

INTERNATIONAL TROPICAL TIMBER ORGANIZATION

ITTO

PRE-PROJECT PROPOSAL

TITLE	SUPPORT FOR OPERATIONAL AND PLANNING CAPACITY-BUILDING FOR STAKEHOLDERS IN THE PRIVATE AND COMMUNITY FORESTRY SECTOR IN TOGO
SERIAL NUMBER	PPD 196/19 Rev. 1 (F)
COMMITTEE	REFORESTATION AND FOREST MANAGEMENT
SUBMITTED BY	GOVERNMENT OF TOGO
ORIGINAL LANGUAGE	FRENCH

SUMMARY

The purpose of this pre-project is to provide technical support for the private and community stakeholders forming the Platform of Private and Community Forest Owners (*Plateforme de Propriétaires de Forêts Privées et Communautaires*—PFPC) of Togo. This support will involve technical and operational capacity-building to increase their proficiency in the use of regulatory and legal tools governing the forest sector; management planning; and identification of substantial, appropriate funding for intensifying forestry activities. The aim is also to empower these different stakeholders in Togo, allowing them to mobilize the necessary financial resources to meet the challenges of climate change and supply the local market with sufficient supplies of plantation-grown timber in the medium and long term.

This pre-project will help the private and community stakeholders to develop at least six forestry projects which will be submitted to the various funds/initiatives supporting the forestry and environmental sectors. The pre-project will also identify the needs of the major stakeholders in the private and community forestry sub-sector in terms of support and technical and operational capacity-building. Upon pre-project completion, the major members of the central coordination committees of the associations of private and community stakeholders, as well as the managers/owners of private and community forest estates will be capable of planning and submitting projects for funding/initiatives to support the forestry and environmental sectors.

EXECUTING AGENCY PLATFORM OF PRIVATE AND COMMUNITY FOREST OWNERS (*PLATEFORME DE PROPRIÉTAIRES DE FORÊTS PRIVÉES ET COMMUNAUTAIRES*—PFPC)

COLLABORATING AGENCY AGENCY FOR FOREST DEVELOPMENT AND USE (*OFFICE DE DÉVELOPPEMENT ET D'EXPLOITATION DES FORÊTS*—ODEF)

DURATION 9 MONTHS

APPROXIMATE STARTING DATE TO BE DETERMINED

PROPOSED BUDGET AND FUNDING SOURCES	Source	Contribution In US\$	Equivalent In Local Currency
	ITTO	<u>85 792</u>	
	Government of Togo	23 296	
	TOTAL	<u>109 088</u>	

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LIST OF ACRONYMS AND ABBREVIATIONS

AFF	African Forest Forum
APPT	Association of Private Planters in Togo (<i>Association des Planteurs Privés du Togo</i>)
ATO	African Timber Organization
AVT	<i>Green Africa Association - Togo (Association pour une Afrique Verte-Togo)</i>
FAO	United Nations Organization for Food and Agriculture
FCPF	Forest Carbon Partnership Facility
FIPROFORET	Financial Organization for Forest Owners (<i>Financière des Propriétaires de Forêts</i>)
GEF	Global Environment Fund
GIZ	German Agency for International Cooperation (<i>Deutsche Gesellschaft für Internationale Zusammenarbeit</i>)
ITTO	International Tropical Timber Organization
IUCN	International Union for the Conservation of Nature
MEDDPN	Ministry of Environment, Sustainable Development and Nature Protection (<i>Ministère de l'Environnement, du Développement Durable et de la Protection de la Nature</i>)
MERF	Ministry for the Environment and Forest Resources (<i>Ministère de l'Environnement et des Ressources Forestières</i>)
ODEF	Agency for Forest Development and Use (<i>Office de Développement et d'Exploitation des Forêts</i>)
PAFN	National Forest Action Plan (<i>Plan d'Action Forestier National</i>)
PFPC	Platform of Private and Community Forest Owners (<i>Plateforme de Propriétaires de Forêts Privées et Communautaires</i>)
PND	National Development Plan (<i>Plan National de Développement</i>)
REDD+	Reducing emissions from deforestation and forest degradation, and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries
RFC	Network of Community forests in Togo (<i>Réseau des Forêts Communautaires du Togo</i>)
SMEs	Small and Medium-Sized Enterprises
SMEs	Small and Medium-Sized Industries
TFPs	Technical and Financial Partners

PART 1: PRE-PROJECT CONTEXT

1.1. Origin and rationale

The priorities of the Government of Togo with regard to developing the forest sector indicate the need to implement methods to encourage public and private stakeholders, together with those from civil society and intergovernmental organizations, to coordinate their efforts to promote the environmental, economic and social potential of Togo more successfully. To this end, through private forestry development, Togo's forestry policy aims to increase the production of timber products while improving their quality and develop ecotourism and the non-timber forest product sectors, involving the private sector in its implementation. Following this approach shows that it is extremely important for the private and community stakeholders to implement the provisions of the forest policy of Togo to ensure the sustainable and participatory management of the country's forest resources. These stakeholders have indeed realized that they have a crucial role to play in achieving the objectives of restoring and managing the forest heritage of Togo. As a result, the private and community stakeholders have formed a platform to allow them to participate effectively in the efforts to restore the forest cover in the country by intensifying forest plantation activities and promoting sustainable management practices in these plantations. Indeed, individual forest owners form an essential component part of the stakeholders with whom the REDD+ Coordination collaborates with a view to developing a more coherent and realistic REDD+ national strategy.

This partnership has led to the creation of a platform of individual forest owners referred to as the Platform of Private and Community Forest Owners (*Plateforme de Propriétaires de Forêts Privées et Communautaires*—PFPC). This platform currently comprises three associations of individual forest owners. These are: Green Africa Association - Togo (*Association pour une Afrique Verte-Togo*—AVT), *Association of Private Planters in Togo* (*Association des Planteurs Privés du Togo*—APPT) and the Network of Community Forests in Togo (*Réseau des Forêts Communautaires du Togo*—RFC). Their aim is to form a body for monitoring initiatives and interventions within both the State and the private forest estate, and to provide guidelines for more effective involvement of private stakeholders in the forest sector. An analysis of the response framework for private and community sector stakeholders who are members of this platform highlights weaknesses which they need to address. These strategies for identifying solutions will enable private stakeholders and members of the PFPC to have more success when approaching the Technical and Financial Partners (TFPs) with a view to mobilizing financial resources to achieve the targets of expanding the national forest cover and enhancing the value of timber and non-timber forest products.

This pre-project relating to the operational and planning capacity-building of private and community stakeholders in the forestry sector has been developed in accordance with this rationale and fits perfectly within the framework of the forest policy in Togo and the national forestry action plan (Phase 1, 2011-2019) which identify strategic priorities for developing an effective partnership and ensuring the constructive, joint involvement of all the stakeholders, and especially the private sector, with regard to forest management. The pre-project is justified by **the limited capacity of private and community stakeholders to extend the forest plantations in Togo**, lack of planning relating to managing the private forest estate, inadequate coordination between the stakeholders involved and their capacity-building requirements and, finally, the lack of financial means to assist the stakeholders in this forest estate. Setting up the PFPC, acknowledged as a group of interprofessional organizations, constitutes an essential step towards improving the competitiveness of private and community stakeholders in the forest sector. This organization's access to credit must be facilitated if it is to become more dynamic.

1.2. Relevance

1.2.1. Conformity with ITTO's objectives and priorities

1.2.1.1. Conformity with ITTA, 2006 objectives

This pre-project proposal relates to the objectives of the ITTA, 2006 as stated in its first article:

- In paragraph c: "*contributing to sustainable development and to poverty alleviation*", because motivating local populations to carry out forest plantations will improve their living conditions. In this way the pre-project will help to develop suitable projects for the conservation, maintenance and planning of forest management in the private forest estate, indispensable for timber production and the sustainable management of forest resources. This will help to establish the foundations for capacity-building for small private planters. This will ultimately lead to the preparation of relevant, comprehensive capacity-building projects for stakeholders so that they can play an effective part in forest governance.

- In paragraph g: "*Developing and contributing towards mechanisms for the provision of new and additional financial resources with a view to promoting the adequacy and predictability of funding and expertise needed to enhance the capacity of producer members to attain the objectives of this Agreement*"; the pre-project will be able to put at the disposal of the executing agency (the Platform of Private and Community

Forest Owners—PFPC) the material, financial and human resources necessary for identifying and planning measures to achieve their goal of preserving and maintaining the planted forests and providing capacity-building for the various stakeholders in the private forestry estate.

1.2.1.2. Compliance with ITTO Policy Guidelines on Gender Equality and Empowering Women

This pre-project proposal is also in line with “Element 2 - ITTO Project Cycle and Element 3 - Capacity-Building” of the ITTO Policy guidelines on Gender Equality and Empowering Women. In view of the extent of women’s responsibility for the various forest activities, pre-project coordination will ensure that women and young people are involved in all the stages of pre-project implementation, particularly its steering, the analysis of stakeholder needs, etc. Women and young people will also be key stakeholders in the six projects to be developed after completing this pre-project. The projects to be developed will also take into account this category of stakeholders when analyzing stakeholders and determining activities, the logical framework, implementation approaches, etc. As women are important stakeholders in the forest sector, they will form part of this group, benefiting from capacity-building activities and awareness-raising meetings for understanding and dealing with laws and regulations on gender equality and the empowerment of women within the forest sector in Togo.

The pre-project document also complies with the ITTO Guidelines for Environmental and Social Risks and Impacts Assessment in ITTO Projects, taking into account Principles 1, 2 and 3, and Priority 1 “rehabilitation of degraded landscapes” and priority 7 “planted forests”. In accordance with these guidelines, the six project proposals to be developed will incorporate the identification of environmental and social risks and the measures intended to alleviate and/or reduce and/or eliminate them when they are implemented.

1.2.1.3 Compliance with ITTO Strategic Action Plan for 2013-2018

This pre-project is also in compliance with ITTO Strategic Action Plan for 2013-2018 and is in line with Strategic Priority 2 “Increase the contribution of tropical forests to national and local economies, including through international trade”. This pre-project, through its targeted actions, will promote the increased production of tropical timber from sustainably managed and legally harvested sources among the private forest estate producers. It pertains to the following expected a, b, and d outcomes:

- **Outcome a): Increased contribution of the forest sector to the national and/or local economies of tropical countries**
- **Outcome b): Improved livelihoods and employment of local and indigenous communities**
- **Outcome d): Increase in diversity and quantity of efficiently produced value-added products from sustainably managed forests**

1.2.2. Relevance to the submitting country’s policies

The pre-project aims to encourage the initiatives of private and community stakeholders so that they can achieve the objectives of extending the forest land area, building on the current enthusiasm of small private planters and the strategic goal of the national reforestation program which aims to develop 300,000 ha of forest and produce approximately 85 million seedlings, including all species, by the year 2030. In this way it satisfies the political and strategic guidelines of Togo on the subject of forestry development. Togo’s aim is actually as follows, through:

- The National Development Plan (*Plan National de Développement*—PND), via its strategic priorities 1, 2 and 3: it is anticipated, among other things, that the small and medium-sized enterprises and industries (SMEs and SMLs) will have access to adequate funding and that economic operators will be satisfied with the business environment in Togo. Consequently, the owners of forests in the private forest estate can expect the business sector to be favorable to utilizing the forest, from both a technical and a financial point of view, and for particular conditions, notably the long-term profitability of forest investments, to be incorporated as a major concern in the loan subsidy arrangements as stated in the PND.
- The forest policy, in its strategic priority 3: Development of an effective partnership in relation to forest management: (i) to increase the production of timber products while improving their quality; (ii) to develop ecotourism and the non-timber forest product sectors; and (iii) the involvement of the private sector is indispensable for implementing the forest policy in Togo.
- The National Forestry Action Plan for 2011-2019 (*Plan d’Action Forestier National*—PAFN) in its strategic priority 3: Development of new forest partnerships, aims to add value to the environmental potential of the forest areas in Togo; encouraging the establishment of carbon sinks and payments for

environmental services; the joint, constructive involvement of all the stakeholders; implementation of collective action relating to promotion, research and development; contractualization between foresters and timber processing operators; the upgrading of sales methods for forest products; and the strengthening of public-private partnerships, in particular in the field of business- and forestry-related research. The PAFN places particular emphasis on the development of private forestry in addition to the restructuring of the forestry estate and the development of urban, peri-urban and rural forestry. Providing guidance for private planters is still essential for achieving the vision of the forestry policy.

Furthermore, this pre-project complies with the guidelines of Law n° 2008-009 establishing the Forest Code, specifically section 3 of Chapter 1 which defines the private forest estate as comprising, article 24: (i) forests, afforestation and land for reforestation registered or recognized under the individual's name; (ii) forests, afforestation and forest land valorized and utilized by individuals. Article 25: Natural or legal persons, rural or local groups or communities that do not fall into the category of regional authorities are treated as individuals. In article 46: The administration of forest resources should lead these individuals to (i) draw up a plan for the development and rational management of their forests; (ii) to jointly design and apply, with the local communities, an integrated development plan for their land with a view to balancing utilization of the environment. Finally, in article 47: Utilization by individuals is subject to the management and development plan they have developed.

PART 2: PRE-PROJECT RATIONALE

2.1. Pre-project objectives

2.1.1. Development objective and impact indicators

The pre-project development objective is: **to help to develop a sustainable and profitable forest sector through the effective involvement of private and community stakeholders for the purposes of achieving the objectives of extending forest cover in Togo to 30% by 2050.**

The pre-project development will have the following impact: an improved understanding of challenges and needs within the private and community forest sub-sector in Togo with a view to the sustainable provision of forest goods and services and in adequate quantity for the domestic and international markets. Its verifiable impact indicators will be as follows:

- **By 2050, forest cover in Togo reaches 30% of the country's total surface area; this indicator will be measured by the percentage of surface area reforested through projects for the reforestation and rehabilitation of degraded landscapes implemented by stakeholders from the private and community sectors;**
- **The needs in capacity building among the stakeholders of the private and community forest sub-sector in Togo will be clearly identified. This indicator will be measured on the basis of the actors needs which will be identified through an analysis of strengths, weaknesses, opportunities and threats in the forestry sub-sector.**
- **Six project proposals will be submitted to various funds/initiatives in the environmental field by umbrella associations in the private and community forestry sub-sector. This indicator will be measured on the basis of the number of projects submitted by associations in the sub-sector.**

2.1.2. Specific objective and outcome indicators

This pre-project has only one specific objective: **to implement a participatory process for developing six forestry project proposals aimed at enhancing the contribution of private and community stakeholders to the development of the forestry sector in Togo. The outcome indicators are:**

- **a plan for the technical and operational capacity-building of private and community stakeholders using training modules on the planning and sustainable management of forests;**
- **at least 25 stakeholders among private forest planters and community forest managers are trained in planning, advocacy, monitoring and evaluation of forestry activities.**
- **At least 30 members of the central coordination committees of associations of private and community stakeholders, and 40 per cent of managers/holders of private and community forest estates are able to develop and submit projects for funds/initiatives in support of the forestry and environmental sectors,**
- **In 2021, at least six project proposals are prepared and submitted to the various forest and environmental funds/initiatives by umbrella associations in the private and community forest sub-sector. This indicator can be measured by the number of projects developed on a variety of topics (forest management, wood product processing, forest certification, etc.) and submitted for funding by private and community stakeholders.**

2.2. Preliminary identification of the problem

The total area of forest plantations over the whole of national territory is estimated at approximately 60,000 ha, including 40,000 ha belonging to individuals and 20,000 ha to the State (MERF, 2018). These statistics, therefore, show that the private and community stakeholders are privileged partners who are very important for achieving the strategic planning objectives relating to extending the forest cover in Togo. This is reflected in significant investments made by private operators involved in the sector. Although the importance of reforestation by private stakeholders has been highlighted by the Forest Code which enshrines the concept of private forests in Togo, existing strategies do not sufficiently take into account this type of reforestation programme enabling this sector to generate sufficient revenue to satisfy the population's other socio-economic needs. Moreover, due to a lack of support, assistance and relevant research which could lead to the development of forestry standards adapted to local environmental conditions, private and community planters face enormous difficulties in planning and managing their plantations. When developing reforestation projects, private planters, who are often faced with the problem of limited resources, do not usually make provision in their budget for development plans for the plantations they have established. They also experience technical difficulties in their plantations. These difficulties prevent these private planters from deriving maximum returns from their investments.

The lack of technical assistance for the various private and community stakeholders also amplifies the problems associated with adapting silvicultural practices, so that they are unable to cope with the forestry problems encountered in the plantations. It is therefore essential for the various private and community stakeholders to improve the profitability of their plantations, become proficient in production conditions and improve forestry practices. The private and community planters who are becoming increasingly involved in expanding the land area of the forest lack skills that would allow them to increase the material yield from their plantations for a fast response to market demand. Until now reforestation efforts in the private estate have used sponsors' private means, which are still insufficient in relation to their ambitions. It is this situation which explains the small size of the private forests (≤ 5 ha) (MERF, 2018). However, they do have the potential to be expanded if financial support and adequate means are put at the disposal of private and community planters (MERF, 2018). The lack of funding for the private forestry sector does indeed undermine the sustainable management of these forests (silvicultural tending and management operations) and the extent of the forested areas (PFPC, 2018). To compensate for this financial deficit, some stakeholders, in the capacity of community forest managers, continue to benefit from the financial support of the technical and financial partners via programmes developed by the ministries responsible for the forests.

To cope with this situation, in recent years private stakeholders have formed a structure called "Platform for Private and Community Forest Owners" (PFPC). Under the impetus of the PFPC and with the support of certain partners including the FAO, the FCPF and the World Bank through the REDD+ programme for Togo, some initiatives have already been initiated, producing valuable results in terms of defining effective strategies for improving their interventions in the sector and mobilizing the necessary resources for effective involvement in implementing forestry policy. These are specifically as follows:

- A study on the establishment and sustainable management of privately-owned forestry and agro-forestry plantations in Togo;
- A diagnostic study on the analysis of the strengths, weaknesses, opportunities and threats associated with the involvement of private stakeholders in the forestry sector;
- A feasibility study on creating a structure for funding and sustainable management of private forests in Togo;
- An organizational diagnostic study and the identification of ideas and projects to support action within the framework of establishing an umbrella financial instrument for sustainable forest management;
- Drafting the comprehensive orientation plan and designing interventions for stakeholders in the private forest sector in Togo;
- Creation of a cooperative called "Financial Cooperative of Forest Owners" (*Financière des Propriétaires de Forêts—FIPROFORET*) whose objective is to identify all the financial resources appropriate for promoting the value of the forest estates.

Analysis of these studies and documents has contributed to highlighting certain guidelines for the stakeholders in the group of private individuals forming the PFPC and this has helped them to identify a better way of approaching the TFPs to mobilize financial resources. These guidelines concern the following, in particular:

- technical and operational capacity-building for all the stakeholders in the timber value chain;
- raising awareness and training for private and community stakeholders with regard to the content of the main texts and laws governing the forest sector;
- gaining proficiency with sustainable forest management plans by employing strategies for conservation and sustainable use;
- capacity-building for processing, valorizing and marketing timber products and by-products of the forest;
- mobilizing financial resources through developing forest projects to create opportunities and achieve the objectives of all the private and community stakeholders.

It is then urgent to provide support for the private and community stakeholders who are members of this platform through technical and operational capacity-building with regard to their proficiency in using the regulatory and legal tools governing the forest sector, planning management and identifying appropriate and substantial funding for increasing forest activities. It will also empower these different Togo stakeholders to enable them to mobilize the financial resources required to meet the challenges of climate change and supply the local market with sufficient supplies of plantation-grown timber in the medium and long term.

PART 3: DESCRIPTION OF PRE-PROJECT INTERVENTIONS

3.1. Outputs

Output 1: The capacity of the stakeholders in the private and community forest estates is strengthened in a variety of relevant areas

The activities that will contribute to achieving this output are: Determining the real needs of the private and community stakeholders on the subject of capacity-building, prioritizing them and organizing them in specific training modules. Needs relating to capacity-building will be identified and prioritized via consultations between the stakeholders in the field, the forestry administration and the international agencies supporting the forest sector. These activities are intended to (i) strengthen the effectiveness of the action of private planters and managers of community forests; (ii) train the members of the platform of private and community stakeholders about planning, advocacy and monitoring-evaluation of activities; and (iii) improve the framework of support and partnership with the State and international organizations supporting the forest sector.

The outcome indicators for Output 1 will be:

- The foundations necessary for technical and operational capacity-building of stakeholders from the private and community forestry sub-sector are established;
- The training modules are identified and developed on the basis of the priority needs expressed by the private and community stakeholders;
- A plan for private and community stakeholder capacity-building is compiled and completed;
- At least 25 members of the coordination committees of associations of private and community stakeholders are trained in planning, advocacy and monitoring-evaluation of activities.

Output 2: Six project proposals to be submitted to the partners are developed and available

The activities which will contribute to achieving Output 2 are: (1) Identify the technical and financial partners potentially capable of supporting the Togolese forest sub-sector in implementing forest projects with a powerful economic, social, cultural and environmental impact; and (2) Provide support/guidance to the stakeholders concerned with developing and submitting projects to identified partners.

These activities are primarily intended to operationalize the stakeholders of the private and community forests of Togo regarding the various funds/initiatives associated with the environment in general and forestry in particular. These activities will be directly involved in increasing the capacity of the non-State forest sub-sector to meet the challenges relating to forest cover and the provision of top-quality goods and services.

The outcome indicators for this output will be:

- A database on the partners and support funds/initiatives is available;
- At least 30 members of the central coordination committees of associations of private and community stakeholders, and 40 per cent of managers/holders of private and community forest estates are able to plan and submit projects for funds/initiatives in support of the forestry and environmental sectors;
- 40 per cent of managers/holders of private and community forest estates are trained in developing and submitting forest projects;
- At least six forest projects are submitted by the stakeholders to the various funds/initiatives in support of the forestry and environmental sectors. Projects will be selected on the basis of the following criteria: (i) compliance with the international commitments of Togo in the areas concerned with the country's laws, policies and development programs, and with the studies carried out by the PFPC; (ii) the fields concerned (forest production (establishment, restoration, sustainable management and utilization) in the field of privately-owned forests - processing and marketing forest products from sustainably managed forests).

3.2. Activities, inputs and unit costs

Output 0: The coordination team for the project is in place

Activity 0.0. Recruitment of the project team members

The activity will consist of recruiting a project coordinator and staff who will be responsible for organizing activities during the entire project execution phase. In addition to coordinating activities, the project coordinator will also be responsible for submitting any official project document to the relevant recipients. He will also be responsible for preparing official documents and the terms of reference for studies to be conducted and any missions that are organized. The coordinator will be assisted by a Secretary/Administrative and Financial Assistant, and a driver/courier.

Output 1: The capacity of the stakeholders in the private and community forest estates is strengthened in a variety of relevant areas

Activity 1.1. Develop training modules for the stakeholders

The following activities will be conducted on the basis of capacity-building needs expressed by the private and community stakeholders and the challenges associated with the sustainable management of individually owned estates:

- Identifying the training modules to be developed in association with the needs identified by the private and community stakeholders;
- Developing the training modules for private and community stakeholders on the basis of the priority training needs expressed;
- Compiling a capacity-building plan for private and community stakeholders;

This activity will be led by a national consultant specializing in issues relating to the development of training modules. He will be seconded for a period of two months and paid US\$5,000 per month for executing this activity including training the members of the PFPC. The total cost for this activity is estimated at US\$ 10,000.

Activity 1.2. Train stakeholders in planning, advocacy and monitoring-evaluation

This activity will consist of:

- Training the members of the Platform of Private and Community Stakeholders in planning, advocacy and monitoring-evaluation of the activities through two (2) regional workshops.

This activity will be carried out by a national consultant who will be recruited for a period of one (1) month. Remuneration of US\$5,000 will be allocated for this service.

Output 2: Six project proposals to be submitted to the partners are developed and available

Activity 2.1. Establish a database on the financial partners in the forestry sector

This activity will consist of:

- Listing all the partners and funds/initiatives for national and international support available in the sector of the environment and forests in particular;
- Analyzing the procedures and outlining the principal partners and funds/initiatives for supporting the forest sector in order to identify the specific characteristics of each partner;

The activity will be carried out by a national consultant for a period of one (1) month for a total cost of US\$5,000.

Activity 2.2. Provide support /guidance with developing projects in the forest estates owned by private and community stakeholders

This activity will involve:

- Training at least 30 members of the central coordination committees of associations of private and community stakeholders, and 40 per cent of managers/holders of private and community forest estates in processes for developing and submitting projects for funds/initiatives in support of the forestry and environmental sectors;
- Validating the ideas put forward by potential project leaders through field visits to target sites. At the same time this validation will allocate scores to potential projects in order to select the best ones to receive support with development;
- Support/assist private and community stakeholders with developing at least six (6) projects in accordance with procedures and frameworks of the main funds and initiatives in support of the forest sector. This support/assistance will be provided by national experts with proven expertise in the field of project planning;
- Supporting project proponents with submitting projects developed in accordance with the agendas of the various partners identified.

This activity will be conducted by two national consultants, including a national consultant specializing in project development and a national consultant specializing in forestry sciences. Both consultants will be involved for a period of two months each and will be paid an amount of US\$5,000 per month. Consequently, a total amount of \$US20,000 is scheduled for the two consultants.

3.3. Approaches and methods

3.3.1. Strategic approach for project implementation

Implementing the project activities will be based on an inclusive multi-stakeholder approach involving ad hoc expertise, permanent consultation of all stakeholders involved in the management of forest resources, and organizing training workshops for the private and community stakeholders involved, in order to promote the proposal of concrete, practical actions for achieving the objectives of Togo's forest policy. This will involve actions aimed at increasing the forest cover in the country, sustainably managing natural resources, accessing the Clean Development Mechanism in line with the objectives of the PND (2018-2022) of Togo.

Aspects relating to gender mainstreaming will be taken into account when implementing activities, specifically by identifying stakeholders for the purposes of ensuring gender equality in activity planning. It should be noted that despite women's significant contribution to the management of natural resources, they earn only 10 per cent of the cash income derived from their labor. The projects to be developed by the end of pre-project implementation will take into account the needs of all the stakeholders, but particularly women and vulnerable sections of society who will need to be more involved in the consultation frameworks on the subject of environmental and natural resource management in order to enable them to further invest in initiatives whose economic responsibilities require a longer-term vision.

Moreover, the six projects which will be developed following implementation of this pre-project will take into account the environmental factors which will affect and have social and environmental impacts on the sustainability of the projects implemented. These environmental aspects will be taken into consideration in a multidisciplinary process which will consider the environmental, economic and social impacts as well as the technical feasibility of the proposed measures within the projects developed. Indeed, as they are developed, each project will identify the various impacts of the environmental and social risks and the measures intended to alleviate and/or reduce and/or eliminate them when the projects are implemented. These measures will be defined in accordance with ITTO Guidelines for Environmental and Social Risks and Impacts Assessment in ITTO Projects (ESIA) in ITTO projects. The measures to be proposed will be supported by the ITTO Guidelines for the Establishment and Sustainable Management of Planted Tropical Forests (Annex 4) which establish criteria and proposes guidelines about designing planted forests to avoid negative environmental impacts in projects involving forest plantations.

3.3.2. Implementation strategy

The strategy will be based on:

- The participation of the stakeholders in the private and community forestry sub-sector, the technical services of the Ministry of Environmental Management and Forest Resources;
- Strengthening the elements of the sustainability approach when implementing actions i.e. (i) the economic profitability of the forest estates; (ii) capacity-building for stakeholders **including women and young people**, (iii) the support/permanent assistance of the government forestry technical services;
- Information and ongoing consultation between the stakeholders and regular monitoring of activities.

Implementing the activities will consist of:

- Executing the activities selected by mutual agreement, corresponding to the needs of all the stakeholders; and following a timetable adopted by all involved;
- Establishing a fully transparent approach to gathering and prioritizing needs, selecting project ideas and awarding expert contracts;
- Organizing field visits as close as possible to the stakeholders in order to validate the sites to be selected for developing projects and effectively identifying the actual requirements of the sector.

3.4. Work plan

Outputs and activities	Party in charge	Calendar (in months)								
		1	2	3	4	5	6	7	8	9
Output 0: The coordination team for the project is in place										
Activity 0.0. Recruitment of the project team members	Platform of Private and Community Forest Owners									
Output 1: The capacity of the stakeholders in the private and community forest estates is strengthened in a variety of relevant areas										
Activity 1.1 Develop training modules for the stakeholders	Coordinator, Consultant, private and community stakeholders, other stakeholders									
Activity 1.2 Train stakeholders in planning, advocacy and monitoring-evaluation	Coordinator, Consultant, private and community planters, other stakeholders									
Output 2: Six project proposals to be submitted to the partners are developed and available										
Activity 2.1 Establish a database on the financial partners in the forestry sector	Coordinator, Consultant									
Activity 2.2 Provide support /guidance with developing projects in the forest estates owned by private and community stakeholders	Coordinator, Consultant, Private and community planters, other stakeholders									

3.5. Budget

3.5.1. Master budget table (in USD)

OUTPUTS/ ACTIVITIES	DESCRIPTION	Budget componen t	Quantity			Units	Unit cost \$US	Total cost \$US	ITTO			TOGO		
			Q1	Q2	Q3				Q1	Q2	Q3	Q1	Q2	Q3
EXPENDITURES ASSOCIATED WITH PROJECT ACTIVITIES														
Coordination of pre-project activities	Coordinator		3	3	3	p.-m.	1000	9000	1200	1200	1200	1800	1800	1800
	Secretary-Accountant		3	3	3	p.-m.	300	2700	600	600	600	300	300	300
	Driver/Courier		3	3	3	p.-m.	100	900	300	300	300			
	Fuel and lubricant		3	3	3	Lump sum	Lump sum	3000	1000	1000	1000			
	Costs of rental and maintenance of vehicle		3	3	3	Lump sum	1500	13500	4500	4500	4500			
	Costs of office rental and maintenance		3	3	3	Lump sum	Lump sum	4500				1500	1500	1500
	Computer Equipment (desktop computer)		1			Lump sum	Lump sum	2000	1000			1000		
	Communication (telephone, Internet, email, etc.)		1	1	1	Lump sum	Lump sum	1500				500	500	500
	Field equipment (GPS) for collecting data during site visits for validation purposes		1			Lump sum	Lump sum	500				500		
	Office equipment and consumables		1	1	1	Lump sum	500	1500				500	500	500
Total coordination							39 100	8600	7600	7600	6100	4600	4600	
EXPENDITURES ASSOCIATED WITH PROJECT ACTIVITIES														
Output 1	The capacity of the stakeholders in the private and community forest estates is strengthened in a variety of relevant areas													
Activity 1.1	Develop training modules for the stakeholders													
	National Consultant		2			p.-m.	5000	5000	10000					
Total 1.1								5000	10000	0	0	0	0	0
Activity 1.2	Train stakeholders in planning, advocacy and monitoring-evaluation													
	National Consultant			1		p.-m.	5000	5000	5000					
	Room rental and logistics for				2	p.-m.	500	1000	500				500	

	two days' training for platform members													
	Coffee breaks (2 breaks) and lunch (2 breaks)			2	unit	1500	3000		2000				1000	
	Travel expenses of participants (50)			2	Lump sum	3000	6000		4000				2000	
	Living expenses of participants (50)			50	Lump sum	100	5000		3000				2000	
	Media coverage			1	Lump sum	300	300		300					
Total 1.2							20 300	5000	9800	0	0	5500	0	
Output 2	Six project proposals to be submitted to the partners are developed and available													
Activity 2.1	Establish a database on the financial partners in the forestry sector													
	National Consultant			1	p.-m.	5000	5000		5000					
Total 2.1							5000	0	5000	0	0	0	0	0
Activity 2.2	Provide support/guidance with developing projects in the forest estates owned by private and community stakeholders													
	National consultants (2)			1	p.-m. (2 months)	5000	20000		20000					
Total 2.2							20000	0	0	20000	0	0	0	0
TOTAL EXPENDITURES FOR ACTIVITIES: 88 400														

3.5.2. Consolidated budget by quarter

Budget components	TOTAL COST	Quarter 1	Quarter 2	Quarter 3
Project personnel				
National experts	\$	\$ -	\$ -	\$ -
Project coordinator	\$ 9000.00	\$ 3000.00	\$ 3000.00	\$ 3000.00
Secretary-Accountant	\$ 2700.00	\$ 900.00	\$ 900.00	\$ 900.00
Driver/courier	\$ 900.00	\$ 300.00	\$ 300.00	\$ 300.00
National consultants (4 short term consultants)	\$ 40000.00	\$ 15000.00	\$ 5000.00	\$ 20000.00
Total for component 1	\$ 52 600.00	\$ 19 200.00	\$ 9200.00	\$ 24200.00
Duty Travel				
Fees for the rental of off-road vehicles and maintenance	\$ 13500.00	\$ 4500.00	\$ 4500.00	\$ 4500.00

Fuel and lubricant	\$ 3000.00	\$ 1000.00	\$ 1000.00	\$ 1000.00
Travel expenses of workshop participants (50)	\$ 6000.00	\$ 0.00	\$ 6000.00	\$ 0.00
Living expenses of participants (50)	\$ 5000.00	\$ 0.00	\$ 5000.00	\$ 0.00
Total for component 2	\$ 27500.00	\$ 5500.00	\$ 16500.00	\$ 5500.00
Capital items				
Computer equipment and accessories (desktop computers, UPS, multifunction printers)	\$ 2000.00	\$ 2000.00	\$ 0.00	\$ 0.00
Field equipment (GPS) for collecting data at the time of site visits for validation purposes	\$ 500.00	\$ 500.00	\$ 0.00	\$ 0.00
Costs of office rental and maintenance	\$ 4500.00	\$ 1500.00	\$ 1500.00	\$ 1500.00
Room rental and logistics for 2 days' training for platform members	\$ 1000	\$ 0.00	\$1000	\$ 0.00
Costs of media coverage	\$ 300.00		\$ 300.00	
Total for component 3	\$ 8300.00	\$ 4000.00	\$ 2800.00	\$ 1500.00
Consumable items				
Office equipment and consumables	\$1500.00	\$ 500.00	\$ 500.00	\$ 500.00
Communication (telephone, Internet, distribution of mail and correspondence, etc.)	\$ 1500.00	\$ 500.00	\$ 500.00	\$ 500.00
Coffee breaks (02 breaks) and lunch (02 breaks) during workshops	\$ 3000.00		\$ 3000.00	
Total for component 4	\$ 6000.00	\$ 1000.00	\$ 4000.00	\$ 1000.00
Sub-total	\$ 94400.00	\$ 29700.00	\$ 32500.00	\$ 32200.00
Local management costs				
<u>ITTO review and monitoring</u>	<u>\$ 3000.00</u>			<u>\$ 3000.00</u>
<u>Management costs for executing agency (12%)</u>	<u>\$ 11688.00</u>	\$ 3564.00	\$ 3900.00	<u>\$ 4224.00</u>
Monitoring by the focal point	\$ -			
Total for component 5	<u>\$ 14688.00</u>	\$ 3564.00	\$ 3900.00	<u>\$ 7224.00</u>
GRAND TOTAL	<u>\$ 109088.00</u>	<u>\$ 33264.00</u>	<u>\$ 36400.00</u>	<u>\$ 39424.00</u>

3.5.3. ITTO budget contribution by quarter and by source

Budget components	Total	Quarter 1	Quarter 2	Quarter 3
Project personnel	\$ 46300.00	\$ 17100.00	\$ 7100.00	\$ 22100.00
Duty travel	\$ 23500.00	\$ 5500.00	\$ 12500.00	\$ 5500.00
Capital items	\$ 1800.00	\$ 1000.00	\$ 800.00	\$ 00.00
Consumable items	\$ 2000.00	\$ 00.00	\$ 2000.00	\$ 00.00
Sub-total 1	\$ 73 600.00	\$ 23600.00	\$ 18900.00	\$ 27600.00
<u>ITTO review and monitoring</u>	<u>\$ 3000.00</u>	<u>\$ 00.00</u>	<u>\$ 00.00</u>	<u>\$ 3000.00</u>
<u>ITTO programme support costs (12% of budget amount)</u>	<u>\$ 9192.00</u>			
ITTO TOTAL	<u>\$ 85792.00</u>			

3.5.4. Executing agency (PFPC) budget contribution by component

Budget components	Total	Quarter 1	Quarter 2	Quarter 3
Project personnel	\$ 6300.00	\$ 2100.00	\$ 2100.00	\$ 2100.00
Duty travel	\$ 4000.00	\$ 00.00	\$ 4000.00	\$ 00.00
Capital items	\$ 6500.00	\$ 3000.00	\$ 2000.00	\$ 1500.00
Consumable items	\$ 4000.00	\$ 1000.00	\$ 2000.00	\$ 1000.00
Sub-total 1	\$ 20800.00	\$ 6100.00	\$ 7600.00	\$ 4600.00
Executing Agency management costs (12% of budget amount)	\$2496.00			
TOTAL PFPC	\$ 23296.00			

PART 4 IMPLEMENTATION ARRANGEMENTS

4.1 Organization structure and stakeholder involvement mechanism

4.1.1 Executing agency:

The *Platform of Private and Community Forest Owners* (PFPC) will serve as the executing agency for the pre-project. This platform currently comprises three associations of individual forest owners. These are the *Green Africa Association – Togo* (AVT), the Association of Private Planters in Togo (APPT) and the Network of Community forests in Togo (RFC). The PFPC has an Executive Board comprising five members including the three chairs of the three associations and two advisors.

The PFPC will play a direct role in the project implementation. The PFPC will be responsible for recruiting members of the project team and for coordinating all the project activities. To respond to the various requests and project requirements, the PFPC will consensually designate a Project Leader who will be the representative of the three associations of forest owners within the framework of project implementation. The project leader will be accountable to the ITTO and will also be the PFPC contact. The project leader will formalize the recruitment of the coordinator and other project personnel identified by the PFPC.

4.1.2 Partners

The Agency for Forest Development and Use (ODEF) of Togo will be the main partner for project execution. Administratively it reports to Ministry of the Environment, Sustainable Development and the Protection of Nature (MEDDPN). Created in 1971, this structure now has 40 years of experience in the field of reforestation and forest management in Togo. Through ITTO projects ODEF has initiated participatory management of forest resources by involving the local populations and the private and community stakeholders. This structure now has a mixed personnel totaling 240 employees, 76 of whom are qualified executives including water and forestry engineers, water and forestry civil engineers, assistant water and forestry engineers, sociologists, environmentalists and managers. It also has building infrastructure and an average annual budget of US\$2 234 607 (2007 to 2009). This institution's main requirements are of a financial type.

The project for REDD+ readiness (R-PP) of Togo, initiated on 8 October 2015 with the agreement for participation in the FCPF in February 2014, is led by the REDD+ National Coordination. It intends to be a participatory and inclusive project to allow extensive commitment of stakeholders to the REDD+ in Togo. The individual forest owners constitute one of the stakeholders with whom the REDD+ Coordination collaborates with a view to developing its REDD+ national strategy. This partnership has led to the creation of a platform of individual forest owners referred to as the Platform of Private and Community Forest Owners (PFPC). The activities listed as part of this project appear in the guidelines for operationalization of the REDD+ strategy in Togo.

4.1.3 Project management team

The project will be managed by a small team consisting of a national coordinator assisted by a secretary-accountant and a driver/courier. The project premises will be located in the headquarters of the PFPC, in Lomé.

This team will be supported by a committee which will be responsible for monitoring the project activities. This committee is composed of five members including:

- two (2) representatives of the PFPC comprising the project leader and a consultant;
- one representative of the MEDDPN;
- one representative of the ODEF;
- the national project coordinator.

4.1.4 Reporting, review, monitoring and evaluation

Following the committee meeting further to identifying project funding, the PFPC should submit a project inception report via the project coordinator. This report must outline the provisions necessary for project implementation.

The operational plan should have already factored in an internal monitoring system to allow the PFPC, the ODEF and the support committee to improve project performance. Internal monitoring will be conducted once every six months and must take place prior to the project committee meeting. The specific objectives and results achieved at each key stage of the project will be considered to be essential assessment criteria.

Progress reports should be produced every three months following the "*ITTO Manual for Project Monitoring, Review, Reporting and Evaluation*" (third edition, 2008) and submitted to the ITTO. A completion report will be produced by the PFPC and the ODEF upon pre-project completion, i.e. after 9 months (pre-project duration for implementation).

ANNEXES

ANNEX 1: PROFILE OF THE EXECUTING AGENCY – STATUTES OF THE PLATFORM OF PRIVATE AND COMMUNITY FOREST OWNERS (PFPC)

CHAPTER I: CONSTITUTION AND NAME - TYPE - REGISTERED OFFICES - TERM

Article 1: CONSTITUTION AND NAME

With a view to ensuring the sustainability of the knowledge acquired by the individual owners of natural or artificial forests in the private forest estate; and with a view to obtaining professional status, the Associations of private and community owners of forests in Togo which are members of the Association of Private Planters in Togo (APPT), the Green Africa Association - Togo (AVT), and the Network of Community forests in Togo (RFCT), have sponsored the Platform of Private and Community Forest Owners in Togo (PFPC).

Article 2: TYPE

La *Plateforme des Propriétaires de Forêts Privées et Communautaires du Togo* (PFPC) has the following characteristics, it is:

- a non-political, non-denominational and non-profit organization,
- a formal and sustainable structure,
- endowed with legal and moral personality, and state-approved,
- an umbrella structure with decentralized agencies throughout the territory
- made up of associative structures (legal persons) who accept and adhere to the conditions of this charter,
- multisectoral, i.e. capable of undertaking activities covering all sectors of sustainable forest development.

Article 3: REGISTERED OFFICES:

The registered offices of the *Plateforme des Propriétaires de Forêts Privées et Communautaires du Togo* (PFPC) is based in Lomé in the neighborhood of Djidjolé, Avenue Pya, 44 rue Aflao-Gakli.07BP 12837 Lomé-Togo, Tel: 90 16 61 72 / 99 49 50 61 / 23 21 45 58. These registered offices can be transferred to any other location on national territory, on the decision of the General Assembly or the Executive Board in cases of force majeure.

Article 4: TERM

The term of the Platform is 99 years except in cases of extension or early dissolution. The resignation of a member, or the exclusion or suspension of a member, may not be the reason for the dissolution of the Platform.

CHAPTER II: PURPOSE - OBJECTIVES- AREA OF INTERVENTION- MEANS OF ACTION

Article 5: PURPOSE

The Platform is intended to provide the member associations with an ideal framework for reflection, exchanges and action so as to work in synergy with a view to taking an active, coordinated and effective part in the activities associated with forest development.

Article 6: OBJECTIVES

The objective of the *Plateforme des Propriétaires de Forêts Privées et Communautaires du Togo* (PFPC) is to promote and coordinate the participation of the Associations in implementing national policies for sustainable forest development, working with the State and the technical and financial partners. It is therefore directly accountable to the associations and owners of natural or artificial forests in the individually owned forest estate.

Article 7: FIELD OF INTERVENTION

It is a platform whose actions primarily take into account the needs and concerns of its members. As such, it intervenes in the following areas:

- a) support-advice;
- b) capacity-building;
- c) linking up stakeholders in the forests;
- d) negotiation, advocacy or lobbying with technical and financial partners.

Article 8: MEANS OF ACTION

The platform is committed to working on behalf of its members, benefiting them as well as the communities, specifically through:

- gathering and disseminating practical information about forest development;
- organizing training activities and forestry education;
- organizing awareness and information campaigns for members
- organizing seminars, workshops, symposia, conferences, round tables and meetings;
- working with the public authorities, local communities, NGOs, associations and institutions, both national and international;
- providing support/guidance to local communities
- conducting studies and investigations and setting up data banks;
- creating educational institutions and a professional training center for the timber sector;
- participating in radio and television broadcasting.

**ANNEX 2: TASKS AND RESPONSIBILITIES OF KEY EXPERTS PROVIDED
BY THE EXECUTING AGENCY FOR PRE-PROJECT IMPLEMENTATION**

A/ Project Team

a) Pre-project coordinator

Profile and Experience:

The pre-project Coordinator should be a specialist in forest science with proven knowledge of project management. The Coordinator should have extensive professional experience (at least 10 years) in the field of forest studies and forest management. Proficiency in communication techniques, experience with the participatory approach and knowledge of computers are considerable advantages for effective project management.

Mandate:

The Coordinator is responsible for implementing the activities associated with the pre-project and will also be responsible for the accounting and administrative management of the project. The Coordinator will be responsible for the consultants. The Coordinator will also be responsible for:

- developing the detailed work plan;
- recruiting the human resources and technicians needed to conduct activities;
- centralizing and compiling reports on the various studies;
- monitoring the progress of activities in the field and in the laboratories;
- planning current expenditure;
- preparing calls for bids and purchase orders;
- proceeding with negotiations and purchases of goods and supplies.

Duration of project assignment:

The Coordinator's assignment will cover the whole of the pre-project period, i.e. a period of nine months.

b) Secretary-Accounting Officer

Required Profile and Experience:

The Secretary-Accounting Officer must hold a Higher Technician Diploma in Administration or Accounting with at least two years' experience in a similar post. The other main qualifications required are as follows:

- **Good knowledge of word processing software, EXCEL software, accounting software, etc.;**
- **Organization and thoroughness in performing the entrusted tasks by the deadlines indicated;**
- **Good oral and written communication;**
- **Able to work in a team or independently, sense of initiative and an open mind about his/her mission.**

Mandate:

Under the responsibility of the project Coordinator he/she will be in charge of secretariat operations, for its accounting and administrative records and for reception duties. More specifically, his/her missions involve:

➤ **Accounting:**

- **Making journal entries: bank, purchases, miscellaneous operations, new entries;**
- **Looking after relations between project coordination and the partners.**

➤ **Administrative management**

- Carry out secretarial duties: physical and telephone receptionist duties, filing, dealing with post, computerization of data on Access, management of timetables and packed lunches;
- Looking after relations between the project partners;
- Assistance with preparing contracts with experts and consultants and with administering wages for services provided;
- Involvement in producing balance sheets and progress reports.

➤ Financial management

- Checking invoices and payments;
- Accounting for activities in monetary or financial terms by preparing dashboards for the Coordinator.

Duration of assignment to the pre-project:

His/her assignment will cover the whole of the pre-project period, i.e. a period of nine months.

c) Driver/Courier

Profile and Experience:

The driver/courier will be responsible for driving the project personnel during the various assignments. He/she will be responsible for basic maintenance of association vehicles. He/she must hold a junior secondary school diploma (BEPC) and a category B driving license as a minimum and have at least two years' proven experience in driving a company vehicle or similar.

Mandate:

- Provide transport for personnel and goods involved in the pre-project;
- Be responsible for delivering mail and correspondence;
- Look after vehicle maintenance;
- Study the most appropriate itinerary for missions;
- Be available and extremely discreet about personnel trips associated with missions;
- Carry out errands in relation with the pre-project;
- Distribute the external mail associated with implementing the pre-project and have the transmission register signed by the recipients of said mail. May have to perform any other tasks he/she is given as part of his/her duties by the pre-project Coordinator.

Duration of assignment to the project:

The driver/courier's assignment will cover the whole of the project period, i.e. a period of nine months.

ANNEX 3: TERMS OF REFERENCE FOR EXPERTS WHO ARE TO BE INVOLVED IN PRE-PROJECT IMPLEMENTATION

As part of implementing this pre-project, the main skills to be mobilized for consultation and support/advisory assignments involve the following fields:

- Expert for developing training modules for stakeholders within the private and community forest sector in Togo;
- Expert for training stakeholders in the forest sector in planning, advocacy and monitoring-assessment
- Expert for providing support with establishing a database about the financial partners in the forestry sector
- Experts in support/assistance with developing projects in relation with the forest estates of private and community stakeholders

Details of the terms of reference of each of these required fields of expertise can be summarized as follows:

- a) Expert for developing training modules for stakeholders in the private and community forest sector in Togo

Context and supporting evidence

The private and community sector in Togo suffers from a lack of competitiveness due, among other things, to the lack of experts sufficiently qualified to correctly perform all the operations associated with the development, utilization and marketing of forest products. However, due to parallel and uncoordinated efforts on the part of stakeholders, current requirements in capacity-building have definitely changed. This makes it essential to narrow them down and offer training modules appropriate for the needs expressed. This expertise is sought with a view to providing an adequate response.

Aims of the mission:

On the basis of capacity-building requirements expressed by private and community stakeholders and in close collaboration with pre-project coordination, the consultant's mission will be to:

- Identify the capacity-building requirements of private and community stakeholders;
- Develop training modules for private and community stakeholders on the basis of the priority needs expressed
- Prepare a plan for the capacity-building of private and community stakeholders

Profile of the consultant:

This assignment will be performed by one (1) national consultant, with proven experience in developing training modules in the forest sector. He/she will have to provide proof of the following qualifications and skills:

- Hold a Master's degree (BAC+5) as a minimum in forestry, silviculture, resources management, forest statistics and estimates or any equivalent field;
- Have at least five (5) years of proven experience in developing training modules and modular training or training leading to a diploma within the fields of forestry or forest ecology;
- Have already assisted stakeholders or groups of stakeholders in the Togolese forestry sector on at least three occasions;
- Have proven experience on the subject of training in Togo or in the West-African sub-region;
- Be capable of producing training documents and clear and concise reports;

- Being capable of expressing themselves fluently in French and at least one national language would be an advantage.

Duration of the assignment:

- Two consultant-months during the 1st quarter

- b) Expert in training stakeholders in the forest sector on the subjects of planning, advocacy and monitoring-assessment

Context and supporting evidence

The private and community sector in Togo suffers from a lack of competitiveness due, among other things, to well-known inadequacies on the subject of forest planning, advocacy and monitoring-assessment of silvicultural activities. This situation is a major handicap to any upturn for the sector, on a national and international scale. This training is sought in order to provide an adequate response.

Aims of the mission:

On the basis of the needs expressed and the training modules prepared by the consultant for developing training modules, and in close collaboration with pre-project coordination, the consultant's assignment will be to train the members of the platform of private and community stakeholders in planning, advocacy and monitoring-assessment of activities via two (2) regional workshops.

Profile of the consultant:

This assignment will be performed by one (1) national consultant, with proven experience on the subject of developing training modules in the forest sector. He/she must provide proof of the following qualifications and skills:

- Hold a Master's degree (BAC+5) as a minimum in forestry, silviculture, natural resources management, forest statistics and estimates or any equivalent field;
- Have at least five (5) years of proven experience in developing training modules and modular training or training leading to a diploma within the fields of forestry or forest ecology;
- Have already assisted stakeholders or groups of stakeholders in the Togolese forestry sector on at least three occasions;
- Have proven experience on the subject of modular training or training leading to a diploma in Togo or in the West-African sub-region;
- Being capable of leading training sessions in the French language and at least one national language would be an advantage.

Duration of the assignment:

- One consultant-month during the 2nd quarter

- c) Expert in providing assistance with setting up a database on the financial partners within the forest sector

Context and supporting evidence

The private and community forest sector in Togo suffers from a lack of competitiveness and inadequate growth due, among other things, to a lack of information about funding opportunities for the sector. Better awareness of these opportunities and procedures for obtaining funding will be extremely helpful for sector growth for achieving the targets relating to forest cover and the supply of forest products. This study has been requested with a view to providing adequate solutions.

Aims of the mission:

On the basis of the funding requirements of the private and community forest sector, and in close collaboration with pre-project coordination, the consultant's assignment will be to:

- Itemize all the partners and funds/initiatives for national and international support available in the environmental and forestry sectors in particular;
- Analyze the procedures and structure of the principal partners and funds/initiatives supporting the forest sector in order to identify the specific characteristics of each partner

Profile of the consultant:

This assignment will be carried out by one (1) national consultant, with proven experience on the subject of documentation, creation and management of databases. He/she must also provide proof of the following qualifications and skills:

- Hold a Master's degree (BAC+5) as a minimum in forestry, silviculture, botany, forest ecology, forest economy, natural resources management, biodiversity or any equivalent field;
- Have at least five (5) years of proven experience on documentation and the setting up databases;
- Demonstrate a sound knowledge of Microsoft Excel and Access;
- Have completed a similar documentation assignment in Togo or in the West-African sub-region on at least one (1) occasion;
- Be able to producing clear and concise reports;

Duration of the assignment:

- One consultant-month during the 2nd quarter

- d) Experts in supporting/assisting with developing projects on the forest estates of private and community stakeholders

Context and supporting evidence

In Togo, a country with very few natural forests, forest plantations are able to cover some of the requirements in forest products and services, and even satisfy some of the foreign demand. However, this sector struggles to grow and pressure on the natural forests is never-ending. This situation is due, among other things, to inadequate funding of the sector. There are, however, several worldwide programmes and initiatives to benefit the forest sector. This sector is supported all the more in tropical countries given that the direct and indirect income and benefits gained from tropical forests is invaluable for the whole of humanity. This support is therefore sought with a view to allowing the Togolese stakeholders to compete for the various international and national forest development funds in order to ensure growth of the sector and improve its contribution to national wealth and development.

Aims:

By drawing on a limited sample of forest estates and in close collaboration with pre-project coordination, the consultant's assignment will be to:

- Train at least 30 members of the central coordination of associations of private and community stakeholders, and 40% of the managers/owners of private and community forest estates in the process for developing and submitting projects for funds/initiatives for supporting the forest and environmental sectors;
- Validate the ideas promoted by the leaders of potential projects through field visits made to target sites;
- Support/assist private and community stakeholders in preparing at least six (6) projects in accordance with the procedures and structure of the main funds and initiatives for supporting the forest sector;
- Assist project leaders with submitting projects developed in accordance with the requirements of the various partners identified.

Profile of consultants;

This assignment will be fulfilled by two (2) national consultants, with proven experience on the subject of preparing application packages for competitive funds in the forest, climate or biodiversity sector. They will also have to provide proof of the following qualifications and skills:

- Hold a Master's degree (BAC+5) as a minimum in forestry, natural resources management, project development or any equivalent field;
- Have at least five (5) years of proven experience with developing projects associated with the forest sector;
- Have already tendered for and obtained at least one (1) funding agreement with international funds for financing forestry, biodiversity or climate.
- Have already assisted stakeholders or groups of stakeholders from the Togolese forest sector to develop projects on at least three (3) occasions at least one (1) of which has resulted in a funding agreement;
- Be capable of producing clear and concise reports;
- Be able to work in a team and under pressure, with people possessing different sensitivities and skills;
- Being able to speak French and at least one national language fluently would be an advantage;
- Computer proficiency would also be an advantage

Duration of the assignment:

- Two consultant-months for two experts, i.e. a total of four consultant-months during the 3rd quarter

ANNEX 4 : ASSESSMENT BY THE 54TH EXPERT PANEL AND RESULTING MODIFICATIONS

Assessment par the 54th expert panel

A) Overall assessment

The Panel noted the relevance of the pre-project proposal, to assist in the identification process and in generating the needed information and data for the formulation of six forestry projects which will be submitted to various funds/initiatives supporting the forestry and environmental sectors, as support to the private and community stakeholders. The pre-project proposal was well formulated but there was still a need for improvement in the following sections and sub-sections dealing with:

1. development objective not defined in accordance with the ITTO manual for project formulation;
2. development objective and specific objective not defined as required in the ITTO manual for project formulation;
3. problem tree, which is optional for a pre-project, not presented as required in the ITTO manual for project formulation;
4. no reference to the ITTO policy on gender equality and empowering women (GEEW), as well as on the ITTO guidelines for environmental and social risks and impacts assessment in ITTO projects (ESIA), in the section dealing with implementation approaches and methods, as they should be taken into account in the projects to be formulated;
5. budget by component and by source (ITTO and counterpart) not detailed at the level of sub-component, and monitoring and review costs not budgeted;
6. Annex 3 missing with the terms of reference for experts and consultants.

B) Specific recommendations

EXPERT PANEL RECOMMENDATIONS	RESULTING MODIFICATIONS
<p>1. Improve the development objective of the future project, by stating clearly and concisely the development objective to which the future project will intend to contribute through its implementation, while the specific objective should relate to the identification and formulation of a full project;</p>	<p>The development objective and specific objective were reformulated. Both reformulated objectives now clearly take into account the overall aim, which is to develop six full project proposals to be implemented in the future. New indicators have also been included in correlation with both objectives (development objective and specific objective) and in compliance with the Expert Panel's recommendations.</p>
<p>2. Improve the preliminary problem identification, by deleting the problem tree (as it is optional for a pre-project) or amend it in compliance with the requirements of the ITTO manual for project formulation. The identified key problem could be as follows: <i>"limited capacity of private and community stakeholders to expand forest plantations in Togo"</i>;</p>	<p>The preliminary problem identification was improved by taking into account the Expert Panel's recommendations, including the key problem, i.e., "limited capacity of private and community stakeholders for extending forest plantations in Togo". The problem tree was deleted, as it is optional, as a result of which the length of the pre-project document was reduced.</p>
<p>3. Improve the section on the implementation approaches and methods with appropriate information on the way to take into account the ITTO policy on gender equality and empowering women (GEEW), as well as on the ITTO guidelines for environmental and social risks and impacts assessment in ITTO projects (ESIA), during the preparation of future full project;</p>	<p>A new sub-section on ITTO Policy Guidelines on Gender Equality and Empowering Women (GEEW) was integrated in the section dealing with the pre-project compliance with ITTO objectives and priorities.</p> <p>The section dealing with the implementation approaches and methods was also improved with the inclusion of new information on the ITTO Guidelines for Environmental and Social Risks and Impacts Assessment in ITTO Projects (ESIA) as well as measures aimed at eliminating/mitigating those risks. The new information describe the environmental and social impacts that will be identified as well as the proposed measures through developing six project proposals to be submitted to various funds/initiatives in the fields of forestry and environment.</p>
<p>4. Add the annex 3 with the terms of reference of experts and consultants elaborated with enough information of the required competence/expertise, their tasks and responsibility in the pre-project implementation;</p>	<p>Annex 3 was enhanced by including the terms of reference of experts and consultants to be recruited in relation with pre-project implementation. The terms of reference were added for the following experts:</p> <ul style="list-style-type: none"> - Expert for developing training modules for stakeholders within the private and community forest sector in Togo;

	<ul style="list-style-type: none"> - Expert for training stakeholders in the forest sector in planning, advocacy and monitoring-assessment - Expert for providing support with establishing a database about the financial partners in the forestry sector - Experts in support/assistance with developing projects in relation with the forest estates of private and community stakeholders
<p>5. Readjust the ITTO budget in accordance with the above overall assessment and specific recommendations and also in the following way:</p> <ul style="list-style-type: none"> a) Improve the budget by component (ITTO and counterpart) by detailing each of them at the level of sub-component; b) Adjust the budget item 81 to the standard rate of US\$3,000.00 for the monitoring and review costs; c) Recalculate the ITTO Programme Support Costs (Sub-component 83) specified in the budget so as to conform with new standard rate of 12% of the total ITTO pre-project costs. 	<p>Adjustments and amendments made to address the Expert Panel's recommendations are as follows:</p> <ul style="list-style-type: none"> a) The budget was improved by including unit costs and total amounts for sub-components; b) The standard rate of US\$3000.00 was applied to budget item 81 for Review and Monitoring Costs. This rate was reflected in the pre-project total cost; c) The standard rate of 12% was applied for calculating the ITTO Programme Support Costs. This amount was reflected in the pre-project total cost.
<p>6. Include an Annex that shows the overall assessment and specific recommendations of the 54th Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (bold and underline) in the text.</p>	<p>All modifications resulting from the 54th Expert Panel comments were highlighted in bold and underlined, and included in annex to this document (Annex 4).</p>