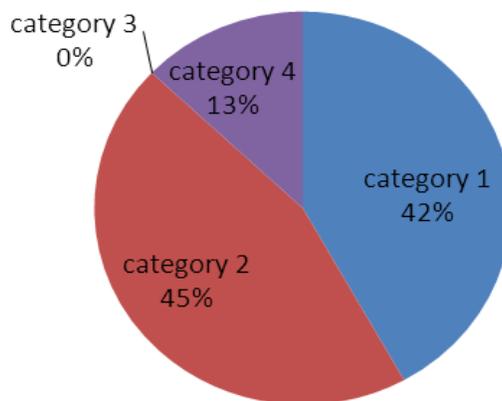
## 6. EXPERIENCE FROM APPLICATION OF THE APPRAISAL SYSTEM

As already pointed out by the report of the 39th session of the EP, the use of the appraisal system (Appendix V and VI) became standard procedure.

## 7. PANEL DECISIONS ON PROJECT AND PRE-PROJECT PROPOSALS

The Panel’s decisions are listed in **Appendix III**, in accordance with established practice. Proposals classified by category, by regions, by committee areas and by submitting countries are summarised in the following tables and charts:

**Decision of the 45th Expert Panel on Project and Pre-project proposals (number of proposals by category)**

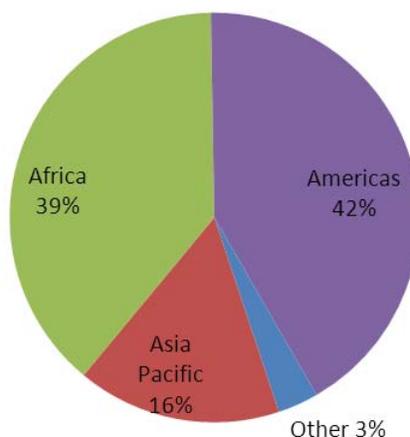


**Summary of Project and Pre-project proposals submitted to the Forty-fifth Expert Panel by Region**

Region	Project Proposals				Pre-project Proposals				Total
	RFM	FI	EIMI	Total	RFM	FI	EIMI	Total	
Americas	6	4	1	11	1	1	-	2	13
Asia Pacific	4	-	-	4	1	-	-	1	5
Africa	6	1	3	10	1	-	1	2	12
Other (ITTO)	-	1	-	1	-	-	-	-	1
<b>Total</b>	<b>16</b>	<b>6</b>	<b>4</b>	<b>26</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>31*</b>

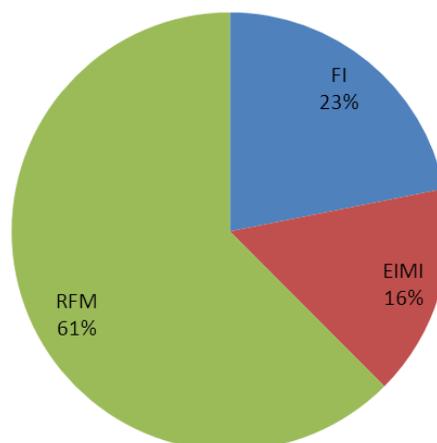
\*(One proposal was not accepted for appraisal by the Panel: PD 701/13 F)

RFM = Reforestation and Forest Management  
 FI = Forest Industry  
 EIMI = Economic Information and Market Intelligence



**Decisions of the 45<sup>th</sup> Expert Panel on Project and Pre-project proposals by Committee Area**

Category	Committee			Total
	RFM	FI	EIMI	
<i>Projects</i>				
1	4	3	2	9
2	8	3	2	13
3	-	-	-	-
4	4	-	-	4
<b>Total</b>	<b>16</b>	<b>6</b>	<b>4</b>	<b>26</b>
<i>Pre-projects</i>				
1	2	1	1	4
2	1	-	-	1
4	-	-	-	-
<b>Total</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>5</b>



**Decisions of the 45<sup>th</sup> Expert Panel on Project and Pre-project proposals by Submitting Country**

Country	Category				Total
	1	2	3	4	
Benin	(1)	-	-	-	1
Cameroon	-	(1)+1	-	1	3
Côte d'Ivoire	1	1	-	-	2
Fiji	-	1	-	-	1
Ghana	-	4	-	2	6
Guatemala	(1)	2	-	-	3
Guyana	1	-	-	-	1
Honduras	1	-	-	-	1
Indonesia	(1)+2	-	-	-	3
Mexico	(1)	1	-	1	3
Peru	2	3	-	-	5
PNG	1	-	-	-	1
ITTO	1	-	-	-	1
<b>Total</b>	<b>(4)+9</b>	<b>(1)+13</b>	<b>-</b>	<b>4</b>	<b>31</b>

Note: Parenthesis indicates a pre-project.

## APPENDIX I

### TERMS OF REFERENCE OF THE EXPERT PANEL FOR THE TECHNICAL APPRAISAL OF ITTO PROJECT PROPOSALS

The Panel shall:

- (i) Assess new Project and Pre-project proposals submitted to the organization. The recommendations for amendments to these proposals shall be made by the Expert Panel exclusively for the purpose of ensuring their technical soundness;
- (ii) Screen the Project proposals for their relevance to ITTO's Action Plan and Work Programs (in the areas of Economic Information and Market Intelligence, Reforestation and Forest Management, and Forest Industry), and consistency with ITTO decisions and policy guidelines, but not otherwise prioritize them;
- (iii) Where reformulation involving major amendments is recommended, request to carry out a final appraisal of the revised versions of Project and Pre-project proposals, prior to their presentation to the relevant ITTO Committees;
- (iv) Report on the results of the technical assessment of Project and Pre-project proposals to submitting governments and to the ITTO Council and Committees, through the ITTO Secretariat;
- (v) The Expert Panel shall take into consideration previous Expert Panels' reports.

The Expert Panel, in assessing Projects and Pre-projects, shall also take into account:

- (a) their relevance to the objectives of the ITTA, 2006 and the requirement that a Project or Pre-project should contribute to the achievement of one or more of the Agreement objectives;
- (b) their environmental and social effects;
- (c) their economic effects;
- (d) their cost effectiveness;
- (e) the need to avoid duplication of efforts;
- (f) if applicable, their relationship and integration with ITTO policy work and their consistency with the ITTO Action Plan 2008-2011 including:
  - ITTO Guidelines for Sustainable Management of Natural Tropical Forests, 1990;
  - Guidelines for the Establishment and Sustainable Management of Planted Tropical Production Forests, 1993;
  - Guidelines for the Conservation of Biological Diversity in Tropical Production Forests, 1993;
  - ITTO Guidelines on Fire Management in Tropical Forests, 1996;
  - ITTO Guidelines for the Restoration, Management and Rehabilitation of Degraded and Secondary Tropical Forests, 2002; and
  - ITTO Mangrove Work Plan 2002-2006.

## APPENDIX II

### **Rating Categories of the ITTO System for Technical Appraisal of Project and Pre-project Proposals**

#### **Rating schedule for Project proposals**

Category 1: The Panel concluded that the proposal could be commended to the Committee with incorporation of amendments.

Category 2: The Panel concluded that the proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised proposal before it can commend it to the Committee.

Category 3: The Panel concluded that the proposal is not accepted because a Pre-project proposal is required. According to the indication of the Panel the Pre-project shall (a) be submitted to the Expert Panel for appraisal or (b) could be directly submitted to the Committee for appraisal.

Category 4: The Panel concluded that it could not commend the proposal to the Committee, and submits it to the Committee with the recommendation not to approve the Project proposal. Justification should be given to the proponent and the Committee (e.g. complete reformulation is necessary; in case of rev.2 Project proposals; Project not relevant; Project with insufficient information, etc.)

#### **Rating schedule for Pre-project proposals**

Category 1: The Panel concluded that the proposal could be commended to the Committee with the incorporation of amendments.

Category 2: The Panel concluded that the proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised proposal before it can commend it to the Committee.

Category 4: The Panel concluded that the Pre-project proposal is not commended to the Committee. The proposal is submitted with the recommendation not to approve the Pre-project proposal.

**APPENDIX III**  
**List of Project and Pre-project Proposals reviewed by the**  
**Forty-fifth Expert Panel**

<b>Project No.</b>	<b>Title</b>	<b>Country</b>	<b>Category</b>
PPD 162/12 Rev.1 (F)	Developing Model of a Self Sufficient and Sustainable FMU	Indonesia	1
PPD 163/12 Rev.1 (F)	Assessing Growth and Yield Rates of Major Commercial Species for the Adjustment of Forest Management Programs in the Yucatan Peninsula, Mexico	Mexico	1
PD 582/10 Rev.2 (F)	Promoting Mixed Native Species Plantations in Ghana. Phase II: Enlarge Community Plantation Base through Appropriate Tree Choices and Improved Silvicultural Practices	Ghana	4
PD 641/12 Rev.2 (F)	Fortalecimiento Intercomunitario de la Gobernanza y del Manejo Forestal Sostenible en el Corredor de la Sierra Madre-Selva Zoque: una Estrategia para la Adaptación al Cambio climático (Fase 1 - Estado de Chiapas)	Mexico	4
PD 645/12 Rev.2 (F)	Promoting Sustainable Forest Management of Rinjani Barat Forest Management Unit	Indonesia	1
PD 646/12 Rev.2 (F)	Initiating The Conservation Of Cempaka Tree Species ( <i>Elmerrillia spp.</i> ) Through Plantation Development With Local Community Participation In North Sulawesi, Indonesia	Indonesia	1
PD 664/12 Rev.1 (F)	Regional Project to Promote Reduced Impact Logging in Peru	Peru	2
PD 665/12 Rev.1 (F)	Implementación de un Plan de Prevención y Control de Incendios en la Amazonía Central del Perú	Peru	1
PPD 166/13 (F)	Amélioration de l'offre en bois-énergie par l'appui au développement des plantations forestières dans les communes de Mokolo, Maroua et Kaelé en zone sahélienne au Cameroun	Cameroun	2
PD 682/13 (F)	Development of Quality-of-Governance Standards for Reducing Emissions from Deforestation and Forest Degradation (REDD) in Papua New Guinea	PNG	1
PD 684/13 (F)	Biodiversity Conservation with Collaboration of Local Communities in Traditionally Owned Forest Areas of South Western Ghana	Ghana	2
PD 685/13 (F)	Community participation in Mangrove and Forest conservation at Muni-Pomadze Ramsar Site, Ghana.	Ghana	2
PD 688/13 (F)	Projet de reboisement et d'aménagement des Monts Messa	Cameroun	4
PD 690/13 (F)	Bambu para la Vida: una Alternativa para el Desarrollo Rural y Lucha Contra la Tala Ilegal y Cultivos Ilícitos en la Selva del Perú	Peru	2
PD 693/13 (F)	Fortalecimiento de las capacidades técnicas e institucionales para reducir la ocurrencia y el impacto de incendios forestales causados por el uso inadecuado del fuego en la Península de Yucatán, México	Mexico	2
PD 695/13 (F)	Réhabilitation des forêts classées dégradées du Mont Korhogo, de Foubou et de Badenou au nord de la Côte d'Ivoire avec la participation des populations riveraines	Cote d'Ivoire	2

PD 696/13 (F)	Reforestation of the coastal and mangrove wetlands using indigenous coastal timber tree species in Tikina Bau located in the Rewa Delta, Viti Levu, Fiji	Fiji	2
PD 697/13 (F)	Participatory forest rehabilitation in CREMAs around the Bia Conservation Area Ghana	Ghana	4
PD 699/13 (F)	Facilitando el acceso a los programas de incentivos forestales como mecanismo para reducción de pobreza y adaptación al cambio climático	Guatemala	2
PPD 167/13 (M)	Etude de faisabilité de la certification des plantations domaniales de l'onab	Benin	1
PD 683/13 (M)	Mise en place et fonctionnement d'une unité centralisée des statistiques sur la production forestière et le commerce des bois	Cameroon	2
PD 686/13 (M)	Ampliación de la Investigación y Promoción de Especies de Madera no Tradicionales del Bosque Latifoliado de Honduras	Honduras	1
PD 692/13 (M)	Mise en oeuvre operationnelle d'un systeme national d'information pour la gestion durable des ressources forestieres	Côte d'Ivoire	1
PD 694/13 (M)	Improving Market Access and Economic Outcomes for Local Communities Growing Teak ( <i>Tectona Grandis</i> ) on Farmlands in Forest Savanna Transition Zone, Ghana	Ghana	2
PD 660/12 Rev.1 (I)	Enhancing Industrial and Community Utilization of Wood residues from timber Processing Mills for Improved Livelihood in Ghana	Ghana	2
PPD 168/13 (I)	Creación de un programa de apoyo al desarrollo forestal industrial comunitario en Huehuetenango, Guatemala	Guatemala	1
PD 687/13 (I)	Strengthening the performance of the wood processing sector in Guyana, through building local capacity and the enhancing national systems that promote forest products trade and sustainable utilization of forest resources	Guyana	1
PD 689/13 (I)	Fomento de las Técnicas de Prevención y Control de Agentes Biológicos y no Biológicos en la Transformación Mecánica de la Madera en Perú	Peru	1
PD 691/13 (I)	Incremento del Rendimiento del aprovechamiento de las Maderas Indígenas en la Provincia de Atalaya (Perú)	Peru	2
PD 698/13 (I)	Facilitando la integración del proceso Bosque-Industria-Mercado	Guatemala	2
PD 700/13 (I)	Development of Intra-African Trade and Further Processing in Tropical Timber and Timber Products – Phase I	ITTO	1

Note: PD 701/13 (F) – Cameroon was rejected by the Panel

APPENDIX IV

MEMBERSHIP OF THE FORTY-FIFTH MEETING OF THE EXPERT PANEL  
FOR TECHNICAL APPRAISAL OF PROJECT PROPOSALS  
Yokohama, 4 - 8 February 2013

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APPENDIX V

Revised Scoring Table – ITTO Project Proposal (PD)

Weighted Scoring System							
1.	Project relevance, origin and expected outcomes (15)			Mark	Score	Threshold	
1.	1.		<b>Relevance</b>				
1.	1.	1.	<i>Conformity with ITTO's objectives and priorities (1.2.1)</i>			Y	
1.	1.	2.	<i>Relevance to the submitting country's policies (1.2.2)</i>			Y	
1.	2.		<b>Origin (1.1)</b>		5		
1.	3.		<b>Geogr. location (1.3.1)+ Social, cultural and environ. aspects (1.3.2)</b>		5		
1.	4.		<b>Expected outcomes at project completion (1.4)</b>		5		
2.	<b>Project identification process (25)</b>						
2.	1.		<b>Institutional set up and organisational issues (4.1. + 2.1.1)</b>		5		
2.	2.		<b>Stakeholders</b>		10	Y 6	
2.	2.	1.	<i>Stakeholder analysis (2.1.2)</i>	5			
2.	2.	2.	<i>Stakeholders involved at inception (2.1.3.) &amp; implementation (4.1.4.)</i>	5			
2.	3.		<b>Problem analysis (2.1.3)</b>		10	Y 6	
2.	3.	1.	<i>Problem identification</i>	5			
2.	3.	2.	<i>Problem tree</i>	5			
3.	<b>Project design (45)</b>						
3.	1.		<b>Logical framework matrix (2.1.4)</b>		20	Y 13	
3.	1.	1.	<i>Objectives (2.2)</i>	5			
3.	1.	2.	<i>Outputs (3.1.1)</i>	5			
3.	1.	3.	<i>Indicators &amp; means of verification (columns 2 and 3 of the LogFrame)</i>	5			
3.	1.	4.	<i>Assumptions and risks (3.5.1)</i>	5			
3.	2.		<b>Implementation</b>		20	Y 13	
3.	2.	1.	<i>Activities (3.1.2)</i>	5			
3.	2.	2.	<i>Strategy (approaches and methods, 3.2)</i>	5			
3.	2.	3.	<i>Work plan (3.3)</i>	5			
3.	2.	4.	<i>Budget (3.4)</i>	5			
3.	3.		<b>Sustainability (3.5.2)</b>		5	Y 3	
4.	<b>Implementation arrangements (15)</b>						
4.	1.		<b>Project's management (EA - 4.1.1, Key staff - 4.1.2, SC - 4.1.3)</b>		5	Y 3	
4.	2.		<b>Reporting, review, monitoring and evaluation (4.2)</b>		5		
4.	3.		<b>Dissemination and mainstreaming of project learning (4.3)</b>		5		
<b>Entire project proposal (100)</b>					<b>100,0%</b>	<b>Y</b>	<b>75%</b>
<b>Category</b>					<b>1</b>		

Marks indicate:

- 0 - Information is completely missing
- 1 - Very poor: some elements are there but the essential ones are missing
- 2 - Poor: essential elements are incomplete, insufficient, wrong or misunderstood
- 3 - Moderate: essential elements are available but unclear or inaccurate
- 4 - Good: clear, accurate and informative
- 5 - Excellent: clear, accurate, informative and comprehensive (perfectly integrated with other items)

**Rating categories:**

Category 1:	The Panel concluded that the proposal could be commended to the Committee with incorporation of amendments.
Category 2:	The Panel concluded that the proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised proposal before it can commend it to the Committee.
Category 3:	The Panel concluded that the proposal is not accepted because a pre-project proposal is required. According to the indication of the Panel the pre-project shall (a) be submitted to the Expert Panel for appraisal or (b) could be directly submitted to the Committee for appraisal.
Category 4:	The Panel concluded that it could not commend the proposal to the Committee, and submits it to the Committee with the recommendation not to approve the project proposal. Justification should be given to the proponent and the Committee.

Revised Scoring Table – ITTO PRE-PROJECT PROPOSALS (PPD)

Weighted Scoring System							
1.	PRE-PROJECT CONTEXT (5)				Mark	Score	Threshold
1.	1.	Origin and justification				5	
1.	2.	Relevance					
1.	2.	1.	Conformity with ITTO's objectives and priorities				Y
1.	2.	2.	Relevance to the submitting Country's policies				Y
2.	JUSTIFICATION OF PRE-PROJECT (15)						
2.	1.	Objectives				15	Y 9
2.	1.	1.	Development objective		5		
2.	1.	2.	Specific objective		5		
2.	2.	Preliminary problem identification			5		
3.	PRE-PROJECT INTERVENTIONS (25)						
3.		Outputs and activities				10	Y 7
3.	1.	Outputs			5		
3.	2.	Activities, inputs and unit costs			5		
3.	3.	Approaches and methods				5	
3.	4.	Work plan				5	
3.	5.	Budget				5	
4.	IMPLEMENTATION ARRANGEMENTS (15)						
4.	1.	Executing agency and organizational structure				5	
4.	2.	Pre-Project Management				5	
4.	3.	Monitoring and reporting				5	
<b>Entire project proposal (60)</b>					<b>100,0%</b>	<b>Y</b>	<b>75%</b>
<b>Category</b>					<b>1</b>		

Marks indicate:

- 0 - Information is completely missing
- 1 - Very poor: some elements are there but the essential ones are missing
- 2 - Poor: essential elements are incomplete, insufficient, wrong or misunderstood
- 3 - Moderate: essential elements are available but unclear or inaccurate
- 4 - Good: clear, accurate and informative
- 5 - Excellent: clear, accurate, informative and comprehensive (perfectly integrated with other items)

**Rating categories:**

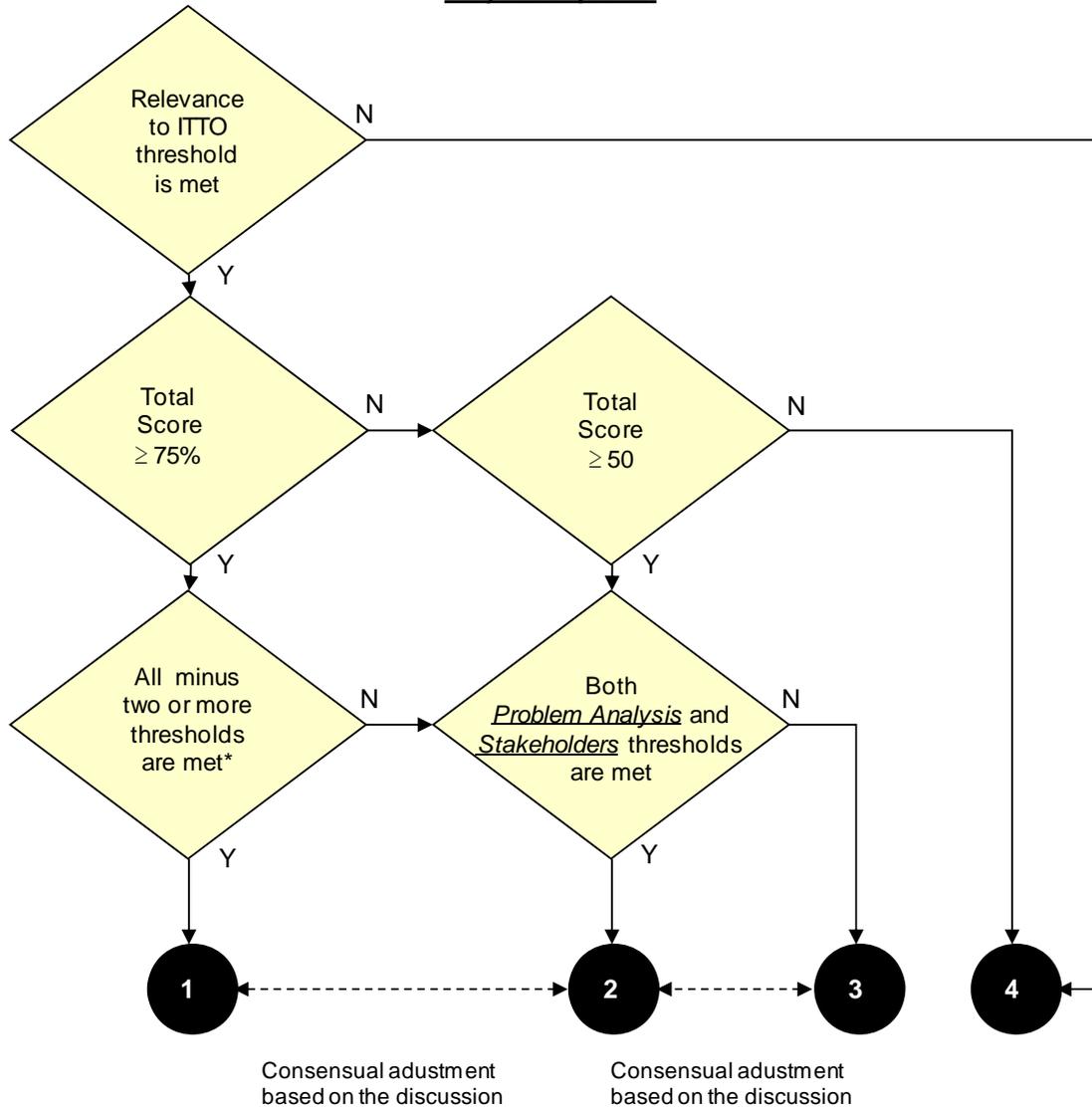
Category 1: The Panel concluded that the proposal could be commended to the Committee with incorporation of amendments.

Category 2: The Panel concluded that the proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised proposal before it can commend it to the Committee.

Category 3: The Panel concluded that it could not commend the proposal to the Committee, and submits it to the Committee with the recommendation not to approve the project proposal. Justification should be given to the proponent and the Committee

**Appendix VI**  
**Flow charts for deciding categories in the scoring system**

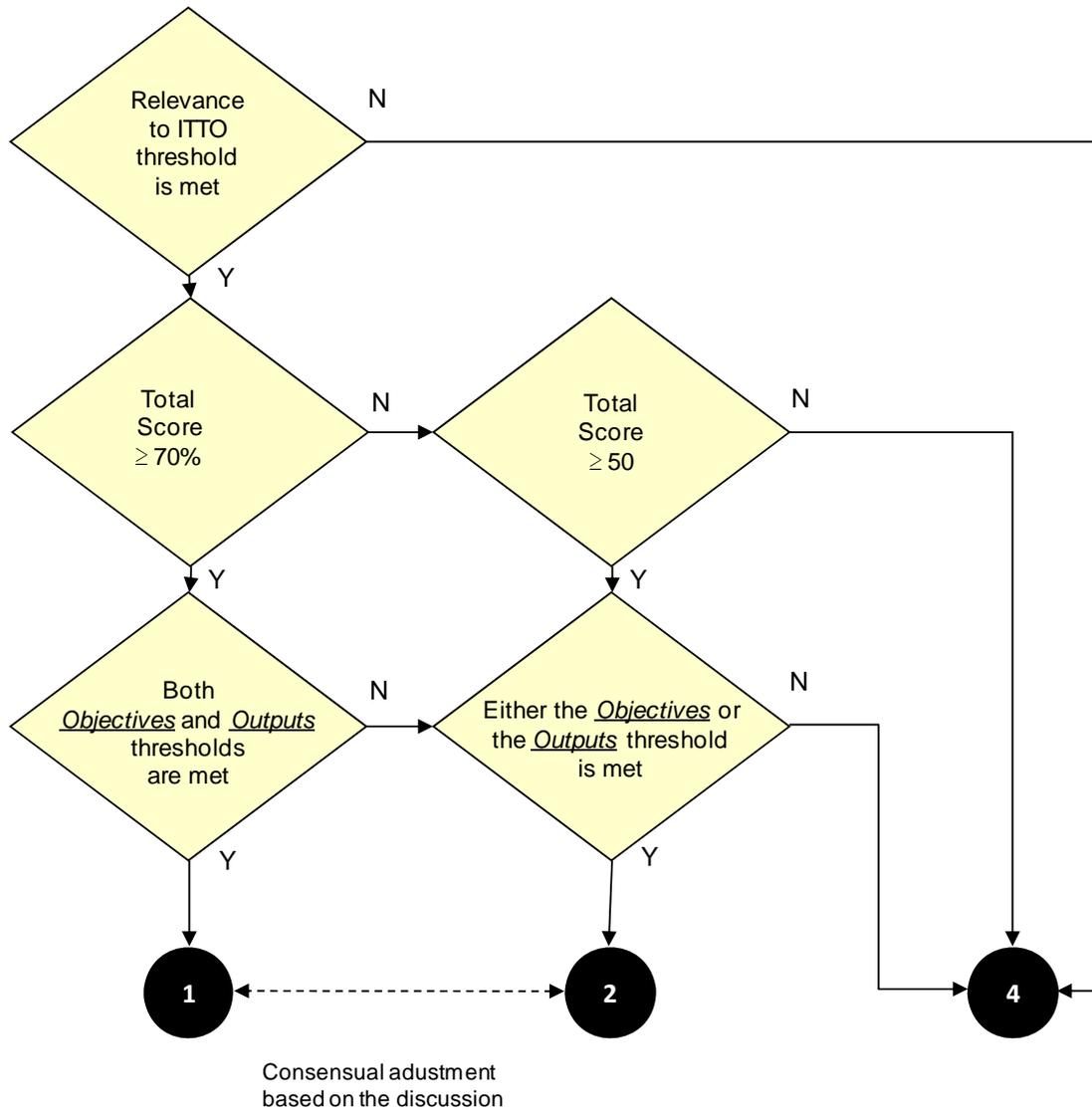
**Project Proposals**



\*Thresholds failed cannot be any two among the following three:  
 - Stakeholder  
 - Logical Framework  
 - Sustainability

- Category 1: The Panel concluded that the proposal could be commended to the Committee with incorporation of amendments. Proposal commended to the Committee with incorporation of amendments if any.
- Category 2: The Panel concluded that the proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised proposal before it can commend it to the Committee. Proposal requires essential modifications and will be returned to the proponent.
- Category 3: The Panel concluded that the proposal is not accepted because a pre-project proposal is required. According to the indication of the Panel the pre-project shall (a) be submitted to the Expert Panel for appraisal or (b) could be directly submitted to the Committee for appraisal. Proposal is missing fundamental information, consequently a pre-project is required and to be submitted to the EP.
- Category 4: The Panel concluded that it could not commend the proposal to the Committee, and submits it to the Committee with the recommendation not to approve the project proposal. Justification should be given to the proponent and the Committee. Proposal not recommended but submitted to the Committee with the recommendation not to approve the project proposal, (a) either because a complete reformulation is necessary, or (b) because it's not relevant to ITTO. Justification should be given to the proponent and the Committee.

**Pre-Project Proposals**



Category 1: The Panel concluded that the proposal could be commended to the Committee with incorporation of amendments. Proposal commended to the Committee with incorporation of amendments if any.

Category 2: The Panel concluded that the proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised proposal before it can commend it to the Committee. Proposal requires essential modifications and will be returned to the proponent.

Category 4: The Panel concluded that it could not commend the proposal to the Committee, and submits it to the Committee with the recommendation not to approve the project proposal. Justification should be given to the proponent and the Committee. Proposal not recommended but submitted to the Committee with the recommendation not to approve the project proposal, (a) either because a complete reformulation is necessary, or (b) because it's not relevant to ITTO. Justification should be given to the proponent and the Committee.

## **Annex**

**Assessment, recommendation and conclusion by the Forty-fifth Expert Panel on  
each Project and Pre-project proposal**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel acknowledged that the project concept was relevant to ITTO objectives and priorities in relation to the need to promote the mixed native species plantations in Ghana. However the Panel noted that an attempt had been made to address all specific recommendations made by Forty-first Expert Panel but most of the recommendations were not adequately addressed in the revised proposal, in particular those in relation to the critical components of the project proposal (development objective, specific objective, problem analysis, objective tree, logical framework matrix and budget). The development and specific objectives were still unclearly defined and the relationship between them and problem tree and objective tree was not logical and clearly explained. In the problem tree the upper part is identical to that of the problem tree, while there is lack of consistency with the elements of the logical framework matrix (development objective, specific objective and outputs). The logical framework matrix was weak as many indicators were based on percentage without having provided any baseline in the revised proposal. The identification of four Outputs in the logical framework matrix was not consistent with the problem tree and objective tree regarding their number as well as their content. Many activities in the work plan were not consistent with the problem tree and objective tree, making it difficult to assess their relevance for the achievement of the project objective. The budget was presented with an amount of US\$60,000 to support establishing community forestry plantations without explaining how it will be provided to communities.

It was the view of the Panel that the revised project proposal should be sent back to the proponent in application of the provisions of the ITTO Council Decision 3(XXXVII) limiting the number of appraisal of any project proposal to three (original appraisal and two revisions).

B) Conclusion

Category 4: The Panel concluded that it could not commend the proposal to the Committee, and submits it to the Committee with the recommendation not to approve the project proposal, in accordance with the provisions of the Council Decision 3(XXXVII).

PD 641/12 Rev.2 (F)

**Inter-Community Strengthening of Governance and Sustainable Forest Management in the Sierra Madre – Selva Zoque Corridor: A Climate Change Adaptation Strategy (Phase 1 – State Of Chiapas) (Mexico)**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel restated the importance of this small project in implementing a low-impact community forest management model in two communities in the Sierra Madre- Selva Zoque Corridor in the State of Chiapas, Mexico, with a view towards improving the living standards of for the forest dependent communities. However, the Panel noted that five of the 44<sup>th</sup> Panel's recommendations had not been satisfactorily addressed and, as such, the proposal continued to be unclear as regards concrete results and impact upon project completion. Moreover, the ITTO Guidelines for the Restoration, Management and Rehabilitation of Degraded and Secondary Tropical Forests was only superficially mentioned and its application was not incorporated as part of the project's activities. In addition, the description of the core MCACC model continued to be conceptual, and no clear indication of the climate change strategy to be applied was given. The key problem should have been in line with concrete underlying causes as related to the destruction and degradation of the Sierra Madre forests. Outputs continue to appear as activities and the project's expected results do not appear to resolve the current key problem that is mentioned. Stakeholder consultation and participation approaches were not included. The core training components of the project also lacked basic details such as the topics to be covered, the target audiences, the number and duration of the courses, etc. Last but not least, the sustainability of the project after completion as described was fraught with uncertainty and risk.

Given the above observations and recommendations and the importance of the intent of this project, the Panel was of the view that a completely new proposal for a full project should be formulated in a participatory manner among all stakeholders and submitted to ITTO according to the third edition of the ITTO Manual for Project Formulation 2009 (GI Series 13) and the ITTO Guidelines for the Selection and Employment of Consultants, Procurements and Payments of goods and Services (GI Series 16). In addition, consider applying the ITTO Guidelines for the Restoration, Management and Rehabilitation of Degraded and Secondary Tropical Forests in such a project.

C) Conclusion

Category 4: The Panel concluded that it could not commend the proposal to the Committee, and submits it to the Committee with the recommendation not to approve the project proposal.

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel acknowledged the high relevance and importance of the project the Indonesian Ministry of Forestry National Strategic Planning 2010-2014 which sets a target to establish a model FMU in each province in the country and full operation of at least 120 units of FMU. The Panel noted that most of the specific recommendations of the Forty-fourth Expert Panel had been addressed in the revised proposal. However, the Panel was still concerned about weakness of the proposal. These include: weak presentation of the development objective in a very simple way; and weak presentation of the ITTO project budget with a high provision for the project personnel and no justification for the sub-contract. Moreover, the Panel underlined the importance of effective participation of local communities and mainstreaming project learning to the national level as a model FMU in the country.

The panel agreed that the implementation of this and other proposals related to the FMU should be used as references for the development of a national guidelines for the SFM of FMU in Indonesia, and all the experiences should be systematized.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Improve the statement of the development objective in the objective tree, logical framework matrix and others to fully reflect the proposed long-term project objective;
2. Further improve the sustainability (Section 3.5.2) by describing mechanisms on how the local communities will be empowered in the implementation of Rinjani Barat FMU plans and activities;
3. Further elaborate the mainstreaming strategy in Section 4.3.2 (Mainstreaming project learning) to ensure the sustainable operation of Rinjani Barat FMU as a model at the national level. Guidelines, strategies and lessons learned from the project should be widely used in the county and scaled up to national policies on FMU;
4. Revised the project budget in the following way:
  - Scale down the overall budget of ITTO while increasing the Executing Agency's contributions to the project personnel in order to strengthen the sustainability of the project after its completion;
  - Specify the proposed sub-contract with detailed terms of references;
  - Clarify the provision of purchasing 4 personal computers and make a consistent presentation of capital items between Table 3.4 (ITTO budget by component) and Annex 5 (Master Budget Schedule)
  - Recalculate the ITTO Programme Support Costs (Sub-component 83) specified in the budget so as to conform with the new standard of 12% of the total ITTO project costs in accordance with the decision of the 48th Session of the ITTC; and
5. Include an annex that shows the recommendations of the 45th Expert Panel and the respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 1: The Panel concluded that the proposal could be commenced to the Committee with incorporation of amendments

PD 646/12 Rev.2 (F)

**Initiating the Conservation of Cempaka Tree Species [*Elmerrillia ovalis* (Miq.) Dandy] Through Plantation Development with Local Community Participation in Northern Sulawesi, Indonesia**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel acknowledged that the project aimed to promote the conservation and plantation of Cempaka tree species, which is an icon in North Sulawesi, Indonesia with the involvement of local communities. The Panel noted that most of the specific recommendations of the Forty-fourth Expert Panel had been addressed in the revised proposal. However, the Panel noted that the proposal needed for further improvements in particular with regard to the logical framework matrix. Refinements should be made to the statement of the development objective and specific objective and the identification of impact, outcome and output indicators in a more focused way in relation with the proposed development and specific objectives and outputs. For instance, the impact indicator of 100% increased area of Cempaka plantation was not presented without linking to a relevant baseline data; harvest of natural Cempaka based on reliable AAC estimates could be an indicator for Output 3 rather than for Development Objective; 20 villages involvement in Cempaka plantation development would be an indicator for Specific Objective. In case of the outcome indicator, 60 community leaders engagement in Cempaka nursery and plantation technique was not realistic as those leaders may not be engaged in the transfer of Cempaka nursery practical techniques. Moreover, the Panel was concerned about the effective participation of local communities and underlined its importance to strengthen the sustainability of the project after its intervention.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Further improve the logical framework matrix in the following way:
  - Refine the statement of the specific objective in a more specific way. For instance, it could be presented as "To develop the conservation and plantations of Cempaka with the involvement of local communities in North Sulawesi;
  - Refine the impact, outcome and output indicators with more concrete ones to measure the achievement of the project. The impact indicators should be long-term ones closely linked to which the project is intended to contribute while the outcome indicators should be more specific to the achievement of the specific objective. Output indicators should be refined in a more realistic and meaningful way to measure the achievement of Outputs;
  - Refine the statement of Output 3;
  - Refine the key assumption of Output 2 in a consistent way with the risk assessment;
2. Clarify the role of local communities in the implementation of sub-contracting activities to ensure the full and effective participation of local communities in the establishment of Cempaka nurseries and plantations;
3. Revised the project budget in the following way:
  - Justify the provision of the sub-contractors and scale down this budget component in a cost-effective way while increasing the Executing Agency's contribution;
  - Recalculate the ITTO Programme Support Costs (Sub-component 83) specified in the budget so as to conform with the new standard of 12% of the total ITTO project costs in accordance with the decision of the 48th Session of the ITTC;
4. Further improve the project sustainability (Section 3.5.2) by describing mechanisms on how the Cempaka nurseries and plantations to be established by the project will be continuously managed or expanded; and
5. Include an annex that shows the recommendations of the 45th Expert Panel and the respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 1: The Panel concluded that the proposal could be commenced to the Committee with incorporation of amendments

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel reiterated the relevance of this project aimed at establishing a Reduced Impact Logging (RIL) training centre to the benefit of logging companies and communities managing concessions, educational and government institutions, and NGO's related to forestry of Peru and other Spanish speaking countries of South America region. However, the Panel noted that while most of the 44<sup>th</sup> Panel's recommendations had been addressed, some actually needed further strengthening and consolidation, and in particular the proposal's overall budget, which is rather high and not equitably distributed among the agencies involved, as well as the sustainability after the project completion. The budget for the current proposal should be set up in a similar fashion as to those other RIL projects implemented by TFF for ITTO.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Include a larger scale map that highlights the location of the proposed training center;
2. Substantially enhance the problem analysis and problem tree so that these clearly focus on the impact of not applying RIL on the forests in Peru, rather than the lack of RIL practices in the country;
3. Scale down the ITTO budget and provide a much more equitable balance between the ITTO and counterpart contributions towards the overall budget, and also seek additional counterpart contributions from the collaborating agencies and others, such as CATERPILLAR Inc.;
4. Further restructure the project budget, so as to conform to the ITTO Guidelines for the Selection and Employment of consultants, Procurements and Payments of Goods and Services (GI Series 16), particularly as regards the selection and employment of project personnel and consultants. Eliminate the curriculum vitae attached as an annex to the proposal, as these are not required, and replace them with the terms of reference for the key personnel. Only include the Curriculum Vitae of project staff to be covered with counterpart funds. Clarify the need for legal costs and fees, and consider TFF management costs as counterpart funds;
5. Further explain and justify the sustainability after project completion
6. Include US\$15,000 for mid-term/ex-post evaluation, and recalculate ITTO's Programme Support Costs so as to conform to the standard of 12% of total ITTO project costs; and
7. Include an Annex which shows the overall assessment and recommendations of the 45<sup>th</sup> Panel and the respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 2: The Panel concluded that the project proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised project proposal before it can commend it to the Committee for final appraisal.

PD 665/12 Rev.1 (F)                      **Implementation of a Fire Prevention and Control Plan in the Central Amazon Region in Peru**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel reiterated the relevance of this proposal aimed at developing a strategic plan to prevent and control forest fires, mitigate climate change and help raise living standards in the Pasco Region. And while the Panel took note that almost all of the previous Panel's recommendations had been properly addressed, it also thought that the project could be further strengthened if the ITTO Guidelines on Fire Management in Tropical Forests were entrenched in the project's objectives, activities and outputs and highlighted in the Logical Framework as the core instrument based on which the provincial forest fire prevention and control system is developed and established. In addition, the Panel also considered that outcome indicators should be provided for the development and specific objectives of the project, that the work plan include the parties responsible for the implementation of each of the activities, and that the budget be substantially reduced so as to attract financing, and also be presented in detail by component and source of funding. The terms of reference for the project's key personnel and sub-contracts should be annexed to the proposal.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Re-edit the project proposal so as to better conform to the format established in the ITTO manual, particularly as regards the incorporation of: 1.- the outcome and impact indicators for the proposal's development and specific objectives (section 2.2.1 & 2.2.2), and 2.- the detailed budgets by component and source; and the annexation of: 3.- the terms of reference for the project's key personnel and sub-contracts, and 4.- the detailed and justified lists of equipment to be purchased;
2. Further strengthen the proposal by utilizing the ITTO Guidelines on Fire Management in Tropical Forests as the backbone or core instrument based on which the provincial forest fire prevention and control system will be developed and established. Consider highlighting the aforementioned guidelines in the project's objectives, activities and outputs and in the proposal's Logical Framework Matrix;
3. Scale down the ITTO budget and provide a much more equitable balance between the ITTO and counterpart contributions towards the overall budget, and, if possible, also seek additional counterpart contributions from the collaborating agencies such as the central, regional and local governments;
4. Re-edit the overall project budget and split into the several budgetary tables so as to conform to the table formats as described in the ITTO Project formulation Manual. Adjust the costs for ITTO monitoring and review to US\$10,000 per year, include US\$10,000 for mid-term/ex-post evaluation, and recalculate ITTO's Programme Support Costs so as to conform to the new standard of 12% of total ITTO project costs; and
5. Include an Annex which shows the overall assessment and recommendations of the 45<sup>th</sup> Panel and the respective modifications in tabular form. Modifications should also be highlighted **(bold and underline)** in the text.

C) Conclusion

Category 1: The Panel concluded that the proposal could be commended to the Committee with incorporation of amendments.

PD 682/13 (F)

**Development of Quality-of-Governance Standards for Reducing Emissions from Deforestation and Forest Degradation (REDD) in Papua New Guinea**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel acknowledged the high level of relevance and importance of the project in the context of promoting good forest governance for REDD+ which is being among the current priorities of ITTO as well as in connection with REDD+ related international recommendations. The Panel also observed that the proposal had been well written by focusing on the development of REDD+ Quality-of-Governance Standards in PNG. The Panel noted that the sections on development and specific objectives were clearly presented but the problem analysis needed to be further refined by focusing the key problem to be addressed by the project. Given the fact that the project will be implemented by a University in Australia as a research programme, the Panel was concerned about the effective involvement of PNG Forest Authority as a key stakeholder and that underlined the need for this concern to be fully addressed. With regard to the ITTO budget, the Panel observed that the provision of the project personnel was relatively high and suggested that more contributions on this item be covered by the Executing Agency.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Correct the abbreviation of ITTA with International Tropical Timber Agreement;
2. Describe how the project conforms and contribute to PNG's relevant policies under Section 1.2.2 (Relevance to the submitting country's policies). The outcome of the project such as the development of REDD+ Quality-of-Governance Standards should be implemented in the country, and there should be a strategy for reaching out to the national level and to other ITTO members;
3. Provide more baseline information and data for social, cultural, economic and environmental aspects of the proposal (Section 1.3.2);
4. Improve the problem analysis (Section 2.2) by refining the key problem to be addressed by the project aiming at developing REDD+ Quality-of-Governance Standards. Refine the primary causes and sub-causes which are more directly related to the key problem. In addition to an improved problem tree, the problem analysis section should describe the key problem identified and its causes and effects;
5. Improve Section 3.3 (Strategic approach and methods) by further describing the implementation strategies on how key stakeholders in PNG in particular PNG Forest Authority will be consulted and on how to build ownership in the development of REDD+ Quality-of-Governance Standards to strengthen the sustainability of the project after its completion;
6. Improve the work plan (Section 3.4) by specifying responsible parties for the implementation of each activity;
7. Revise the project budget in the following way:
  - Scale down the project personnel to be funded by ITTO while increasing the EA's contributions;
  - Consider including the engagement of a national expert as a key local resource person;
  - Specify sub-budget components of table 3.5.2 (ITTO budget by component);
  - Include independent auditing costs of the project accounts if they are not borne by the Executing Agency;
  - Include the amount of US\$3,000 as ITTO Monitoring and Review Costs;
  - Recalculate the ITTO Programme Support Costs (Sub-component 83) specified in the budget so as to conform with the new standard of 12% of the total ITTO project costs in accordance with the decision of the 48th Session of the ITTC;
8. Specify the mandate of the Project Steering Committee under Section 4.1 (Executing Agency and organizational structures). Project team members' consultation mechanisms should also be specified

under Section 4.2 (Project management) to ensure the effective involvement of PNG Forest Authority;  
and

9. Include an annex that shows the recommendations of the 45th Expert Panel and the respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 1: The Panel concluded that the proposal could be commenced to the Committee with incorporation of amendments

PD 684/13 (F)

**Biodiversity Conservation with Collaboration of Local Communities in Traditionally Owned Forest Areas of South Western Ghana**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel recognized that the proposal, dealing with the biodiversity conservation with local communities in traditionally owned forest areas, was relevant to ITTO mandate. However, the Panel noted that proposal presented a number of weaknesses in the following sections and sub-sections: conformity with ITTO objectives and priorities not explained, no clear map of the project target area, demographic information and data missing in the social aspects, expected outcomes after project completion not appropriately described, no stakeholder analysis to facilitate the understanding of the table of stakeholders, problem analysis with the key problem not well defined in relation to its causes while the problem tree was confusing with too much elements missing vertical and horizontal logical consistency, logical framework matrix with indicators referring to percentage (without providing any baseline) for the development objective and specific objective, impact indicators missing for the development objective while those of the specific objective were not appropriately defined. The weaknesses in making a good problem analysis, problem tree and objective tree had an impact on the way the outputs and related activities were formulated, as well as on the elaboration of the project implementation approaches and methods.

The Panel also noted that the risks assessment and assumption were not appropriately developed in relation to the logical framework matrix, while the sustainability aspects were not sufficiently elaborated. The Panel further noted that the ITTO and Executing Agency yearly budgets by component were not detailed at the level of sub-components as done for the consolidated budget by component, while there was no explanation on how the amount of US\$60,000 will be used as incentives for local communities. Finally, the Panel noted that the representative of ITTO was missing in the list of the project steering committee members in section 4.1.3 and the reporting, review, monitoring and evaluation system was not referring the ITTO standard operational procedures.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Improve the ITTO conformity with ITTO objectives by adding a clear explanation under each objective and amend the conformity with ITTO priorities by referring to the ITTO Strategic Action Plan 2013-2018 which was approved by the Forty-eighth ITTC Session in November 2012;
2. Provide a clear map of Ghana showing the project site location and also the detailed maps of the project sites showing the location of traditionally owned forest areas;
3. Improve the social aspects by adding the appropriate demographic information and data;
4. Add the stakeholders' analysis, which should facilitate the assessment of the table of stakeholders, in correlation with the problem analysis;
5. Improve the problem analysis, tree problem and objective tree by adequately redefining the identified key problem and its causes, while ensuring the correlation with the problem, needs and interests of primary stakeholders;
6. Subsequently to the above recommendations (4<sup>th</sup> and 5<sup>th</sup>), redefine the development objective and specific objective of the project;
7. Subsequently to the above recommendations (4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>), revise the logical framework matrix by using SMART indicators for the development objective, specific objective and outputs;
8. Redefine the outputs in accordance with the causes of the newly identified key problem, while redefining under each output the relevant activities in relation to the sub-causes;
9. Improve the expected outcomes after project completion in accordance with the guidance provided in the ITTO manual for project formulation;
10. Subsequently to the above recommendations (5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>), prepare a new work plan with the newly redefined activities;
11. Add the representative of ITTO and other relevant stakeholders in the list of the project steering committee;

12. Subsequently to the recommendations (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>) further elaborate the project implementation approaches and methods;
13. Further elaborate the project sustainability in technical, financial, social, economic and/or institutional aspects, as appropriate;
14. Improve the reporting, review, monitoring and evaluation system by referring to the ITTO standard operational procedures;
15. Revise the ITTO budget in line with the above overall assessment and specific recommendations and also in the following way:
  - a) Breakdown the yearly budget by component (ITTO and Executing Agency) at the level budget sub-components as done for the consolidated yearly budget by component,
  - b) Provide justification on the use of the amount of US\$60,000 as incentives to local communities, in the section on project implementation approaches and methods,
  - c) Recalculate the ITTO Programme Support Costs (sub-item 83) so as to conform with standard rate of **12%** of the total ITTO project costs (on budget items 10 to 82); and
16. Include an Annex that shows the overall assessment and specific recommendations of the 45<sup>th</sup> Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 2: The Panel concluded that the project proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised project proposal before it can commend it to the Committee for final appraisal.

PD 685/13 (F)

**Community Participation in Mangrove and Forest Conservation at  
Muni-Pomadze Ramsar Site, Ghana**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel recognized the importance conserving mangrove and forest conservation with the participation of community at Muni-Pomadze Ramsar site, in Ghana. However, the Panel noted that proposal presented a number of weaknesses in the following sections and sub-sections: project brief providing statistical figures without any mention of the source, conformity with ITTO priorities missing, no clear map of the project target area, no figures on local populations provided in the social aspects, expected outcomes after project completion not appropriately described, no stakeholder analysis to facilitate the understanding of the table of stakeholders, no problem analysis which could facilitate the assessment of the problem tree while the objective tree was missing, logical framework matrix with outputs not clearly separated while there was no need to add activities in it, development objective and specific objective not appropriately defined. The weaknesses related to the problem analysis, problem tree and objective tree had an impact on the way the outputs and related activities were formulated and presented, as well as on the elaboration of the project implementation approaches and methods.

The Panel also noted that the risks assessment and assumption were not appropriately developed in relation to the logical framework matrix, while the sustainability aspects were not enough elaborated. The Panel further noted that there was no project monitoring and administration costs budgeted for ITTO. Finally, the Panel noted that partners to be involved in the project implementation were just listed under section 4.1.1 without describing their roles and responsibilities. The reporting, review, monitoring and evaluation system was not referring the ITTO standard operational procedures.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Improve the ITTO conformity with ITTO priorities by referring to the ITTO Strategic Action Plan 2013-2018 which was approved by the Forty-eighth ITTC Session in November 2012;
2. Provide a clear map of Ghana showing the project site location and also the detailed map of the project site showing the location of the Mini-Pomadze Ramsar site;
3. Improve the social aspects by adding the appropriate demographic information and data;
4. Add the stakeholders' analysis, which should facilitate the assessment of the table of stakeholders, in correlation with the problem analysis;
5. Add the problem analysis which should facilitate the assessment of the problem tree and also objective tree, while ensuring the correlation with the problem, needs and interests of primary stakeholders;
6. Subsequently to the above recommendations (4<sup>th</sup> and 5<sup>th</sup>), revise the logical framework matrix by using SMART indicators for the development objective, specific objective and outputs and by deleting activities;
7. Improve the list of outputs and related activities under each output, in a hierarchical structure, while ensuring the consistency with the work plan;
8. Improve the expected outcomes after project completion in accordance with the guidance provided in the ITTO manual for project formulation;
9. Subsequently to the recommendations (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>) further elaborate the project implementation approaches and methods;
10. Further elaborate the project sustainability in technical, financial, social, economic and/or institutional aspects, as appropriate;
11. Improve the reporting, review, monitoring and evaluation system was not referring the ITTO standard operational procedures;
12. Improve the section 4.1.1 by describing the roles and responsibilities of partners to be involved in the project implementation;

13. Revise the ITTO budget in line with the above overall assessment and specific recommendations and also in the following way:
  - a) Provide justification on the use of the amount of US\$18,650 for raw materials, in the section on project implementation approaches and methods,
  - b) Recalculate the ITTO Programme Support Costs (sub-item 83) so as to conform with standard rate of **12%** of the total ITTO project costs (on budget items 10 to 82); and
14. Include an Annex that shows the overall assessment and specific recommendations of the 45<sup>th</sup> Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 2: The Panel concluded that the project proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised project proposal before it can commend it to the Committee for final appraisal.

PD 688/13 (F)

**Reforestation and Development Project for the Messa Mountain Range  
(Cameroon)**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel noted that the project proposal, which was dealing with the rehabilitation/restoration of the Messa mountain range around the City of Yaounde in Cameroon, was well written and presented following the ITTO format. However, Panel also noted that many aspects of the proposal were vague on the relevance to ITTA objectives which was questionable. The Panel had a long discussion on the relevance of the project to ITTA objectives, as all 19 objectives listed under Article 1 of ITTA-2006 are contributing to promote the expansion and diversification of the international trade of tropical timber from sustainably managed and legally harvested forests and to promote the sustainable management of tropical producing forests. It was hard for the Panel to agree that the urban or sub-urban forestry could be relevant to ITTA objectives.

As regards the project proposal's core technical aspects, the Panel also noted that the proposal did not provide clear explanation/description on the following critical issues:

- The implementation strategy was not clearly explained and therefore it was hard to understand why there were 11 sub-contractors budgeted for the implementation of the project, while the roles and responsibilities of most of them were not described in the proposal;
- Budget was not clearly linked to the project implementation approach and expected outcomes after project completion, as most of the funds will be used for sub-contractors, seedlings production and plantation establishment; and
- The risk assessment and sustainability sections were insufficiently elaborated in relation to the rehabilitation/restoration of degraded forest lands in the sub-urban area of Messa mountain range, it is decided in the future to change the land use priority of the project target area. There was no information on the guarantee/assurance, regarding the sustainability of forest lands rehabilitated/restored in the Messa mountain range, if there was any indicated in the urban management plan of Greater Yaoundé, Cameroon.

It was the view of the Panel that the project proposal should be sent back to the proponent because it was not in conformity with any of the objectives of ITTA-2006, as sub-urban forest related project.

B) Conclusion

Category 4: The Panel concluded that it could not commend the proposal to the Committee, and submits it to the Committee with the recommendation not to approve the project proposal, as it was not in conformity with ITTA objectives.

Assessment by the Forty-fifth Panel

A) Overall Assessment

The panel noted the importance of this proposal aimed at improving the living standards of local communities through forest land-use planning, sustainable management and value added processing of bamboo in the departments of Amazonas, Huánuco and San Martín in Peru. As such, the proposal is highly relevant to ITTO's objectives and priorities. Moreover, the Panel further observed that this proposal originates as a result of the successful implementation of a prior ITTO project in that same region - PD 428/06 Rev.1 (F) "Promoting the Rehabilitation, Management and Sustainable Use of Tropical Bamboo Forests in the North-Western Region of Peru". However, the Panel noted that the proposal was not adequately structured, presenting various dissimilar versions of the proposal's objectives, activities and outputs throughout the different sections of the proposal. In addition, it appeared to be somewhat overly ambitious and impractical in trying to cover such a vast extension of mostly inaccessible territory, which substantially increased the proposal's costs. Also, the proposal would be much more laudable if its objectives were geared towards poverty alleviation and forest conservation per se, rather than just be an alternative to combat illegal crops. Additional information is also needed as regards the forests of the region and the people that depend on them. The real problem and its causes in the problem analysis and tree could be also be further strengthened following the ITTO format, and only one concise set of development and specific objectives, activities and outputs with a corresponding budget should be developed. Last but not least, the work plan needs to follow ITTO format and include the responsible parties in the implementation of the activities.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment and the following:

1. Re-edit the project proposal so as to better conform to the format established in the ITTO manual;
2. Under the ITTA 2006 bamboo is considered as a non-timber forest product, not as a tropical timber and timber products. Take the aforementioned into consideration when citing the relevance of the proposal to ITTO objectives and policies. Describe the environmental aspects of the forests in the region, and the role of the native bamboo species in these;
3. Focus on the real problem and its causes in the problem analysis and tree, such as the vicious cycle of deforestation-poverty rather than just "illegal crop cultivation". Further strengthen the problem analysis and problem tree following the ITTO format and provide for concise development and specific objectives. Consider concentrating on a single region rather than spreading out the activities thinly over a vast territory difficult and costly to cover due to its inherent inaccessibility;
4. Provide larger-scale descriptive and/or thematic maps of the project's region of influence;
5. Develop concrete outputs, as the current ones appear more to be activities. Further strengthen the Logical Framework and include SMART qualitative and quantitative indicators and means of verification (avoiding percentages), including those related to the impacts and outcomes of the project, to clearly visualize the before and after situations;
6. Most activities appear unrelated or out of sync with the problem tree, the outputs and the yearly budgets. Correlate and integrate these accordingly;
7. Further develop the work plan to include the responsible parties in the implementation of the activities, as per the ITTO format;
8. Clearly describe how the project's activities will be sustained in the long term (after project completion), the risks involved, and what institutions will be responsible for it and how the resources needed will be secured;
9. Scale down the ITTO budget and provide a much more equitable balance between the ITTO and counterpart contributions towards the overall budget, and, if possible, also seek additional

counterpart contributions from the collaborating agencies such as the central, regional and local governments;

10. Further restructure the project budget, so as to conform to the ITTO Guidelines for the Selection and Employment of consultants, Procurements and Payments of Goods and Services (GI Series 16), particularly as regards the selection and employment of project personnel and consultants. Make sure project staff are covered by funds solely from Counterpart or ITTO funds, rather than splitting their salaries among several funding sources;
11. Re-edit the overall project budget and split into the several budgetary tables so as to better conform to the table formats as described in the ITTO Project formulation Manual. Adjust the costs for ITTO monitoring and review to US\$10,000 per year, include US\$10,000 for mid-term/ex-post evaluation, and recalculate ITTO's Programme Support Costs so as to conform to the new standard of 12% of total ITTO project costs; and
12. Include an Annex which shows the overall assessment and recommendations of the 45<sup>th</sup> Panel and the respective modifications in tabular form. Modifications should also be highlighted **(bold and underline)** in the text.

C) Conclusion:

Category 2: The Panel concluded that the project proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised project proposal before it can commend it to the Committee for final appraisal.

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel recognized the importance of this proposal in endeavoring to reduce the occurrence and impact of forest fires caused by inappropriate use of fire in the Yucatan Peninsula by strengthening the coordination and capacities of relevant stakeholders so as to improve the efficiency in forest fire prevention and control in the region. The Panel also noted that the proposal was highly relevant to ITTO's objectives. However, the Panel further observed that the proposal did not fully follow the format described in the ITTO Manual on Project Formulation. The proposal did not make any reference to the ITTO Action Plan or to the ITTO Guidelines on Fire Management in Tropical Forests when indicating the proposal's conformity with ITTO's objectives and priorities. The section on social, environmental and economic aspects is very weak, as well as the description of the proposal's area of influence. No descriptive/thematic maps of the area or any baseline information such as statistics on the occurrences of fire in the region have been provided. A new proper development objective needs to be formulated and the current turned into the specific objective. The problem tree and the logical framework also need to be synchronized better. The outputs should reflect concrete results and impacts and be described by qualitative and quantitative SMART indicators, and the current ones appear to be more like activities than outputs. Moreover, the implementation approach appears to be weak and the training component needs to be described in detail. In addition, the master budget by activity is missing, and the sections on risk and sustainability are not convincing enough. Last but not least, the role of CONAFOR is not clear.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Follow the precise format as per ITTO's new Project Formulation Manual (Third edition, 2009);
2. Explain how and to what extent the project will contribute to the objectives of the ITTA and the ITTO Action Plan, and how it will integrate the ITTO Guidelines on Fire Management in Tropical Forests within the proposal;
3. Restructure the problem tree and review the logical framework, and based on the aforementioned, reassess the outputs required to achieve the objectives, while considering current outputs as activities. Redo the logical framework accordingly and provide proper qualitative and quantitative SMART indicators and assumptions;
4. Clearly describe, and if possible reorganize, the roles and contributions of government institutions and NGOs, at the federal, state and municipal levels, and reconsider the institutional setup for the implementation in terms of involvement of stakeholders in particular, with an organizational chart of the project;
5. Provide greater details as regards the project's social, cultural, environmental and economic aspects. Include descriptive maps of the area, and provide baseline statistics as regards fire occurrences in the region;
6. Consider strengthening the proposal by utilizing the ITTO Guidelines on Fire Management in Tropical Forests as the backbone or core instrument based on which the forest fire prevention and control program will be developed. Consider highlighting the aforementioned guidelines in the project's objectives, activities and outputs and in the proposal's Logical Framework Matrix;
7. Describe in detail any training components in the project. Clearly indicate the topics to be covered, the target audiences, the number and duration of the courses, etc.
8. Provide terms of reference for key project personnel, consultants and trainers;
9. Describe how the project's activities will be sustained in the long term (after project completion);

10. Scale down the ITTO budget by solely focusing on one of the three states first, and provide a more equitable balance between the ITTO and counterpart contributions towards the overall budget, and, if possible, also seek additional counterpart contributions from the collaborating agencies such as the central, regional and local governments. Clearly identify the sources of other funding;
11. Further restructure the project budget, so as to conform to the ITTO Guidelines for the Selection and Employment of consultants, Procurements and Payments of Goods and Services (GI Series 16), particularly as regards the selection and employment of project personnel and consultants. Make sure project staff are covered by funds solely from Counterpart or ITTO funds, rather than splitting their salaries among several funding sources;
12. Re-edit the overall project budget and split into the several budgetary tables so as to conform to the table formats as described in the ITTO Project formulation Manual. Include a master budget by activity with unit costs and the detailed budgets by component and by source, as per the examples provided in the ITTO manual on project formulation. Specify and justify any equipment to be purchased with ITTO funds. Adjust the costs for ITTO monitoring and review to US\$10,000 per year, include US\$10,000 for mid-term/ex-post evaluation, and recalculate ITTO's Programme Support Costs so as to conform to the new standard of 12% of total ITTO project costs;
13. Improve the sections on risk and sustainability according to the manuals; and
14. Include an Annex which shows the overall assessment and recommendations of the 45<sup>th</sup> Panel and the respective modifications in tabular form. Modifications should also be highlighted **(bold and underline)** in the text.

C) Conclusion

Category 2: The Panel concluded that the project proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised project proposal before it can commend it to the Committee for final appraisal.

PD 695/13 (F)

**Rehabilitation of Degraded Gazetted Forests in the Mount Korhogo, Foubou and Badenou in Northern Côte d'Ivoire with the Involvement of Local Communities**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel recognized that the proposal, dealing with the rehabilitation of degraded gazetted forests in the northern part of Cote d'Ivoire, was relevant to ITTO mandate. However, the Panel noted that proposal presented a number of weaknesses in the following sections and sub-sections: conformity with ITTO objectives and priorities not clearly explained, demographic information and data missing in the social aspects, expected outcomes after project completion not appropriately described, no stakeholder analysis to facilitate the understanding of the table of stakeholders, problem analysis with the causes of the key problem limited to two for such a complex problem, logical framework matrix with indicators not adequately defined for the specific, specific objective not realistically formulated in relation to the problem analysis. The weaknesses in making a good problem analysis, limited to two causes for such a complex problem had an impact on the way the outputs and related activities were formulated, as well as on the elaboration of the project implementation approaches and methods.

The Panel also noted that the risks assessment and assumption were not appropriately developed in relation to the logical framework matrix, while the sustainability aspects were not enough elaborated. The Panel further noted that the amount budgeted for subcontractors was high, while no explanation was provided on the level of benefit for communities in the project implementation approach and methods. Finally, the Panel noted that the representative of communities were missing in the list of the project steering committee members in section 4.1.3, moreover, there is not evidence about previous consultancy and commitments of the local communities and, the sections 4.3.1 and 4.3.2 were not enough elaborated in accordance with the guidance in the ITTO manual for project formulation.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Improve the ITTO conformity with ITTO objectives by adding a clear explanation under each objective and add the conformity with ITTO priorities by referring to the ITTO Strategic Action Plan 2013-2018 which was approved by the Forty-eighth ITTC Session in November 2012;
2. Improve the social aspects by adding the appropriate demographic information and data;
3. Add the stakeholders' analysis, which should facilitate the assessment of the table of stakeholders, in correlation with the problem analysis;
4. Improve the problem analysis by taking into account relevant causes of the key problem, and adjust tree problem and objective tree accordingly, while ensuring the correlation with the problem, needs and interests of primary stakeholders;
5. Subsequently to the above recommendations (3<sup>rd</sup> and 4<sup>th</sup>), redefine the development objective and specific objective of the project;
6. Subsequently to the above recommendations (3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>), revise the logical framework matrix by using SMART indicators for the development objective, specific objective and outputs;
7. Redefine the outputs in accordance with the relevant causes of the identified key problem, while redefining under each output the relevant activities in relation to its the sub-causes;
8. Improve the expected outcomes after project completion in accordance with the guidance provided in the ITTO manual for project formulation;
9. Subsequently to the above recommendations (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>), prepare a new work plan with the newly redefined activities;
10. Add the representative of communities and other relevant stakeholders in the list of the project steering committee;
11. Subsequently to the recommendations (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>) further elaborate the project implementation approaches and methods;

12. Further elaborate the project sustainability in technical, financial, social, economic and/or institutional aspects, as appropriate;
13. Improve the sections 4.3.1 and 4.3.2 in accordance with the guidance provided in the ITTO manual for project monitoring;
14. Redo and reduce the ITTO budget in line with the above overall assessment and specific recommendations and also in the following way:
  - a) Provide justification on the use of the amount of sub-contracts in the section on project implementation approaches and methods,
  - b) Recalculate the ITTO Programme Support Costs (sub-item 83) so as to conform with standard rate of **12%** of the total ITTO project costs (on budget items 10 to 82); and
15. Include an Annex that shows the overall assessment and specific recommendations of the 45<sup>th</sup> Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.
16. Include the annexes II and III, following the manual guidance related to roles and responsibilities of key experts from the Executing Agency and TORs of personnel, consultants and subcontractors funded by ITTO.
17. Provide a full master budget, as current budget is incomplete.

C) Conclusion

Category 2: The Panel concluded that the project proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised project proposal before it can commend it to the Committee for final appraisal.

PD 696/13 (F)

**Reforestation of the Coastal and Mangrove Wetlands Using Indigenous Coastal Timber Tree Species in Tikina Bau Located in the Rewa Delta, Viti Levu, Fiji**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel acknowledged the importance of the project to contribute to sustainable management of coastal and mangrove wetlands in Fiji in line with ITTO extensive work on mangrove. However, the Panel noted a number of weaknesses of the proposal. These include: insufficient background information to build on the outcome of the on-going mangrove project on the proposed project site; weak presentation of the social, economic, cultural and environmental aspects of the proposal; weak analysis of the key problem; inconsistent presentation of the development and specific objectives; lack of identifying mitigation measures to address the risks; and limited sustainability of the project without further extension of the project work. With regard to the ITTO project budget, the Panel observed that the current provisions allocated for the project personnel and the duty travel could be scaled down. Moreover, given the fact that the project will address many important aspects of enhancing the sustainable management of mangrove forests in the country, the Panel felt that the project title could be modified to reflect the specific objective of the project and its key outcome.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Provide a map showing the location of the country in addition to the existing maps of the project area;
2. Provide more information on the origin by summarizing the finding of the on-going project on Mangrove Ecosystem for Climate Change Adaptation and Livelihood (MESCAL-Fiji). Describe how the project will build on the outcome of MESCAL-Fiji;
3. Improve Section 1.2.1 (Conformity with ITTO's objectives and priorities) by explaining how the proposal is related to ITTO Mangrove Action Plan and mangrove related work including ITTO World Mangrove Atlas;
4. Further elaborate the social, economic, cultural and environmental aspects of the proposal with more baseline information and data. More information on the engagement of local communities in the project implementation should be provided;
5. Improve Section 1.4 (Expected outcomes at project completion) by elaborating what the target groups will be doing after project completion as a consequence of the project;
6. Improve the Problem Analysis (Section 2.1.3) by clearly identifying the key problem to be addressed by the project and identifying related causes and sub-causes in a logical way in line with the guidance of the ITTO Manual for Project Formulation (2009). The problem and objective trees should be revised based on the refined problem analysis. Due attention should be given to the problem relating to both sustainable management and use of mangrove forests;
7. Make a consistent presentation of the development and specific objectives between Section 2.1.4 (Logical Framework Matrix) and Section 2.2 (Objectives);
8. Improve the statements of the three Outputs by outlining the finished or completed results in qualitative and quantitative terms. Provide information on the potential of providing alternative livelihood options;
9. Revise the ITTO budget presentation in the following way:
  - Scale down the the amount of the Project Personnel and the Duty Travel;
  - Justify the provision of sub-budget components of the consumable items and the miscellaneous;
  - Recalculate the ITTO Programme Support Costs (Sub-component 83) specified in the budget so as to conform with the new standard of 12% of the total ITTO project costs in accordance with the decision of the 48th Session of the ITTC;

10. Improve Section 3.5.3 (Assumption and risks) by elaborating mitigation measures to address the identified risk;
11. Improve Section 3.5.4 (Sustainability) by specifying whether institutional arrangements will be made to ensure the further development of the activities initiated by the project;
12. Elaborate the mandate of the Project Steering Committee (Section 4.1.3) and include a representative of ITTO and donor countries in the PSC membership;
13. Improve Section 4.1.4 (Stakeholder involvement mechanisms) by describing a consultative mechanism (e.g. consultative committee) to provide a platform by which key stakeholders can provide input into the project;
14. Improve Section 4.3.2 (Mainstreaming project learning) by describing how the project has wider value and how its results will be mainstreamed into national mangrove-related policies and action plans;
15. Consider refining the project title to fully capture the intended work of the project covering more than restoration of degraded mangrove forests. In the refining, it would be useful to review policy aspects of the project including the development of guidelines relating to sustainable management of mangrove forests on the basis of clear land use planning; and
16. Include an annex that shows the recommendations of the 45th Expert Panel and the respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 2: The Panel concluded that the project proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised project proposal before it can commend it to the Committee for final appraisal.

PD 697/13 (F)

**Participatory forest rehabilitation in CREMAs around the Bia Conservation Area Ghana**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel recognized the importance of the project in promoting participatory forest rehabilitation in community resource management areas (CREMAs) around the Bia conservation area, which is a biosphere reserve in Ghana. However, the Panel noted that ALL components of the project proposal were either very weak, or lacking focus or sometimes unrelated or unexplained, while the relevance to ITTA objectives was referring to the ITTA-1994 instead of the ITTA-2006.

The Panel also noted that there was no stakeholder analysis which could facilitate the understanding of the stakeholder table. The problem analysis was missing for a better understanding of the problem tree which was confusing, while there was no objective tree. The Panel further noted that the specific objective and outputs were missing in the logical framework matrix. The development objective and specific objective were not appropriately formulated, and the appropriate activities were not listed under each output in a hierarchical structure, in accordance with the format stipulated in the ITTO manual for project formulation. Furthermore, the Panel noted that there were many activities included in the work plan without being consistent with the problem tree. The risk assessment and sustainability were not adequately elaborated, and the organizational chart was missing. Finally, the panel noted that it was hard to assess the budget tables due to the lack of elements leading to the preparation of these budgets. The organization structure and stakeholder involvement were not adequately elaborated, as well as the reporting, review, monitoring and evaluation system.

Given the above observations and recommendations and the importance of the intent of this project, the Panel was of the view that essential elements for the assessment of the project proposal were either missing or incomplete, in all project components.

B) Conclusion

Category 4: The Panel concluded that it could not commend the proposal to the Committee, and submits it to the Committee with the recommendation not to approve the project proposal.

PD 699/13 (F)

**Facilitating Access to Forest Incentives Programmes as a Poverty Alleviation and Climate Change Adaptation Mechanism (Guatemala)**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel recognized the importance of the project aimed at contributing to the rehabilitation of degraded forest lands and the restoration of forests in Guatemala by providing support to indigenous and community organizations so as to facilitate their access to forest incentives programs as a mechanism for poverty alleviation. As such, the proposal is highly relevant to ITTO's objectives and core priorities. However, the Panel further observed that the proposal could be enhanced by expanding on the origin of the project and better describing land-use change policies and the forest incentives programmes in Guatemala. In addition, the links to the Climate Change Adaptation Mechanism should be defined or dropped from the title and text, as its relationship to the proposal is only tangential. As regards the forest incentives programmes, it is also not clear what the difficulty is in accessing these, and the possibility exists that these have not been properly promoted throughout the countryside, or too much red tape is involved, or these are simply not really good incentives in the first place. Baseline information on these should be provided. The Panel also noted that the proposal was not adequately structured, presenting various dissimilar versions of the proposal's outputs throughout the different sections of the proposal. In addition, a core output that measured the increased effectiveness of the rural organizations in accessing the forest incentives was not included. A descriptive map of the area of influence was also missing, and it appeared that the not even the pilot areas had not been identified yet. In this light, the development objective needs to be streamlined, and the problem tree and the logical framework require better synchronization. The outputs should reflect concrete results and impacts and be described by qualitative and quantitative SMART indicators, and the current ones appear to be more like activities than outputs. Moreover, the implementation approach appears to be weak and the training component needs to be described in detail. In addition, the master budget by activity needs improvement, and the participation of the involved communities in the formulation of this proposal is not mentioned.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Expand on the origin of the project, and describe in detail the land-use change policies and the forest incentives programmes in place in Guatemala. Further consider defining the Climate Change Adaptation Mechanism and indicating its relevance to the proposal, or delete it from the title and text;
2. Clarify the origin of the project, redefine the key problem and review the problem analysis, and based on the aforementioned, reassess and reduce the outputs required to achieve objectives, while considering current outputs as activities. Redo the logical framework accordingly and provide proper qualitative and quantitative indicators and assumptions;
3. Explain how and to what extent the project will contribute to the objectives of the ITTA and the ITTO Action Plan, and its relevance to Guatemala's policies;
4. Include large-scale descriptive and/or thematic maps of the project's region of influence, and highlight the potential pilot areas to be selected on these;
5. Restructure the problem tree and review the logical framework, and based on the aforementioned, reassess the outputs required to achieve the objectives, while considering current outputs as activities. Consider a monetary value of the accessed forest incentives upon project completion as a core output. Redo the logical framework accordingly and provide proper qualitative and quantitative SMART indicators and assumptions;
6. Clearly describe all the required activities to be implemented to achieve each specific output and develop the work plan and master budget by activity accordingly. Reduce the non-activity based expenses substantially or consider them as part of the counterpart funding;
7. Clearly describe, and if possible reorganize, the roles and contributions of government institutions and community organizations, at the national, regional and local levels, and reconsider the institutional setup for the implementation in terms of involvement of stakeholders in particular, with an organizational chart of the project;

8. Describe in detail any training components in the project. Clearly indicate the topics to be covered, the target audiences, the number and duration of the courses, etc.
9. Provide terms of reference for all professional project personnel, consultants and trainers, and also for sub-contracts, if needed, such as tree nursery establishment, plantation establishment and municipal forest restoration.;
10. Scale down the ITTO budget by reducing the area of influence of the project or provide a more equitable balance between the ITTO and counterpart contributions towards the overall budget, and, if possible, also seek additional counterpart contributions from the collaborating agencies such as the central, regional and local governments. Forest incentives should be included as counterpart funding;
11. Further restructure the project budget, so as to conform to the ITTO Guidelines for the Selection and Employment of consultants, Procurements and Payments of Goods and Services (GI Series 16), particularly as regards the selection and employment of project personnel and consultants. Make sure project staff are covered by funds solely from Counterpart or ITTO funds, rather than splitting their salaries among several funding sources;
12. Re-edit the overall project budget and split into the several budgetary tables so as to conform to the table formats as described in the ITTO Project formulation Manual. Provide a master budget by activity with unit costs and the detailed budgets by component and by source, as per the examples provided in the ITTO manual on project formulation. Specify and justify any equipment to be purchased with ITTO funds. Adjust the costs for ITTO monitoring and review to US\$10,000 per year, include US\$10,000 for mid-term/ex-post evaluation, and recalculate ITTO's Programme Support Costs so as to conform to the new standard of 12% of total ITTO project costs; and
13. Include an Annex which shows the overall assessment and recommendations of the 45<sup>th</sup> Panel and the respective modifications in tabular form. Modifications should also be highlighted **(bold and underline)** in the text.

C) Conclusion

Category 2: The Panel concluded that the project proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised project proposal before it can commend it to the Committee for final appraisal.

PD 701/13 (F)

**Contribution to the Implementation of a Participatory REDD+ Mechanism in the Mangrove Forests of Cameroon**

Assessment by the Forty-fifth Panel

A) Overall Assessment

This project proposal is supposed to be the result of the implementation of the pre-project RED-PPD 051/11 Rev.1 (F) under the ITTO REDDES Thematic Programme. The Panel was informed that this 6-month pre-project started being implemented in August 2012 and it was still operational in February 2013. The second installment of ITTO funds was planned to be transferred to the Executing Agency of this pre-project (IUCN Cameroon) upon receipt of the progress report which was due by end of January 2013.

It was questioned by the Panel how this project proposal could have been submitted in November 2012 while the five baseline reports (land-use access, stakeholders' capacities, mechanism to reallocate SFM financial benefits, information dissemination mechanisms for forest management) were not made available for the formulation of a project proposal. In addition, the project proposal should have been submitted to ITTO after being validated by various stakeholders, as recommended by the second output of the pre-project RED-PPD 051/11 Rev.1 (F). The validation of the project proposal was simply not possible in November 2012, as the implementation of this pre-project was not completed at that time.

B) Conclusion

It was the view of the Panel that the project proposal should be sent back to the proponent in application of the ITTO rules and procedures of referring/using to the results and findings of a pre-project which was funded for the main goal of facilitating the formulation of a project proposal. In this concern the panel considered that this proposal can't be accepted for assessment. Therefore, decided to send back the project proposal PD 701/13 (F) which was prematurely submitted to the ITTO Regular Project Cycle. It was strongly recommended to the proponent to finalize a new project proposal based on the elements, information and data to be provided through the abovementioned baseline study reports.

**PPD 162/12 Rev.1 (F)                      Developing Model of a Self Sufficient and Sustainable FMU (Indonesia)**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel recognized that all recommendations of the Forty-fourth Expert Panel had been addressed in the revised proposal. However, the Panel noted that there were still rooms for further improvements in particular with regard to the problem analysis and the terms of references for each national consultant. The Panel also expressed concern about the role of the Indonesian Ministry of Forestry in mainstreaming pre-project learning and the importance of effective participation of local communities in the implementation of the pre-project activities and design of Yogyakarta FMU strategies as a model for future FMU development in Indonesia, in accordance to the overall assessment done to PD 645/12 Rev. 2 (F).

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Further improve the problem analysis by identifying sub-causes of the weak institutional capacity. Based on the refinement, the the problem tree should be revised accordingly;
2. Provide detailed terms of references for each national consultant to be funded by ITTO with further specified activities of the proposed consultancy to ensure the efficient and successful development of a full project proposal as a main outcome of the pre-project;
3. Elaborate the role of the Ministry of Forestry in implementing the pre-project and mainstreaming the pre-project learning;
4. Clarify any consultation mechanism with local communities by describing the engagement of local communities in conducting the pre-project activities;
5. Revise the pre-project budget in the following way:
  - Present all sub-components of Budget Item 20 (Sub-contacting) under national consultants of Budget Item 10 (project personnel) in Table 3.7 (ITTO Budget by Component);
  - Present Budget Item 82 (Auditing) under Budget Item 60 (Miscellaneous) as Budget Item 80 (Project Monitoring and Review Costs) is related to ITTO project monitoring and evaluation costs which are not transferred to the Executing Agency;
  - Recalculate the ITTO Programme Support Costs (Sub-component 83) specified in the budget so as to conform with the new standard of 12% of the total ITTO project costs in accordance with the decision of the 48th Session of the ITTC; and
6. Include an annex that shows the recommendations of the 45th Expert Panel and the respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 1: The Panel concluded that the proposal could be commenced to the Committee with incorporation of amendments.

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel restated the importance of the pre-project for enhancing a network of permanent sample plots so as to properly predict the growth and yield of the commercial species in the natural forests of the Yucatan Peninsula in Mexico. However, the Panel noted that some of the 44<sup>th</sup> Panel's recommendations had not been fully addressed and, as such, the proposal still had room for improvements as regards the work plan, activities, outputs and budget. In addition, the proposal did not precisely follow the ITTO format required for a pre-project. In this light, the Panel thought it preferable the submitting agency re-edits the pre-project proposal so as to better conform to the format established in the ITTO manual.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Re-edit the pre-project proposal so as to better conform to the format established in the ITTO manual;
2. Clearly specify the outputs in line with the objectives and the activities. Outputs to be considered should only be two: A participatory diagnostic as regards the most appropriate methodology to apply to enhance the current growth and yield studies, and the proposed project proposal itself. Modify the relevant parts of the proposal to reflect this, in particular the work plan so as to match the objectives with the activities and outputs;
3. Provide terms of reference for key project personnel and for the national and international consultants;
4. Redo the pre-project budget tables to conform to the ITTO format, consider including some counterpart funding, and include detailed budgets by components/items and sources of funding. Adjust the costs for ITTO monitoring and review to US\$5,000 per year, and recalculate ITTO's Programme Support Costs so as to conform to the standard of 12% of total ITTO project costs; and
5. Include an Annex which shows the overall assessment and recommendations of the 45<sup>th</sup> Panel and the respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 1: The Panel concluded that the proposal could be commended to the Committee with incorporation of amendments.

PPD 166/13 (F)

**Improving the Fuel Wood Supply through the Provision of Support to the Development of Forest Plantations in the Mokolo, Maroua and Kaelé Municipalities in the Sahelian Part of Cameroon**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel recognized the relevance of the proposal, dealing with the improvement of the fuel wood supply through the development of forest plantations in the Sahelian part of Cameroon. The Panel noted that the pre-project's goal was to conduct the socio-economic and environmental studies in order to gather useful information and data for the formulation of a project proposal aimed at contributing to improve the fuel wood supply in three municipalities of the Sahelian region in the northern part of Cameroon. The Panel also noted that there was no clear explanation why the pre-project was only focused on the fuel wood supply while ignoring the need to promote appropriate techniques to save/reduce fuel wood consumption. There was no information on the selection of appropriate tree species for the establishment forest plantations for the production of fuel wood. The Panel further noted that the proposed duration of 4 months was too short for the field work based on the use of the participatory rural appraisal (PRA), for the consultation of relevant stakeholders in the target area of the future project. Furthermore, the Panel noted that the link between the two outputs of the pre-project was not clearly explained in the approach and methods. Finally, the Panel noted that there was no information on past activities implemented in the three municipalities on the establishment of forest plantations for fuel wood production, which could provide information on the problems encountered.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Amend the conformity with ITTO priorities by referring to the ITTO Strategic Action Plan 2013-2018 which was approved by the Forty-eighth ITTC Session in November 2012;
2. Further improve the preliminary problem identification by taking also into account other aspects which could contribute to reduce/save the fuel wood consumption, as a complement to fuel wood supply aspects, while providing information on the problems encountered in the establishment of forest plantations for fuel wood production in the municipalities of Mokolo, Maroua and Kaele, in the section 2.2;
3. The section on the approaches and methods should be further improved with appropriate explanation on how the first output could contribute to achieve the second output of the pre-project, while taking into account aspects regarding saving/reducing fuel wood consumption;
4. Subsequent to the above recommendations (1, 2 and 3), revise the work plan and increase the duration of the pre-project to 6 months;
5. Add the organizational chart in relation to the implementation arrangements;
6. Subsequent to the above recommendation 3, improve the terms of reference of studies to be carried out by consultants;
7. Readjust the ITTO budget in accordance with the above overall assessment and specific recommendations and also in the following way:
  - a) Readjust all budget tables in correlation to all above recommendations,
  - b) Recalculate the ITTO Programme Support Costs (Sub-item 83) specified in the budget so as to conform with standard rate of **12%** of the total ITTO pre-project costs; and
8. Include an Annex that shows the overall assessment and specific recommendations of the 45<sup>th</sup> Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 2: The Panel concluded that the pre-project proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised pre-project proposal before it can commend it to the Committee for final appraisal.

**Assessment by the Forty-fifth Panel**

A) Overall Assessment

The Panel recognized that the aim of this small project is to establish a Central Statistics Service on Forest Products and the Timber Trade (UCSPFCB) to operate of a system designed to ensure the reliability of statistics on forest products and the timber trade. The Panel noted that the project proposal is in conformity with the ITTO objectives and priorities.

However, the Panel noted a number of weaknesses in relevant sections and sub-sections, especially the origin and relevance, expected outcomes, the stakeholders and problem analysis, indicators of development objective and specific objective, outputs and activities, strategic approach and methods, the project budget, and implementation arrangements.

The Panel also noted that the proposal was not clear about the origin and the result in connection with a similar ITTO project PD 47/98 Rev.2 (M) and further proposed the insertion of a logical framework which could have provided a clear picture on the project implementation, even though it was not required for a small project proposal. The Panel had a specific concern regarding the need for including the procurement of a vehicle into the budget of a small project.

The Panel was of the view that, in order to increase the chance of a successful project, the proposal should be modified and further reviewed so as to incorporate the recommendations detailed as below.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Explain and clarify in the origin section about the connection between the previous ITTO project PD 47/98 Rev.2 (M) and this small project as well as the need for this proposal;
2. Refer to and spell out the specific objectives of ITTA of 2006 and priorities of current ITTO Action Plan 2013-2018, and elaborate how this small project would contribute to their achievements;
3. Further elaborate the expected outcomes at project completion, particularly on the contribution of the small project to sustainable forest management and national economic development;
4. Improve the stakeholders analysis with more information including the potentials on how those stakeholders would benefit from the project implementation;
5. Restructure the problem analysis with clear link and logic between causes, key problem and effects;
6. Add a simple logical framework matrix with objectives and outputs, measurable indicators and verification means in order to provide a clear picture of the project implementation;
7. Revise the indicators for development objective and specific objectives more S.M.A.R.T which are specific, measurable, appropriate, realistic and time-bound;
8. Reformulate the outputs and activities in line with the development and specific objectives. For instance, Output 2 should be more activity oriented rather than procurement procedures and Activity 3.4 should be moved as project management is not activity;
9. Further improve the strategic approach and methods by elaborating the role and responsibilities of the stakeholders in relation to relevant information and data collection and how they can benefit from the small project;
10. Revise the ITTO budget in line with the above overall assessment and specific recommendations and reconsider the necessity of the vehicle for a small project and Input of International consultants as well as Unit Costs;
11. Provide more elaboration on implementation arrangements, including the information of EA and the roles and responsibilities of the project team and project technical committee and those charts; and
12. Delete Annex 4 which contains responses to recommendations made by other expert panel.

C) Conclusion

Category 2: The Panel concluded that the project proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised project proposal before it can commend it to the Committee for final appraisal.

**Assessment by the Forty-fifth Panel**

A) Overall Assessment

The Panel recognized the importance of enhancing the utilization of Lesser Used Timber Species (LUS) and of the overall goal of the proposal. Nonetheless, the Panel felt that a clear linkage with sustainable forest management and silviculture is required in order to predict the environmental impacts (positive and negative) if successful utilization of the mentioned species is achieved after project implementation.

The Panel also felt that the proposal should extend its consideration to at least the four LUS timber species mentioned in the cover page and assess its economic viability.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. The surveys and studies mentioned under "Origin" should cite their source.
2. Some of the expected outputs after project completion appear to be aspirational, out of the scope and control of the project (i.e. 20% reduction in hardwoods imports), therefore these needs to be revised in terms of realistic achievements within the ambit of the proposal.
3. The section of "Project Rationale" should also indicate the link of the proposal with Sustainable Forest Management, its environmental impacts, and the economic viability of the utilization of the species.
4. The "Stakeholder Analysis" needs to enhance the role of local forest communities in the execution of the proposal, as primary stakeholders.
5. In the "Logical Framework Matrix", the measurable indicators for the Development and Specific Objectives need to be realistically achievable and focused on the scope of the project (i.e. 20% drop in bulk timber imports, 10% reduction of poverty in the area, etc.).
6. Under the section of "Description of Project Interventions", activities should be extended to the four timber species mentioned in the cover page of the proposal without expanding the budget; more details should be providing regarding the use of residues for manufacture of timber products, and on how the market studies will be conducted.
7. As for the budget, totals should be included in the "Master Budget"; details on the allocation for item 44.2 "timber treatment/milling equipment" under the table ITTO budget by component, should be provided specifying the type of machinery and equipment envisaged; ITTO monitoring and review cost should be raised to US\$25,000.00; and overall consistency of all budget tables should be ensured.
8. As for "Assumptions, risks and sustainability", the Panel felt that economic viability of the species is a real risk for the success of the project, and this should be taken into account in the proposal.
9. For implementation arrangements, representatives of the forest communities and local NGOs should be part of the Steering Committee; the organizational chart of CUPROFOR should also be provided; and
10. Include an Annex that shows the overall assessment and specific recommendations of the Forty-fifth Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 1: The Panel concluded that the proposal could be commended to the Committee with the incorporation of amendments.

PD 692/13 (M)

**Implementation and Operationalization of a National Information System for the Sustainable Management of Forest Resources (Côte d'Ivoire)**

**Assessment by the Forty-fifth Panel**

A) Overall Assessment

The Panel recognized the importance of the project proposal aimed at contributing to the sustainable management of forest resources in Côte d'Ivoire through the development of a national information system on forest resources. The Panel noted that the project proposal was clearly structured and well formulated in conformity with ITTO's objectives and priorities, and it provided relevant elements in sections and sub-sections of the proposal document with a solid origin and clear development objective and specific objective leading to a description of the strategy that aims to make the national information system for the sustainable management of forest resources operational.

However, the Panel further noted that the project proposal could be further improved in some sections and sub-sections and suggested the specific recommendations mentioned below for that purpose. For instance, the expected outcomes after the project completion were insufficiently elaborated; the problem analysis and the problem tree were not logically formulated including the key problem; indicators of development objective and specific objective in the Logframe were not consistent with those in the text; the reason for providing insurance to stakeholders was not clear; it was questioned if purchasing the vehicle was reasonable; some budget items appeared relatively high.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Add a list of all 39 towns or indicate on map;
2. Describe whether or not there also is data available on actual forest resources (i.e. is a national forest inventory in place or not?). Such information is very relevant because the project proposal only deals with data on harvested timber brought to the sawmill, and not with how much forest resources there actually are in the country.
3. Further elaborate the expected outcomes at project completion, particularly on the contribution of the project to improve the forest resource and sustainable forest management;
4. Improve the problem analysis and problem tree with reformulation of logical links between main causes, the key problem and related consequences. The key problem in the problem tree should be clearly identified;
5. Reformulate the indicators for development objective and specific objective so as to make them consistent within the proposal;
6. Clarify the relations between the two training activities of A1.4 and A2.3;
7. Activity A2.4: Supervision of data collection needs more details (quality control);
8. Provide explanation on providing insurance to project stakeholders;
9. Reconsider the necessity for purchasing the 4WD vehicle for the missions of the project; and
10. Further clarify the high budget costs for the National IT consultant and A1.2 particularly on the two trainings for only 10 staff members of the Executing Agency in administration procedures and maintenance applications.

C) Conclusion

Category 1: The Panel concluded that the proposal could be commended to the Committee with incorporation of amendments.

**Assessment by the Forty-fifth Panel**

A) Overall Assessment

The Panel noted that the proposal was about promoting the development of teak plantations on farmlands within the forest zone in Ghana to improve the quality and marketing of teak produced in these farmlands as well as the livelihood of local communities involved. However, the Panel observed that the title of the proposal referred to improving market access for the local communities instead for the teak produced and to economic 'outcomes' for the communities, an inept and nebulous term for the well being and livelihood of them. Overall, the Panel was of the opinion that the idea behind the proposal was basically sound and relevant to both the ITTO objectives and priorities as well as the relevant national policies of Ghana and the proposal contained some useful and interesting information. Nevertheless, the proposal suffered from deficiencies in design, problem analysis, focus and consistency.

In its assessment of Part 1 – Project Context, the Panel noted that while the proposal was based on three specific studies, no relevant base-line information was extracted from these studies to be used in the formulation of the proposal. The purpose of the proposal to encourage communities to plant teak in farmlands within the forest zone might itself be in conflict with the national policy of combating the high rate of deforestation and forest degradation in Ghana, utilizing indigenous tree species. The Panel felt that the lack of a clear and consistent national policy governing these issues was the main constraint which hampered the formulation of the proposal. The Panel further noted that the maps of the project area did not provide adequate information and description of the geographic location of the proposal. The economic aspects presented did not cover germane base-line information on the forestry sector and on existing teak planting in the project area. Expected outcomes at project completion could have been more simplified and clearly presented in terms of improved management of the teak plantations, higher quality of the teak produced, better prices for the teak sold and higher incomes to the communities.

On Part 2 – Project Rationale and Objectives, the Panel found sub-section 2.1.1 poorly formulated as the information provided was more suited for section 4, sub-section 4.4.1 and Annex 1 to the proposal. The inclusion of illegal forest resource gatherers among the primary stakeholders and beneficiaries was perplexing. The problem analysis was impaired by the lack of base-line and background information. While the key problem identified and described in sub-section 2.1.3 was deforestation and forest degradation (DFD), its transformation into 'decreasing returns for small holder teak producers' in the problem tree raised the uncertainty regarding what the key problem should actually be. The attempted linkage to climate change mitigation and adaptation including benefiting from international carbon funds and estimating carbon value of the teak standings might necessitate the revision of the proposal into two parts, one on marketing and economic livelihood of the teak growers and the other on carbon for which the expertise from UEF could be sought. The Panel further observed that the logical framework matrix had not been worked out fully in accordance with the format in the ITTO Manual, with the column on strategy of intervention erroneously described and the column on measurable indicators not properly categorized in terms of impact, outcome and output indicators. It was, therefore, odd to allocate percentage targeted impact indicators for the development objective. The Panel was of the view that percentage targeted outcome and output indicators must not only be smart but also realistic and measurable as well.

As for Part 3 – Description of Project Interventions, the Panel noted the need to describe and explain the silvicultural technologies to be introduced and adapted under Output 1. The establishment of 'Farmers' Demonstration Trials' (FDT) of teak stands might require the allocation of land for this purpose. An elaboration of the financing schemes under Output 3 would also be desirable while educating farmers on certification under Activity 3.3 might be a tall order and should be excluded. The dissemination of project findings should also be optimized through effective communication and knowledge management. The Panel noted that the workplan appeared to be reasonable but the completion of activities under Output 3 by the end of the second year of project implementation should be explained. The Panel further noted that the budget tables as presented were incomplete and contained discrepancies in relation to one another. The tables had to be worked out again to better conform with the formats in the ITTO Manual particularly the master budget table which had to be broken up into three years for both ITTO and counterpart funding. The Panel felt that the total budget for the proposal was reasonable. However, the allocation for duty travel was excessive and should be scaled down while the unit cost for the international consultant at US\$3,000.00

might be grossly inadequate. A sum of US\$30,000.00 should be inserted for ITTO monitoring and review while ITTO programme support cost should be raised from 8% to 12%.

On Part 4 – Implementation Arrangements, the Panel noted that sub-section 4.1.1 should be strengthened with the inclusion of relevant information on FORIG as well as on UEF which was submitted by the proponent to the ITTO Secretariat on 6 February 2013. Figure 2: Organization Structure was erroneously presented and should be corrected. The composition of the project steering committee (PSC) should also be expanded to include the representatives of ITTO and donors who would participate at their expense. Annex 1 to the proposal should also contain relevant information on UNEF and other collaborating agencies.

#### B) Specific Recommendations

To further enhance the proposal, the Panel recommended that it be modified and revised in accordance with the overall assessment and the following specific recommendations:

1. Refine the title of the proposal;
2. Extract relevant base-line information from the studies upon which the proposal is based to be used for modifying and revising the proposal;
3. Analyse the purpose of the proposal in relation to Ghana's national policy on deforestation and forest degradation to ensure consistency;
4. Improve the maps of the project area, providing adequate information and description of the geographic location of the project;
5. Strengthen the sub-section on economic aspects to include relevant base-line information on the forestry sector and on existing teak planting in the project area;
6. Simplify and clearly formulate the expected outcomes at project completion;
7. Strengthen the formulation of sub-section 2.1.1, focusing on institutional capacity assessment, governance, organizational adequacy, accountability and transparency;
8. Delete illegal forest resource from the list of primary stakeholders;
9. Enhance problem analysis by gathering and utilizing adequate and relevant base-line and background information in order to accurately identify the key problem;
10. Formulate the proposal in two parts, namely on marketing and economic livelihood of the teak growers and on carbon aspects;
11. Refine the logical framework matrix better in accordance with the format in the ITTO Manual, delete the percentage targeted impact indicators for the development objective, and review the percentage targeted outcome and output indicators to ensure these are smart, realistic and measurable;
12. Describe and explain the silvicultural technologies to be introduced and adapted under Output1;
13. Ascertain whether the establishment of 'Farmers' Demonstration Trials' (FDT) of teak stands may require the allocation of land;
14. Elaborate on the financing schemes to be provided under Output 3;
15. Delete certification in Activity 3.3;
16. Strengthen sub-section on dissemination of project funding under section 3.2, to include adequate reference to effective communication and knowledge management;
17. Explain why activities under Output 3 are to be completed by the second year of project implementation;
18. Reformulate the budget tables particularly the master budget table in conformity with the formats in the ITTO Manual and remove the discrepancies existing in the proposal;
19. Reduce the budget for duty travel;
20. Insert in the budget tables, US\$30,000.00 for ITTO monitoring and review and increase the provision for ITTO programme support from 8% to 12%;
21. Strengthen sub-section 4.1.1 with relevant information on FORIC and UEF;
22. Revise the organization structure for the proposal;
23. Include the representatives of ITTO and donors in the composition of the PSC;
24. Revise Annex 1 to include relevant information on UNEF and other collaborating agencies; and
25. Include an Annex that shows the overall assessment and specific recommendations of the Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 2: The Panel concluded that the project proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised project proposal before it can commend it to the Committee for final appraisal.

**Assessment by the Forty-fifth Panel**

A) Overall Assessment

The Panel noted that the proposal was about establishing baseline information on forest certification for ONAB's national plantation estates and formulating a project proposal to support the certification of these plantations for submission to ITTO. Overall, the Panel was of the opinion that the proposal had been soundly formulated and well written.

In its assessment of Part 1: Pre-project Context, the Panel noted that it was well presented, underlining clearly the relevance of the proposal and its conformity with ITTO objectives and priorities as well as with Benin's relevant national policies.

On Part 2: Justification of the Pre-project, the Panel found that the problem analysis was clear and consistent particularly in highlighting that certification was becoming more of a market requirement than a voluntary mechanism and in identifying the absence of basic information as the core problem and its main causes.

With regard to Part 3: Description of Pre-project Interventions, the Panel was not clear of what the proponent intended to do under activity 1.5 in relation to the approach/method under sub-section 3.3.1.4. Clarification on activity 1.5 would be required while sub-section 3.3.1.4 should be left out considering the limited scope and budget of the proposal. An additional activity under Output 1 on market analysis would be appropriate. The Panel further observed that while it would be desirable for the project proposal to be formulated in consultation and with the contributions from actors and stakeholders, it would not be practical for it to be approved by them prior to submission to the ITTO Secretariat. The Panel also felt that it was optimistic of the proponent to plan for an eight month duration for the implementation of the pre-project as some of the proposed activities, particularly activity 1.4, were likely to require more time to be implemented and completed. The Panel noted that the budget of the proposal was reasonable and the budget tables adequately presented. However, the number and duration of the validation workshops under activities 1.2, 1.4 and 1.5 as well as the outreach campaigns under activity 1.3 appeared to be inadequate and more needed to be added. The ITTO monitoring and review cost should be deleted while ITTO programme support cost should be increased from 8% to 12%. Section 3.5 should be entitled 'Budget' and not 'Pre-project Logical Framework Matrix' as presented while an error on the budget for Project Coordinator US\$96,000 instead of US\$9,600 should be corrected.

On Part 4: Implementation Arrangements, the Panel noted that the implementation arrangements as proposed were adequately presented.

B) Specific Recommendations

To further enhance the proposal, the Panel recommended that it be revised in accordance with the overall assessment above and the following specific recommendations:

1. Clarify what is to be undertaken under activity 1.5;
2. Insert activity on market analysis under Output 1;
3. Amend the last sentence under sub-section 3.3.2 and delete the reference that the project document will be approved by the actors and stakeholders before its submission to the ITTO Secretariat;
4. Extend the duration of the pre-project;
5. Review and adjust the proposed budget for validation workshops under activities 1.2, 1.4, 1.5 and outreach campaigns under activity 1.3 and increase the number of them;
6. Delete the budget for ITTO monitoring and review cost and amend the budget for ITTO programme support cost from 8% to 12%;
7. Make corrections to Section 3.5 and typing errors on the budget for Project Coordinator on page 12 and other parts of the proposal including on SWOT on page 5; and
8. Include an Annex that shows the overall assessment and specific recommendations of the Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 1: The Panel concluded that the proposal could be commended to the Committee with the incorporation of the above amendments.

PD 660/12 Rev.1 (I)

**Enhancing Industrial and Community Utilization of Wood Residues  
from Timber Processing Mills for Improved Livelihood in Ghana  
(Ghana)**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel acknowledged efforts that have been made by the proponent to revise the proposal to meet the Forty-fourth Expert Panel's recommendations. However, the proposal still encounter with some weaknesses in its fundamental components. The Panel noted that the problem analysis of the proposal is still not revised accordingly to its recommendation.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Rephrase the title to reflect its focus on technical aspect of wood residues utilization and improvement on livelihood and environmental (prevention of forest resource destruction) aspects;
2. Improve the presentation of the project site's map with more specific information;
3. In Section 1.1 Origin, add elaboration on relationship of the project proposal with findings of previous ITTO's projects implemented in Ghana which have similarity in their objectives. Also, add explanation on relationship between existing forest resources and improvement of communities' livelihood;
4. In Section 1.2 Relevance, add conformity with the ITTO Strategic Action Plan 2013-2018;
5. In Section 1.3 Target area, improve elaboration of the target area with information on environmental aspects for each of the sites;
6. In Section 2.1.1 Institutional set-up and organizational issues, explain the relationship between and among institutions;
7. In section 2.1.3 Problem analysis, revise the analysis in accordance with the recommendations provided by forty-fourth Expert Panel. Reformulate the problem tree and the project's objectives according to the revision of the problem analysis. Please note that each cause of the problem tree must have at least two sub-causes;
8. Taking into account the changes made in the problem analysis and the problem tree, rewrite the LFM;
9. Clarify the indicators into more specific objects, such as wood products, people, employment, etc.;
10. In Section 3.3 Workplan, change responsible party into institutions;
11. Reformulate the budget arrangement in accordance with ITTO manual. Specify budget Item 44 (Capital Equipment) and justify Budget Item 71 (Executing agency Management Costs) which should be explained the reason of increase;
12. Section 3.5.1 Assumptions and risks, revise it in accordance with the recommendations provided by forty-fourth Expert Panel;
13. In section 4.1.1 Executing agency and partners, explain the capacity of the Executing Agency and the relationship between and among parties;
14. Improve Section 4.1.4 stakeholder involvement and mechanism;

15. In Section 4.3.2 Mainstreaming of project learning, improve the elaboration by focusing on strategy to mainstream the project's lessons learnt. Please note that the current text of this section explain about dissemination of the project outputs;
16. Add TOR for the consultants; and
17. Include an Annex that shows the overall assessment and specific recommendations of the Forty-fifth Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (bold and underline) in the text of the revised proposal.

C) Conclusion

Category 2: The Panel concluded that the proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised proposal before it can commend it to the Committee.

PD 687/13 (I)

**Strengthening the Performance of the Wood Processing Sector in Guyana, Through Building Local Capacity and the Enhancing National Systems that Promote Forest Products Trade and Sustainable Utilization of Forest Resources (Guyana)**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The panel noted that the proposal arises and builds on the results of project PD 513/08 Rev.1 (I), focusing on strengthening the performance of the wood processing sector through building local capacity and enhancing national systems that will promote and facilitate efficient trade and utilization of lumber. The panel recognized that some small improvements need to be made to the proposal, including the need to prolong the project duration into 24 months, and materialized the contributions of involved private sectors (in kind and/or in cash).

B) Specific Recommendations

The proposal should be revised taking into account overall assessment **and** the following:

1. In Section 1.3 Target Area, provide a more detailed map of the target areas where the proposal intends to work on, and more elaboration of environmental aspect of these regions. Also explain on how the livelihood can be improved by this project;
2. In section 1.4 Expected outcomes at project completion, improve the expectation into more specific and achievable outcomes;
3. Improve "Problem analysis" (Section 2.1.3) by deep explanation of the cause-and-effect relationship of the problem tree;
4. Clarify the indicators in the LFM into more specific attributes, such as wood products, people, employment, etc.;
5. Revise the activities of Output 1 into step-wise training approach (i.e. training needs analysis, training modules development. Etc.);
6. In Section 2.4, consider producing 'timber grading system' rather than reviewing it. Make sure that this Output is in relation with Output 3, and whenever appropriate, move it into Output 3;
7. Improve Section 3.2 Implementation approaches and methods by explaining into detail:  
a) system/tools to be employed, b) specification and scope of training to be implemented, and  
c) how national system for inspection and certification will be developed and implemented;
8. Compromise and recalculate Budget Items 14.1, 31.2, and 33.2. Adjust budget calculation into 24 months project duration and increase ITTO Programme Support Costs into 12%. In addition, justify the cost for venue rental and facilities rental, and summarize budget allocations for its major activities, i.e. training, system development, and workshop;
9. Improve the elaboration of Section 4.3.1 Dissemination of projects results; and
10. Include an Annex that shows the overall assessment and specific recommendations of the Forty-fifth Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (bold and underline) in the text.

C) Conclusion

Category 1: The Panel concluded that the proposal could be commended to the Committee with the incorporation of amendments.

**PD 689/13 (I)**

**Promoting Biological and Non-biological Agent Prevention and Control Techniques in Mechanical Timber Processing in Peru (Peru)**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel noted the value of the proposal in promoting biological and non-biological agent preservation for further utilization of Lesser Used Timber Species (LUS), and appreciated the logic and clarity on how the proposal was written. Nonetheless the Panel felt that the participatory and gender approach proposed should be reflected with more clarity in the proposal.

B) Specific Recommendations

The proposal should be revised taking into account overall assessment **and** the following:

1. The social equity and gender equality approach mentioned under the Project Brief should be reflected in the proposal by having clear mechanisms for ensuring the participation of local/indigenous communities, and women. These actors should be also included in the Stakeholder analysis.
2. The proposal cites relevant literature; however a list of references should be incorporated.
3. Under Social, cultural economic and environmental aspect, it is mentioned that the implementation of the proposal could have some negative environmental aspects, and it would be desirable to further elaborate on the mitigation measures to avoid them.
4. The problem tree presents some overlaps which are then also reflected in the Logical Framework Matrix (LFM), in particular in outputs 2 and 3, and this could be revised for clarity purposes.
5. In the LFM some of the measurable indicators used for the Development and Specific Objectives are aspirational, out of the scope and control of the project (i.e. increase of harvested volume from 5 to 10 m<sup>3</sup>/ha, increase of profitability to 20%, etc.), therefore these needs to be revised in terms of realistic achievements within the ambit of the proposal.
6. As for the budget, the proposal needs to justify the involvement of a GIS Specialist for activity 1.4, and if not needed, modification should be done accordingly across all budget tables. Totals and subtotals should be included in the Master budget. ITTO monitoring and evaluation cost should be increased at an average of US\$10,000/year, Ex-post evaluation should be increased to US\$15,000.00, and Programme Support should be calculated at a rate of 12%.
7. Under sustainability there is a need to further elaborate on social sustainability, and evidence should be attached on how local needs were taken into account when drafting the project proposal.
8. Baseline information of LUS in the area of the project should be attached.
9. Include an Annex that shows the overall assessment and specific recommendations of the Forty-fifth Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 1: The Panel concluded that the proposal could be commended to the Committee with the incorporation of amendments.

PD 691/13 (I)

**Increasing the Logging Yield of Native Timber Species in the Province of Atalaya (Peru)**

Assessment by the Forty-fifth Panel

A) Overall Assessment

It is the view of the Panel that increasing the logging yield in tropical forest with due diligence towards sustainable forest management, and silviculture should be encouraged as it is in line with ITTO's objectives. Nonetheless, the Panel noted that the proposal lacks in explaining the current state of forest management in the proposed area, including natural regeneration and silviculture. The Panel also highlighted that many ITTO financed projects as well as other studies in Lesser Used Timber Species (LUS) have been conducted since the 90's, and that knowledge available in these sources should be gathered and taken into account when elaborating the project proposal (*citations and references should be included as appropriate*).

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. Under the section "Relevance to ITTO", the proposal states that it is related to the objective on maintaining an ecological balance; however there is no further elaboration of this linkage in the rest of the text.
2. The section "Institutional setup" talks about indigenous organizations, however logging companies (which were cited earlier) seem not to be involved in the project, and they must also play a role as stakeholders.
3. The problem analysis lacks of clarity of cause-and-effect relations making it difficult to identify the key problem. The section also mentions of inefficient investment in the area, however it lacks of describing how and why they are inefficient, and the correlation with main problem.
4. The Specific objective is described as to "*increase the logging yield levels for industrial processing (...)*"; but forgets to mention the environmental sustainability.
5. Some of the key assumptions in the Logical Framework Matrix (LFM) must be cleared before preparing the project proposal, in particular those assumptions related to the agreement of the indigenous communities and industrialist in participating in the execution of the project, and evidence should be provided.
6. The project outputs include the establishment of Reduced Impact Logging (RIL) practices, however the proposal lacks in explaining how RIL will be extended to the relevant stakeholders, so it can be adopted. Training is also mentioned as part of the activities of output 4, however the budget lacks of provision for training, therefore consistency between activities and budget allocations should be revisited and revised.
7. As for the Atlas on 20 LUS species, more information is required regarding the content, format and language(s) of this particular output.
8. The Panel also noted that in comparison with other similar projects, there proposal lacks of activities and provision to carry out identification of the LUS, collection of samples, and relevant test for physical-mechanical properties. Such provision should be included or explanation must be given in case these may be not part of the proposal.
9. As for the budget, totals and subtotals must be included in the Master budget, clarification is required on what type of consultants are covered under "*Consultants in miscellaneous topics*" and what items are covered under "*Materials*". Budget provision for personnel is too high as it is more than 50% of the total budget requested from ITTO, therefore it must be revised and reduced.
10. Programme support should be raised to 12%.

11. Counterpart contribution is mainly in-kind, and a more equitable sharing of the budget is desirable (*i.e., some items such as communications, utilities, insurance, etc. could be switched to counterpart budget*).
12. Include an Annex that shows the overall assessment and specific recommendations of the Forty-fifth Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (bold and underline) in the text.

C) Conclusion

Category 2: The Panel concluded that the proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised proposal before it can commend it to the Committee.

PD 698/13 (I)

**Facilitating Forest-Industry-Market Integration (Guatemala)**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel appreciated the holistic approach of the proposal in order to integrate the forest, the industry, and the market. Nonetheless, the Panel felt that more clarity on what specific issues will be tackled by the proposal is needed.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. The relation cause and effect is not clear neither in the Project Brief, the Problem analysis, nor the problem three, which is then reflected in the objective tree and in the expected outputs. Clear linkages of cause and effect and solid key problem identification and consistency with the outputs are required.
2. The section "Origin" should be strengthen, since reference is made to the *Forest-Industry-Market Integration Strategy, and the National Forest Programme*, nonetheless very little detail of these programmes is given in the rest of the proposal.
3. As for target area and in spite of being a proposal of a national scope, a clear map of the main areas of project interventions should be included. The Panel noted that 7 strategic areas are identified in the proposal, along with 20,000 has of forest outside protected areas and 5,000 has reforested forest. Further information on the type/state of those two forest areas needs to be provided.
4. Expected outputs at project completion need to be time-bound.
5. The Stakeholder analysis should incorporate tertiary stakeholders.
6. As for the Logical Framework Matrix (LFM) indicators should "SMART": specific, measurable, appropriate, realistic, and time-bound (*please refer to the ITTO Manual for Project Formulation, chapter II, part 2*). Means of verification should also be more concrete and different from reports generated by the project.
7. The section of implementation approaches should describe how the proposal will be executed in order to reach its objectives, rather than just describing interest groups. Further detail should be provided under this section on how commercial relations among primary stakeholders will be established.
8. As for the budget, the Panel noted that allocation for personnel under the ITTO is more than 50% and efforts shall be made for substantial reduction. Proposed activities and budget should also be revised for consistency (*i.e. under budget there is allocation for workshops, however such are not mentioned in the activities*). Clarity is also required on the Master budget, which includes too many lump sums, and more detail needs to be provided for the budget allocation to workshops and travel to trade fairs (*i.e. which ones, dates, how many participants, etc.*).
9. Other items in the budget, such as ITTO Monitoring and evaluation should be increased to an average of US\$10,000/year, Ex-post evaluation should be increased to US\$15,000 and Programme support should be raised to 12%.
10. As for the section "Assumptions, risk and sustainability", the assumptions included are actually problems, the proponent should revise the relevant section of ITTO Manual for Project formulation, and made corrections accordingly. Environmental sustainability should be strengthened, and overall an exit strategy after ITTO financial support should be planned.

11. Under "Implementation arrangements", more details should be provided on the capacity of the Executing Agency. The roles and responsibilities of the Project Steering Committee should be clearly written, and the participation should be extended to other relevant stakeholders such as representatives of forest communities, industries and NGOs, which should be clearly identified.
12. The section of "Dissemination of project results" should be improved by explaining how extension and dissemination of project results will be carried out.
13. Terms of Reference should be clearly separated for those experts to be paid by ITTO and by counterpart contribution.
14. If a Collaborative Agency will be involved for managing the ITTO funds, as it happens in other ITTO projects executed in Guatemala, then the Collaborative Agency should be identified, clearly mentioned in the proposal and evidence of its commitment should be attached.
15. Include an Annex that shows the overall assessment and specific recommendations of the Forty-fifth Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 2: The Panel concluded that the proposal requires essential modifications and will be returned to the proponent. The Panel will need to assess the revised proposal before it can commend it to the Committee.

PD 700/13 (I)

**Development of Intra-African Trade and Further Processing in Tropical Timber and Timber Products – Phase I (ITTO)**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The panel noted the importance of the proposal to the development of forestry sector in the African Region, especially for the promotion of trade and further processing in timber and timber products. This regional proposal will provide opportunities for African countries to build strong networking for solving their common problems in achieving sustainable forest management. The proposal will also give ways to consolidate efforts that have been carried out in the Region to solve the said problems. The panel recognized the comprehensiveness of the problems encountered in the proposal. Therefore, it is strongly recommended that ITTO Manual for Project Formulation is fully referred to some aspects elaborated in the specific recommendation below. The Panel realized the importance of commitments for participating countries and credible collaborators to ensure successful implementation of the project. However one of the main concerns of the EP is the unclear situation regarding the regional and national counterparts for the execution of the project.

B) Specific Recommendations

The proposal should be revised taking into account overall assessment **and** the following:

1. In Section 1.1 Origin, add discussion on efforts that had been taken place in the ITTO African Member Countries in developing intra-African timber trade and further processing;
2. In Section 1.3 Target area, identify selected countries for pilot activities and include information of all countries while three new African member countries are missing, and explain the operational strategy for the implementation of the project at the regional level, considering relevant counterparts
3. In section 1.4 Expected outcomes after project completion, revise the paragraphs into more focus and practical sentences;
4. In Section 2.1.2 Stakeholder analysis, include local training institutions in the discussion;
5. In section 2.1.3 Problem analysis and relevant sections, avoid 'indicative' statements, instead include specific and concrete activities, budget, parties involved, etc.;
6. Reformulate the outputs and activities in full compliance with the objective tree;
7. Revise ambitious key assumptions presented in the Logical Framework Matrix, especially key assumptions for development and specific objectives;
8. In Section 3.2 Implementation approaches and methods, avoid duplication and redundancy paragraphs with Section 2.1.3 Problem analysis;
9. Rearrange the budget to ensure balance allocation for personnel, activities and capital items. Priority must be given to activity-based expenses. Explain into detail the budget allocation for personnel;
10. In Section 4.1.1 Executing agency and partners, elaborate profiles of ITTO and collaborators in the region and explain their roles in the project implementation, and provide evidences of their endorsements to the project proposal;
11. Revise Section 4.3.2 Mainstreaming project learning, in full compliance with the ITTO Manual;
12. Include TORs of personnel of the Executing Agency, key experts, consultants and sub-contractors; and

13. Include an Annex that shows the overall assessment and specific recommendations of the Forty-fifth Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (bold and underline) in the text.

C) Conclusion

Category 1: The Panel concluded that the proposal could be commended to the Committee with the incorporation of amendments.

PPD 168/13 (I)

**Designing a Programme to Support Community Industrial Forest Development in Huehuetenango, Guatemala (Guatemala)**

Assessment by the Forty-fifth Panel

A) Overall Assessment

The Panel noted that the pre-project proposal arises from the recommendations of the Forty-fourth Expert Panel to the proposal PD 672/12 (I,F), as well as, from community consultations in the department of Huehuetenango in order to develop an strategic planning to support investment and improve the economic conditions of the local communities based on sustainable forest management.

The Panel felt that the pre-project proposal was adequate; however the timing for its implementation should be extended for at least 6 months without affecting the ITTO budget.

B) Specific Recommendations

The proposal should be revised taking into account the overall assessment **and** the following:

1. More detail maps of the pre-project intervention areas must be provided. Clarification should be given of the type of forest in the target areas (*i.e., natural forest, plantation forest, conversion of land, species and composition of the forest*).
2. The elaboration of a full project proposal should be clearly stated in the Specific Objective.
3. As for the diagnosis under output 1, the Panel expects that information of the timber species to be planted, the market potential, and the potential benefits derived from sustainable forest management may be well covered, therefore these elements should be incorporated in the text of the pre-project proposal, and may be also fully considered at the time of elaboration of a full project proposal.
4. Project interventions should also be written in a "SMART" fashion: specific, measurable, appropriate, realistic, and time-bound (*please refer to the ITTO Manual for Project Formulation, chapter II, part 2 as appropriate*).
5. Under the budget more details should be provided of the items to be cover under "Duty travel", and in case a vehicle is to be provided by counterpart contribution, it should be clearly mentioned in the pre-project proposal and counterpart budget.
6. The panel felt that the Project Coordinator should be a Forest Management specialist itself, who can also conduct the task assigned to the Forest Management Consultant in order to reduce cost. The proponent should assess such proposal from the Panel and provide justifications accordingly.
7. ITTO Programme support should be raised to 12%.
8. As for implementation arrangements it is necessary to describe in detail which would be the mechanism to keep the forest communities consulted and involved in the execution of the pre-project. National and local governments should be on-board during the execution of the pre-project, and details of their participation and evidence of their commitment should be provided. An organizational chart of the Executing Agency should be incorporated.
9. Include an Annex that shows the overall assessment and specific recommendations of the Forty-fifth Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (**bold and underline**) in the text.

C) Conclusion

Category 1: The Panel concluded that the proposal could be commended to the Committee with the incorporation of amendments.