

INTERNATIONAL TROPICAL TIMBER ORGANIZATION

ITTO

PRE-PROJECT PROPOSAL

TITLE:	CAPACITY-BUILDING OF WOODWORKING ARTISANS IN SOUTHERN BENIN
SERIAL NUMBER:	PPD 200/21 <u>Rev.1</u> (I)
COMMITTEE:	FOREST INDUSTRY
SUBMITTED BY:	GOVERNMENT OF THE REPUBLIC OF BENIN
ORIGINAL LANGUAGE:	FRENCH

SUMMARY:

The craft sector is considered as part of the informal sector in Benin and has long been neglected by policymakers who have failed to harness the sector's potential. The craft sector is the second provider of employment after agriculture. Wood artisans play an important role in the timber industry in Benin as stakeholders.

However, small-scale woodworking enterprises are characterized by antiquated production methods that generally include a very low-skilled family labor force. Artisans of the forest sector are poorly trained and tooled, contributing to the non-rational management of timber as raw material, and therefore to the non-sustainable management of forests. To address these challenges, the woodworking artisans called for capacity building at the 2018 National Artisan Day. It is in this context that this pre-project for capacity building of artisans in the forest sector was developed, and its specific objective is to collect information required to formulate a project for strengthening the technical, professional and organizational capacities of woodworking artisans. Two outcomes are expected at project completion, as follows: i) baseline information on woodworking artisans is available; and ii) a full project proposal for capacity building of woodworking artisans in Benin is developed.

EXECUTING AGENCY: GENERAL DIRECTORATE OF WATER, FORESTS AND HUNTING (*DIRECTION GÉNÉRALE DES EAUX, FORÊTS ET CHASSE—DGEFC*)

COLLABORATING AGENCY: FUND FOR THE DEVELOPMENT OF CONTINUING VOCATIONAL TRAINING AND LEARNING (*FONDS DE DÉVELOPPEMENT DE LA FORMATION CONTINUE ET DE L'APPRENTISSAGE—FODEFCA*), ARTISAN SUPPORT OFFICE (*BUREAU D'APPUI AUX ARTISANS—BAA*), DIRECTORATE OF APPRENTICESHIP AND CRAFTS & TRADES (*DIRECTION DE L'APPRENTISSAGE ET DES MÉTIERS ARTISANAUX—(DAMA)*)

DURATION: 10 MONTHS

BUDGET AND FUNDING SOURCE:	Source	Contribution in US\$
	ITTO	88 704
	DGEFC, Benin	39 200
	TOTAL	127 904

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ABBREVIATIONS AND ACRONYMS

AS	:	Administrative Secretariat
BAA	:	Artisan Support Office (<i>Bureau d'Appui aux Artisans</i>)
CBD	:	Convention on Biological Diversity
CITES	:	Convention on International Trade in Endangered Species of Wild Fauna and Flora
CNAB	:	National Federation of Craftsmen in Benin (<i>Confédération Nationale des Artisans du Bénin</i>)
DAMA	:	Directorate of Apprenticeship and Crafts & Trades (<i>Direction de l'Apprentissage et des Métiers Artisanaux</i>)
DAOP	:	Directorate of Crafts Industry and Professional Organizations (<i>Direction de l'Artisanat et des Organisations Professionnelles</i>)
DGEFC	:	General Directorate of Water, Forests and Hunting (<i>Direction Générale des Eaux, Forêts et Chasse</i>)
DNA	:	National Directorate of Crafts Industry (<i>Direction Nationale de l'Artisanat</i>)
EA	:	Executing Agency
FCFA	:	Franc of the Financial Community of Africa
FECOPAS	:	Federation of Craft Industry Production and Services Cooperatives (<i>Fédération des Coopératives de Production Artisanale et de Service</i>)
FENAB	:	National Federation of Artisans in Benin (<i>Fédération Nationale des Artisans du Bénin</i>)
GDP	:	Gross Domestic Product
GIS	:	Geographical Information System
Ha	:	Hectare
IGA	:	Income-generating activity
INSAE	:	National Institute of Statistics and Economic Analysis (<i>Institut National de la Statistique et de l'Analyse Économique</i>)
IPSS	:	Improved Production Systems
ITTA	:	International Tropical Timber Agreement
ITTO	:	International Tropical Timber Organization
IUCN	:	International Union for Conservation of Nature
JAB	:	Day of Benin's Craftsmen (<i>Journée de l'Artisan Béninois</i>)
NGO	:	non-Governmental Organization
PAE:	:	Environmental Action Plan (<i>Plan d'action environnementale</i>)
PAG	:	Government Action Program (<i>Programme d'Actions du Gouvernement</i>)
PDC	:	Municipality Development Plan (<i>Plan de Développement Communal</i>)
PNDA	:	National Crafts Industry Development Policy (<i>Politique Nationale de Développement de l'Artisanat</i>)
PNGDRN	:	National Program for National Program for Sustainable Natural Resources Management (<i>Programme National de Gestion Durable des Ressources Naturelles</i>)
PSC	:	Project Steering Committee
RGPH4	:	General Population Census (4 th edition)
SCRIP	:	Growth strategy for Poverty Reduction (<i>Stratégie de Croissance pour la Réduction de la Pauvreté</i>)
SH	:	Stakeholders
SPANB	:	Strategies and National Action Plan for Biodiversity Conservation (<i>Stratégies et Plan d'Action National pour la Conservation de la Biodiversité</i>)
TFPs	:	Technical and Financial Partners
ToR	:	Terms of Reference
UNFCCC	:	United Nations Framework Convention on Climate Change
US\$:	United States Dollar(s)

1. PART ONE: PROJECT CONTEXT

1.1. Origin

The craft sector considered as part of the informal sector has long been neglected by policymakers who have failed to harness the sector's potential. The General Business Census of Benin, produced by the National Institute of Statistics and Economic Analysis (INSAE) in 2010, allowed an assessment to be made of the crucial role that the craft sector plays in the economic development of Benin. The craft sector contributes 11 per cent to Benin's gross domestic product (GDP) and employs a large part of the labor force (INSAE 2010). The Government Action Program (2016-2021) places the craft sector second to agriculture in the national economy. The country has significant potential to harness. However, the majority of artisans, both men and women, operate in the informal sector and still use rudimentary methods.

Establishing the nomenclature of craft trades in Benin has allowed the branches of activities present in the craft industry to be accurately identified and defined. Consequently, in recent years, significant advances have been made in the Beninese craft sector, including the adoption of the National Crafts Industry Development Policy (PNDA).

In accordance with Decree N° 2017-176 of 24 March 2017 approving the nomenclature of craft trades in Benin, there are eight branches of activity, broken down into 40 trades and 311 specific skills. Woodworking trades include: brush makers, woodcutters, charcoal producers, builders of dugouts and other boats, cabinetmakers, manufacturers of tool handles or shafts, manufacturers of mortars and accessories, woodworking machinists, carpenters. The Government of Benin, with the support of its partners, has prepared a policy and strategy framework document for the promotion and development of the craft sector entitled the National Crafts Industry Development Policy (PNDA). The PNDA aims to promote the emergence by 2025 of a well-organized sector, where competitive craft enterprises operate and make a significant contribution, through the enhancement of the country's assets, to the prosperity of the national economy and the social well-being of artisans.

While information on the small-business sector in general are available, data on the small-scale woodworking sector is lacking. Small woodworking enterprises are characterized by antiquated production methods that generally include a very low-skilled family labor force. They are not really formalized, as there is no trade register, INSAE number or unique tax identifier, and they have an initial capital of under FCFA100 000, or approximately US\$200. This type of economic unit was not clearly identified until recently with the introduction of a nomenclature of craft trades.

Raw materials are actually very difficult for craftsmen to access. The precarious nature of their work is explained by the rarity and high cost of wood. As a result, they struggle to satisfy their customers, who are essentially households suffering equally adverse effects. Many of these artisans are forced to abandon their trade. Furthermore, the unavailability of wood also affects the industries established in Benin. Moreover, the low technical skills of woodworking artisans and the lack of adequate tools result in wood waste.

In practical terms these woodworking enterprises are characterized by:

- dilapidated state of equipment;
- insufficient simple tools;
- delay in fulfilling orders;
- ineffective marketing activity;
- low competitiveness of craft products at national and international level.

To address these challenges, the woodworking artisans at the 2018 Day of Benin's Craftsmen (JAB) called for capacity building. It is in this context that this pre-project for capacity building of artisans in the forest sector was developed, fully in line with the forestry policy and the PNDA.

1.2. Relevance

1.2.1. Conformity with ITTO's objectives and priorities

The ITTO is one of the main international organizations concerned with the conservation and sustainable management of forests. This pre-project is in line with the ITTO objectives listed in Article 1 of the ITTA of 2006. These objectives are listed in subparagraphs b, c, d, and i:

b) Provide a forum for consultation to promote non-discriminatory timber trade practices

Most of the timber produced in Benin is exported abroad, particularly to Asian countries and woodworking artisans find it difficult to source wood on the local market. This project will help to build the organizational and structural capacities of woodworking artisans, allowing them to protect their interests and encouraging non-discriminatory practices in the timber trade in Benin.

c) Contribute to sustainable development and poverty alleviation

Woodworking artisans fall into the category of the country's disadvantaged sectors where poverty is rife due to the low capacity for making and selling good quality wood products. The project to be developed from this pre-project will aim to strengthen the capacities of woodworking artisans to enhance their efficiency, the value of their products and consequently their incomes. This will help to alleviate poverty within this social stratum. In addition, the project will facilitate access to credit by the poorest artisans to strengthen their financial capacity.

d) Enhance the capacity of members to implement strategies for achieving exports of tropical timber and timber products from sustainably managed sources

Wood artisans are the poor relatives of the timber industry in Benin. This pre-project is ardently desired by various support structures for craftsmen and will facilitate durable access to wood, which is the raw material.

i) Promote increased and further processing of tropical timber from sustainable sources in producer member countries, with a view to promoting their industrialization and thereby increasing their employment opportunities and export earnings

This pre-project will contribute to the capacity building of woodworking artisans for increased and more advanced wood processing, which will bring a degree of added value to the wood and also increase employment opportunities and their export earnings.

❖ Conformity with ITTO Action Plan 2013-2018

The proposed pre-project is also in line with several strategic priorities of the ITTO Action Plan 2013-2018, including:

- Strategic Priority 1: *Promote Good Governance and Enabling Policy Frameworks for Strengthening SFM and Related Trade, and Enhancing SFM Financing and Investment.* This strategic priority will be achieved through project activities, aimed, *inter alia*, at ensuring efficient raw material recovery in artisanal wood processing and the development of an environment conducive to sustainable forest management (SFM) and competitive trade.
- Strategic Priority 2: *Increase the Contribution of Tropical Forests to National and Local Economies, including through International Trade.* Pre-project activities are particularly relevant because they will achieve the following long-term outcomes:
 - Increased contribution of the forestry sector to national and/or local economies;
 - Improvement of livelihoods and employment situation of local people;
 - Improved access for products of small and medium-sized enterprises and community enterprises to international markets;
 - Increase in the diversity and quantity of value-added products from sustainably managed forests.
 - Increased competitiveness and better access to timber markets.
- Strategic Priority 6: *Build and Develop Human Resource Capacity to Implement SFM and Increase Trade in Forest Goods and Services from Sustainably Managed Forests.* This strategy will be

implemented through developed project activities such as capacity building in relation to appropriate processing techniques and the efficient use of wood waste by woodworking enterprises. It will also include improving the decision-making capacity of national and local decision-makers with regard to using market information for marketing strategies and policy improvement, (Outputs 1, 2 and 3).

The pre-project will conduct various training sessions/studies targeting local stakeholders, and training workshops for policymakers at the level of relevant Departments and Municipalities with a view to improving policies on timber trade, marketing and craft product competitiveness.

❖ **Gender issues**

The pre-project will ensure that gender issues (artisans of both sexes) are systematically taken into account and that results relating to gender equality are enhanced in all phases of the project, including project formulation, implementation, monitoring, review and evaluation.

Moreover, the project, which will take into account artisans of both sexes, is in line with the *ITTO Policy Guidelines on Gender Equality and Empowering Women (GEEW)*.

Despite their importance in the management of forest resources, particularly wood energy, and the utilization of non-timber forest products (NTFPs) and income-generating activities (IGAs) women are often relegated to second place in decision-making on forest resource management. Consequently, women's associations will be involved in all stages of project development to ensure that their specific interests are taken into account.

The pre-project will ensure that gender issues are included and systematically taken into account and that gender equality is tackled in all phases of the project, including project formulation, implementation, monitoring, review and evaluation.

1.2.2. Relevance to Benin's government policies

This pre-project is fully in line with the Government Action Program 2016-2021 (PAG) on the one hand and with numerous regulatory and legislative texts, policies, national strategies and ongoing sectoral action plans, on the other hand. After being scorned by policymakers for a long time, Benin's artisanal sector is attracting ever-increasing government enthusiasm.

Indeed, in the PAG, the Government is committed to rapidly operationalizing a new policy of social protection and access to basic social services for all citizens. More specifically, the government will take over the social protection of the most disadvantaged people and implement a microcredit policy to assist the population in response to the real need for financing for income-generating activities. To this end, it will focus on achieving the following main goals (iii) and (iv):

- iii. Put in place a real policy of support to artisans through training and access to appropriate financing of their requirements;
- iv. Set up a mechanism for the promotion of artisan trades and talents.

Also in the PAG, the specific goal of Pillar 2: "Commit to the structural transformation of the economy", Strategic priority 4 "Improvement of economic growth", the government proposes to support, train and professionalize artisans via Action 16.

The craft sector in Benin is still poorly developed. Nevertheless, the country has significant comparative advantages, and artisans represent the country's second most important social entity. The majority of these artisans operate in the informal sector often using rudimentary methods.

In response, the Government intends to support artisans and train them to a professional level. A consistent and coherent action package is planned to achieve this target: identification, training, allocation of equipment, working capital, promotion activities, etc.

To this end, the Government has planned a special program for the craft sector

- Support program for the development of the craft sector. This program will increase production in the craft sector. It will aim to build, expand and equip the infrastructure supporting the development of crafts, and to strengthen the technical capacities of artisans. However, this program will not be able to take into account all categories of artisans.

Revision of the regulations governing the craft sector in terms of professionalization is planned as well as the establishment of a real support policy for artistic trades and talents.

In 2010, by Decree N° 2010-145 of 28 April 2010, the Government established the Benin Craft Day (JAB) which is celebrated on the first Friday of March each year and is intended to honor artisans of both sexes for their contribution to the economic and social development of our country.

Moreover, this pre-project is also fully in line with the goals of Decree N° 2017-176 of 24 March 2017 approving the nomenclature of craft trades in Benin, whose aim is to promote crafts in Benin.

In the Strategies and National Action Plan for Biodiversity Conservation (SPANB) 2011-2020 woodworking artisans such as sculptors are cited as being responsible for the degradation of biodiversity resources as a result of their selective activities involving these resources. In Strategic Priority 1 of the SPANB: Information-education-outreach and awareness-raising of all stakeholders for a commitment to action, strategic goal A plans to develop permanent public awareness and real motivation amongst stakeholders to act together in support of biodiversity.

This pre-project is also part of Benin's forestry policy document. In fact, the strategic guidelines and intervention strategies envisage the economic development of forest and wildlife sectors through promoting the mechanisms and incentives of non-governmental stakeholders at all levels of the sector from producers to artisans and industrialists.

During the Benin Craft Day celebrations, the Minister for Small and Medium-sized Enterprises and Employment Promotion mentioned the special place of crafts in the Government Action Program (PAG) before inviting artisans to promote their skills and know-how by offering competitive products on the market.

From an international perspective:

Benin is a signatory to a number of international conventions and agreements, including the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES); (CBD), The Convention on Biological Diversity (CBD) and in particular the International Tropical Timber Agreement (ITTA 2006). These various agreements and conventions oblige Benin to implement actions for the sustainable management of forest resources. This project offers an opportunity to secure the funds necessary to implement actions for the fulfillment of these international commitments in relation to conservation of forest resources.

2. PRE-PROJECT RATIONALE

2.1 Objectives

2.1.1 Development objective

The pre-project's development objective is to contribute to the rational and sustainable use of timber in Benin.

2.1.2 Specific objective

The specific objective of the pre-project is to collect necessary information with a view to developing a capacity building project for woodworking artisans in southern Benin.

2.2 Preliminary identification of the problem

Assessment of the National Crafts Industry Development Policy showed that the craft sector has weaknesses in terms of the institutional, legislative and regulatory environment, the organization of artisans, investment (capital), vocational training, sector funding and support from technical and financial partners.

In addition, the technical weakness of woodworking artisans is due to:

- lack of adequate tools leading to wood waste;
- dilapidated state of equipment;
- insufficient simple tools;
- delay in the fulfillment of orders;
- ineffective marketing activity;
- low competitiveness of craft products at national and international level.

Moreover, a major obstacle affecting the sector is the shortage of raw materials. Beyond the usual problems of access to funding, supply of raw materials and professionalization of organizations and trades, the challenge facing wood crafts is to develop a competitive supply on local and export markets.

An analysis of the situation showed that woodworking artisans in Benin are confronted with the problem of poor technical, professional and organizational capacity. Indeed, the use of obsolete equipment and unsatisfactory artisan training results in poor utilization of wood and the manufacture of lower-value items. This situation is aggravated by poor organization of artisans. In a practical way, the following has been noted in the field:

- Poor structuring and specialization of artisanal wood-based sectors;
- A critical weakness in the organizational dynamics and governance of professional organizations leading to difficulties in the professionalization of trades, difficulties with the pooled management of community facilities to improve production;
- Non-existence of a credit scheme for financing activities (equipment, working capital, seasonal loans);
- difficulties related to organizing artisanal production on the basis of measures to ensure significant production levels thanks to the conformity and reliability of output from numerous artisans;
- the lack of information on the woodworking artisan sector

Following the investigations conducted as part of the development of this pre-project, some baseline information required to prepare a full project proposal was found to be lacking. Hence the need to develop a pre-project. **Moreover, the vast majority of woodcraft companies in Benin (carpenters, sculptors, cabinetmakers) are concentrated in the southern Benin Departments of Littoral, Atlantique, Mono and Ouémé. This pre-project will initially focus on these Departments.**

3 Description of pre-project interventions

3.1 Outputs

Output 1: Baseline information on woodworking enterprises is available

Output 2: A capacity-building project for artisans in southern Benin is developed and submitted to the ITTO for approval

3.2 Activities

The following activities will be carried out to achieve the outputs:

Output 1: Baseline information on woodworking enterprises is available

Activity 1.0: Set up and operationalize the pre-project steering committee;

Activity 1.1: Conduct a socio-economic study of woodworking enterprises

Activity 1.2: Conduct an inventory study of woodworking enterprises

Activity 1.3: Conduct a series of sessions to raise stakeholder awareness

Activity 1.4: Hold a workshop to provide stakeholders with feedback on study findings

Output 2: A capacity-building project for artisans in southern Benin is developed and submitted to the ITTO for approval

Activity 2.1: Develop a project proposal for capacity building of artisans in southern Benin

Activity 2.2: Validate the project proposal for submission to ITTO for funding

Activity 2.3: Prepare a final pre-project report

3.3 Approaches and methods

This pre-project will be implemented by a multidisciplinary team composed of foresters, geographer/cartographer socio-economist and specialists in the management of Economic Interest groups with the participation of local stakeholders. Specific studies will be the subject of consultations. The pre-project will be implemented in two major stages: firstly, by collecting baseline information and secondly by developing a project for the technical and organizational capacity building of artisans.

3.3.1 Conducting a socio-economic study of woodworking enterprises

A consultant will be recruited to conduct a socio-economic study of private/community woodworking enterprises. The aim of this study is to assess economic profitability and operational modes. The possibilities of enhancing these enterprises through capacity building to be investigated. The activities to be taken into account for optimal management of these plantations will be assessed.

3.3.2 Conducting an inventory study of woodworking enterprises

The study will be conducted by a consultant specialized in the management of professional associations of artisans in general. The study will provide an understanding of the number and different categories of woodworking artisans in the study area. It will also define the stakeholders and different types of association existing in the sector.

3.3.3 Conducting stakeholder consultations and assessment of needs in capacity building and in the management of artisanal enterprises

A series of stakeholder consultations will be held to encourage local ownership of activities in order to consolidate the management of artisanal enterprises. Collected data will be used to analyze the conditions under which craft enterprises can be better managed. **The needs in capacity building among small-scale businesses**. The main barriers to implementation of the proposed project activities will be addressed as well as the potential barriers to cooperation between the stakeholders involved. Field surveys will be conducted in participatory assessment focus groups.

3.3.4 Developing a capacity-building project for small-scale artisans in southern Benin

The development of a capacity-building project for woodworking artisans in southern Benin will therefore depend on the artisans' interest in managing their enterprises sustainably. Awareness-raising and information meetings will therefore be organized for the benefit of local stakeholders. An ITTO project developing expert will be recruited to develop the project in a participatory manner with all categories of stakeholders. The *ITTO Project Formulation Manual* will be used to develop the project. **All the studies carried out in relation to the pre-project will be drawn upon to ensure the successful development of a full project proposal.**

3.4 Work plan

Outputs/Activities	Party in charge/ Collaborator	MONTH									
		1	2	3	4	5	6	7	8	9	10
Output 1: Baseline information on the management of woodworking enterprises is available											
Activity 1.0. Set up and operationalize the pre-project steering committee	DGEFC	■									
Activity 1.1. Conduct a socio-economic study of woodworking enterprises	Coordinator		■	■	■						
Activity 1.2. Conduct an inventory study of woodworking enterprises	Coordinator	■	■	■							
Activity 1.3. Conduct a series of sessions to raise stakeholder awareness <u>on involvement in the project</u>	Coordinator		■		■			■		■	
Activity 1.4: Hold a workshop to provide stakeholders with feedback on study findings	Coordinator					■	■				
Output 2: A technical and organizational capacity-building project for artisans in southern Benin is developed and submitted to the ITTO for approval											
Activity 2.1. Develop a project proposal for capacity building of artisans in southern Benin	Coordinator						■	■	■		
Activity 2.2. Validate the project proposal for submission to ITTO for funding	Coordinator/ Focal Point									■	
Activity 2.3. Prepare a final pre-project report	Coordinator										■

3.5 Master budget schedule

The pre-project budget is presented in the budget master schedule shown below. It provides a breakdown of the costs of the activities, indicating the quantities, unit costs, the total and distribution per funding source.

Outputs/ Activities	Description	Budget component	Quantity	Unit	Unit costs (US\$)	Total cost (US\$)	ITTO	EA
Output 1	Baseline information on the management of woodworking enterprises is available							
A 1.0:	Set up and operationalize the pre-project steering committee							
	1 Pre-project coordinator	12.1	10	p-m	1500	15000		15000
	1 Project evaluation and monitoring manager	12.2	10	p-m	1500	15000	15000	
	1 Administrative and Financial Secretary	12.3	10	p-m	800	8000	8000	
	1 driver of courier vehicle	12.4	10	p-m	400	4000		4000
	Fuel and lubricants	51	10	m	150	1500	1500	
	Spare parts and vehicle maintenance	52	10	m	250	2500	2500	
	Office supplies	54	10	m	200	2000	2000	
	Utilities	53	10	m	120	1200		1200
	Office rental	63	10	m	400	4000		4000
A 1.1	Conduct a socio-economic study of woodworking enterprises							
	Hire consultant for the inventory study	21	4	m	3000	12000	12000	
A 1.2	Conduct an inventory study of woodworking enterprises							
	Hire national socio-economic consultant	22	2	m	4000	8000	8000	
A 1.3	Conduct a series of sessions to raise stakeholder awareness							
	10-day assignment with 4 participants	62	40	p-d	80	3200	3200	
A 1.4	Validate conducted studies							
	Organize a workshop to provide stakeholders with feedback on the study results (50 participants, 2 days)	61	50	p-d	50	5000	5000	
Output 2:	A technical and organizational capacity-building project for artisans in southern Benin is developed and submitted to the ITTO for approval							
A 2.1.	Develop a project proposal for capacity building of artisans in southern Benin							
	1 Expert in project development	25	2	p-m	5000	10000	10000	
A.2.2.	Workshop for project validation by stakeholders							
	Audit	65.				4000	4000	

EA = Executing Agency; p-m = person-month; p-d = person-day

Consolidated budget by component (US\$)

Budget component	Description	Total	Month									
			1	2	3	4	5	6	7	8	9	10
10	Personnel											
	12.1 Project coordinator	15000	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500
	12.2 Project Evaluation & monitoring officer	15000	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500
	12.3 Administrative and financial secretary	8000	800	800	800	800	800	800	800	800	800	800
	12.4. Courier vehicle driver	4000	400	400	400	400	400	400	400	400	400	400
	19. Component total	42000	4200	4200	4200	4200	4200	4200	4200	4200	4200	4200
20	<i>Sub-contracting</i>											
	21: Conduct a socio-economic study of woodworking enterprises	12000	3000	3000	3000	3000						
	22 : Conduct an inventory study of woodworking enterprises	8000		4000	4000							
	25. Develop the project document	10000						5000	5000			
	29 Component total	30000	3000	7000	7000	3000	0	5000	5000	0	0	0
50	<i>Consumable items</i>											
	51. Fuel and lubricants	1500	150	150	150	150	150	150	150	150	150	150
	52. Vehicle spare parts	2500	250	250	250	250	250	250	250	250	250	250
	53. Utilities	1200	120	120	120	120	120	120	120	120	120	120
	54. Office supplies	2000	200	200	200	200	200	200	200	200	200	200
	59. Component total	7200	720	720	720	720	720	720	720	720	720	720
60.	<i>Miscellaneous</i>											

Budget component	Description	Total	Month										
			1	2	3	4	5	6	7	8	9	10	
	61. Workshop to provide stakeholders with feedback on study findings	5000					5000						
	62. Raising stakeholder awareness	3200	1600	1600									
	63. Office rental	4000	400	400	400	400	400	400	400	400	400	400	400
	64. Project validation workshop (50 participants)	5000								5000			
	65. Audit	4000											4000
	69. Component total	21200	2000	2000	400	400	5400	400	400	5400	400	4400	
70	<i>National management costs</i>												
	71. Management costs	15000	15000										
	79. Component total	15000	15000	0	0	0	0	0	0	0	0	0	0
80	<i>Project monitoring and administration</i>												
	81. Monitoring and review costs	3000	3000										
	Sub-total (10-82)	79200	79200										
	ITTO program support costs (12% on items 10-82 above)	9504	9504										
	Component total	12504	12504										
100	GRAND TOTAL	127904	37424	13920	12320	8320	10320	10320	10320	10320	5320	9320	

Budget contribution - ITTO

Budget component	Description	Total
10	Personnel	
	12.2 Monitoring & evaluation assistant	15000
	12.3 Administrative and Financial Secretary	8000
	19. Component total	23000
20	<i>Sub-contracting</i>	
	21: Conduct a socio-economic study of woodworking enterprises	<u>8000</u>
	22: Conduct an inventory study of woodworking enterprises	<u>12000</u>
	25: Develop project proposal document	10000
	29 Total component	30000
50	<i>Consumable items</i>	
	51. Fuel and lubricants	1500
	52. Vehicle spare parts	2500
	54. Office supplies	2000
	59. Total component	6000
60.	<i>Miscellaneous</i>	
	61. Workshop to provide stakeholders with feedback on study findings (50 participants)	5000
	62. Raising stakeholder awareness	3200
	64. Project validation workshop (50 participants)	5000
	65. Audit	4000
	69. Total component	17200
80	<i>Project monitoring and administration</i>	
	81. Monitoring and review costs	3000
	Sub-total (10-82)	79200
	ITTO program support costs	9504
	Total component	12504
100	GRAND TOTAL	88704

Budget contribution - Executing Agency

Budget component	Description	Total
10	Personnel	
	12.1 Project coordinator	15000
	12.4. Courier vehicle driver	4000
	19. Total component	19000
40	<u>Capital items</u>	
	<u>A vehicle was included in the budget contribution of the Executing Agency</u>	
-	<u>49. Component total</u>	<u>FR</u>
50	<i>Consumable goods</i>	
	53. Utilities	1200
	59. Total component	1200
60.	<i>Miscellaneous</i>	
	63. Office rental	4000
	69. Total component	4000
70	<i>National management costs</i>	
	71 Management costs	15000
	70. Total component	15000
100	GRAND TOTAL	39200

FR = Contribution in nature for the record

4 Implementation arrangements

4.1 Executing agency and organizational structure

The General Directorate of Water, Forests and Hunting (DGEFC) is the national institution responsible for the sustainable management of forest resources. It will serve as the pre-project the Executing Agency. The DGEFC collects and manages statistical information from the sector. The DGEFC has developed and managed several projects and programs that support it in its sovereign missions. The DGEFC draws upon several programs/projects and Centers and Offices in the forestry sector.

The Executing Agency will work with all the identified partners. The latter will contribute to ensuring successful pre-project implementation. Some of the partners are already included in the pre-project's organizational chart.

The DGEFC will make the necessary office facilities and amenities available to the pre-project.

It will also make all the forestry officers available to the project to facilitate data collection activities at the level of inspectorates.

In pre-project implementation, the DGEFC will work with the collaborating agencies dealing with the artisans. They are: Fund for the Development of Continuing Vocational Training and Learning (FODEFCA), Artisan Support Office (BAA), Directorate of Apprenticeship and Crafts & Trades (DAMA). All of these structures play an important role in the development of crafts in general in Benin and will support the implementation of the pre-project.

4.2 Monitoring and reporting

Monitoring and Evaluation

A Technical Support Committee will be established and responsible for evaluating the reports from the various consultants to ensure satisfactory monitoring of the pre-project. Meetings of the Technical Support Committee will take place whenever preliminary reports are submitted and will be minuted. This committee will consist of:

- one DGEFC representative who serves as the Government's Focal Point with the ITTO (Chairperson of the Committee);
- two representatives of the Ministry for Crafts & Trades;
- two DGEFC representatives; and
- two artisan representatives.

Reporting

The Coordinator will prepare the timeline and progress reports for the ITTO with copies to the DGEFC. Two technical reports will be prepared for the ITTO, including:

- An inception report and a mid-term report will be produced according to ITTO procedures;
- A pre-project completion report will be prepared following ITTO guidelines and accompanied by conclusions and recommendations. This report will also be followed by the financial audit report on the pre-project.

ANNEX 1. Profile of the Executing Agency

Name: Direction Générale des Eaux Forêts et Chasse (DGEFC)

Postal address: BP: 393 COTONOU (Rep. of BENIN)

Tel.: (229) 95450724, E-mail: foretsbenin@yahoo.fr ; lokossouo@yahoo.fr

Created by Order No. 2428 of the Governor of French West Africa (AOF) of 23 July 1938, the Directorate of Water, Forests and Hunting became the General Directorate of Forests and Natural Resources (DGFRN) in 2006 by Decree No. 2006-460 of 07 September 2006 establishing Responsibilities, Organization and Functioning of the Ministry of Environment and Nature Protection (MEPN), and General Directorate of Water, Forests and Hunting (DGEFC) in June 2015 by Law N° 2015-20 of 19 June 2015 establishing the special status of personnel of public security forces and similar. Its main mission is to ensure the protection, production and enhancement of forest resources (soil, water, flora and fauna) in order to make the forest sector a source of social value and added value to the national economy. At institutional level, the DGEFC ensures the implementation of the national forest policy within the framework of the Program for the Endorsement of Forest Certification (PEFC), which is one of the five major programs of the Ministry of Forestry and the Ministry of Living Environment and Sustainable Development (*Ministère du Cadre de Vie et du Développement Durable—MCVDD*). As such, it is responsible for exclusive and non-exclusive missions.







Exclusive assignments include:

- development and monitoring of the implementation of forest sector development policies, strategies and programs;
- coordination, planning and monitoring & evaluation within the forest sector;
- developing and monitoring the implementation of statutory and regulatory legislation in the field of forests and wildlife;
- preparation of plans for the development of state-owned gazetted forest estate;
- validation of management plans and other tools for the management of protected areas;
- administering and monitoring the implementation of development plans for state-owned gazetted estate;
- guidance, definition, monitoring and control of public and private stakeholders involved in natural resource management and their roles;
- following-up ratified international and regional forest and wildlife conventions and agreements;
- leading an intersectoral consensus strategy involving all the stakeholders in the forestry sector;
- organization and enforcement of the forest police;
- development and monitoring of the implementation of a sustainable financing strategy for the forest sector;
- collection of taxes and charges associated with natural resources in accordance with the provisions of the financial laws and other statutory and regulatory legislation in force;
- execution of all missions related to the specificity of the Water, Forest and Hunting personnel as a component of Public Safety and similar Forces.

Non-exclusive assignments include:

- implementation of forest sector development policies, strategies and programs;
- establishing, monitoring, preserving and restoring the State protected area;
- promotion of the promising new areas of wood and non-wood forest products;
- assistance to individuals and local authorities in the development and implementation of management plans in the fields of flora and fauna;
- participation in the implementation of work related to water and soil conservation and management;
- implementation of a communication strategy for promoting a change of behavior in relation to all other authorized structures;
- implementation of ratified international conventions and agreements on forests and wildlife;
- implementation of the sustainable financing strategy for the forest sector;
- promotion of reforestation and advisory support to local authorities and private actors in the areas of sustainable forest, wildlife and natural resource management.

At central level, the DGEFC is based on a General Secretariat, a General Inspectorate of Forest Services (IGSF), a DGEFC Cabinet and six Technical Divisions, namely:

-  Directorate of Stewardship, Material and Equipment Services (DSIME);
-  Directorate of Organization and Personnel Training (DOFP);
-  Directorate of Reforestation and Forest Management (DRAF);
-  Directorate for Conservation and Promotion of Natural Resources (DCPRN);
-  Forest Logging Control and Litigation Policy Directorate (DPCEFC);
-  Directorate for Programming and Monitoring-Evaluation (DPSE).

The DGEFC has a personnel of 592 water, forestry and hunting officers (paramilitaries) and 178 civil servants at central level, in decentralized structures, in state-controlled Projects/Programs, Centers and Offices.

Summary and indicative table indicating the 2017 funding of the main programs and projects in the forest sector in Benin

N°	List of projects and programs	Specific targets	Start date	Anticipated end date:	Funding 2017 (Millions of CFA)	Funding sources
1	PRI	<ul style="list-style-type: none"> - Establish large plantations with a view to contributing to the recovery of national forest cover; - Promote urban forestry and greening of the living environment; - Promote species adapted to the climate of each region and local needs; - Ensure the protection of fragile sites and human facilities through reforestation; - Raise public awareness and build capacities of schools and universities regarding environmental and civic education. 	April 2016	2021	800	National Budget (BN)
2	PSBE-GAZ	Promote the use of domestic gas as cooking fuel to replace fuelwood	April 2016	2021	127	National Budget (NB)
4	PAGEFC OM	<ul style="list-style-type: none"> - Support with establishing and monitoring community plantations; - Support the introduction of wildlife ranches; - Promote the blue economy; - Support the development of a Simplified Management and Development Plan for the Reforestation Perimeters. 	June 2017	2020	1213	FAD: 800 GEF: 213 NB: 200
5	PGFTR-FA	<ul style="list-style-type: none"> - Simultaneously ensure the economic development and sustainable long-term management of natural resources; - Provide impetus for forest product sectors through incentives for economic and fiscal management; - Transfer local management of forest resources to rural populations; - Strengthen the institutional framework of the Forest Administration with a view to refocusing on its sovereign functions. 	January 2014	January 2018	3050	NB: 2100 IDA: 700 GEF Donation: 250

ANNEX 2. CVs of key personnel provided by the Executing Agency

CV of officer responsible for pre-project monitoring and evaluation

1. **Surname:** LOKOSSOU
2. **Names:** Achille Orphée
3. **Date of birth:** 10/12/1970
4. **Nationality:** Benin
5. **Diplomas:**

Institution [Start date - End date]	Qualification(s) obtained:
Faculty of Agronomic Sciences (FSA), Abomey-Calavi University (UAC), 2011 - 2012	Professional Master's in Natural Resources and Biodiversity Management
Faculty of Sciences, Lomé University, Togo, 2005 - 2006	DESS (post-graduate diploma) in developmental Biology
Faculty of Letters Arts and Human Sciences (FLASH), Abomey-Calavi University (UAC), 2004-2005	DEA (Master's Degree) in Environmental Management, Environment and Development Option
University Polytechnic College (<i>Collège Polytechnique Universitaire</i> —CPU), National University of Benin (UNB).1993-1997	Degree in Engineering, Management and Environmental Protection

6. **Linguistic skills; Indicate your skills on a scale from 1 to 5 (1 - excellent; 5 - rudimentary)**

Language	Read	Spoken	Written
French	1	1	1
English	1	1	1

7. **Other skills:** (e.g. computer literacy, etc.)

- Typing skills: familiarity with Windows 2010 software (Word, Excel, PowerPoint);
- Training in R software for data analysis.
- Database management and GIS

8. **Positions occupied and main functions in the Forest Administration**

2014-2019: Head of department of Policies, Surveys and monitoring of Agreements and Conventions

August 2016-July 2019: Focal Point and state operator for project PD 754/14 (F) Restoration and Sustainable Management of Sacred Forests of RAMSAR sites 1017 and 1018 in Benin funded by the International Tropical Timber Organization (ITTO)

August 2013-December 2016: National Coordinator of project PD 678/12 Rev.1 (M) Establishment of a national forest statistics information and management system in Benin

May 2012-2014: Head of Division for monitoring International Agreements and Conventions under the authority of the DGEFC (Directorate General for Water, Forests and Hunting)

March 2016-August 2017: National Coordinator for the Project to raise awareness of the fight against elephant poaching in the W Cross-Border Biosphere reserve (PSLAB/RBTW) funded by African Elephant Funds

November 2012-December 2013: National coordinator for the Study of marketing networks for ivory and ivory-based products between Benin, Burkina Faso, Niger and Togo

May 2006-May 2012: Head of Policy, Statistics and Synthesis Division in the Forestry and Natural Resources Branch of the Ministry of Environment and Nature Protection

LOKOSSOU A. Orphée

CV of pre-project Coordinator

CURRICULUM VITAE	
Personal Information	
Surname	KOROGONE
Name	Sinagabé O. Ulysse
Nationality	Benin
Date of birth	8 July 1981, Porto Novo
Qualifications	<p>2020: PROTECT (Protected-area Operational and Tactical Enforcement Conservation Training Diploma) Trainer and DETECT (Detection of Environmental Crime Training) Trainer, Freeland Foundation and Born Free</p> <p>2018: CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) implementation trainer Diploma, Born Free USA</p> <p>2015: Master's in Audit and Management Control, Obiang Nguema Mbasogo International Polytechnic University (UPI-ONI)</p> <p>2015: Diploma of Advanced Studies in Natural Resources Development and Management, Abomey-Calavi University, Benin</p> <p>2007: Agronomic Engineering Degree, Parakou University, Benin</p> <p>2000: Baccalaureate D Series, Lycee Mathieu Bouke, Parakou, Benin</p>
Address	02BP 490 Parakou
Telephone number(s)	(+ 229) 97601288 / 94494951
Email	staulysse@gmail.com, staulysse@yahoo.fr
Professional experience	
November 2020 to date	<p>Head of the Policy and Surveys Division at the Directorate General for Water, Forests and Hunting</p> <ul style="list-style-type: none"> ☞ Monitoring of development of forest policy and Forestry Code; Supervision of forest and wildlife inventories and surveys relating to water, forest and hunting administration; ☞ Monitoring of the implementation of multilateral environmental agreements managed by the DGEFC; ☞ Ensuring that environmental impact assessments are taken into account in forest programs and projects.
June 2020 to date	National Focal Point for Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), and the International Tropical Timber Agreement
December 2019-December 2020	<p>Project Leader of the Action Plan and Capacity Building for the Sustainable Management of <i>Pterocarpus erinaceus</i></p> <ul style="list-style-type: none"> ☞ Preparation of the key documents for project planning and budgeting; Drafting of the terms of reference for consultants and conduct the process for their selection; ☞ Organization of the national workshop for validation of project results; Organization of the sessions of the Committee of Scientific Experts; ☞ Responsible for purchase of goods and services in accordance with the project document; ☞ Responsible for ensuring that procedures used in the project do not conflict with those of the CITES Secretariat; ☞ Support to regional coordination in the organization of regional workshops.
December 2018 to November 2020	<p>Head of the Energy Promotion and Rural Timber Markets Division</p> <ul style="list-style-type: none"> ☞ Promotion of the economic use of fuel wood, as well as alternative and substitute energy, together with the competent organizations; fuel wood potential of the supply basins in urban centers; ☞ Support to the development of fuelwood master schemes for supplying urban centers and monitoring of implementation; ☞ Development of a responsibility strategy; ☞ Support to and monitoring the assessment of the mobilization and participation of rural populations in the management and control of their local

	energy resources; <ul style="list-style-type: none"> ☞ Organization of the management of fuelwood and rural timber markets.
Sept 2016 to November 2018	Head of the Management Division at the Directorate General for Water, Forests and Hunting <ul style="list-style-type: none"> ☞ Responsible for the implementation of the management plans; ☞ Responsible for the rational management of forest resources (flora and fauna), ☞ Coordination of the development of natural forest management plans; ☞ Support to communities in connection with actions for developing and managing forest resources.
April 2014 to September 2016	Head of the Training and Human Resources Administration Division of the Directorate General for Forests and Natural Resources: <ul style="list-style-type: none"> ☞ Development and implementation of staff training plan ☞ Development of staff career plan ☞ Monitoring and management of staff careers ☞ Staff capacity building ☞ Management of General Secretariat of the Directorate-General for Forests and Natural Resources ☞ Management of personnel advances, promotions and sanctions ☞ Keep the personnel files up to date ☞ Organization of the forest police force enforcement throughout the forest range
	Head of the Division for the Promotion of alternative Income-Generating Activities (AIGA) <ul style="list-style-type: none"> ☞ Encouraging the creation of new microprojects ☞ Monitoring of AaGR microprojects already implemented by the DGFRN ☞ Identification and suggestion of avenues for the promotion of forest product chains

Languages	VG: Very Good, G: Good, AD: Adequate				
	Comprehension		Spoken		Written
<i>Self-assessment</i>	Listening	Reading	Taking part in a conversation	Ability to speak continuously	
French	VG	VG	VG	VG	VG
English	VG	VG	VG	VG	VG
Spanish	AD	AD	AD	AD	AD
IT skills and competences	Standard software for word and data processing (Word, Excel, PowerPoint and Access) mapping (ArcGIS) and statistics (R and Epi Info)				
Other qualifications	<ul style="list-style-type: none"> ☞ Driving license Category B (September 1998) ☞ TAEKWONDO Black Belt (1^{Dan}) ☞ Member of the LIONS CLUB International (KANDI DJONA Club) 				

References	<p>1- Prof. Dr Brice SINSIN Professor Emeritus in Forest Ecology Laboratory of Applied Ecology (Laboratoire d'Ecologie Appliquée) Abomey-Calavi University (Université d'Abomey-Calavi) 05BP1752, Cotonou, République du Bénin</p> <p>2- Colonel HEFOUME Rémi Director General of Water, Forests and Hunting (Directeur Général des Eaux, Forêts et Chasse) BP. 393 COTONOU (R. BENIN), Tel 97402340, rhefoume@yahoo.fr</p> <p>3- Prof. Dr . Romain GLELE KAKAÏ, Director of the Laboratory of Biomathematics and Forest Estimation (Directeur du Laboratoire de Biomathématique et d'Estimation Forestière), Abomey-Calavi University, Faculty of Agronomic Sciences (Faculté des Sciences Agronomiques) 04 BP 1525, Cotonou, Republic of Benin Email: romain.glelekakai@fsa.uac.bj; glele.roman@gmail.com</p>
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Done in Cotonou, 12 August 2021

I certify that the above information is correct.

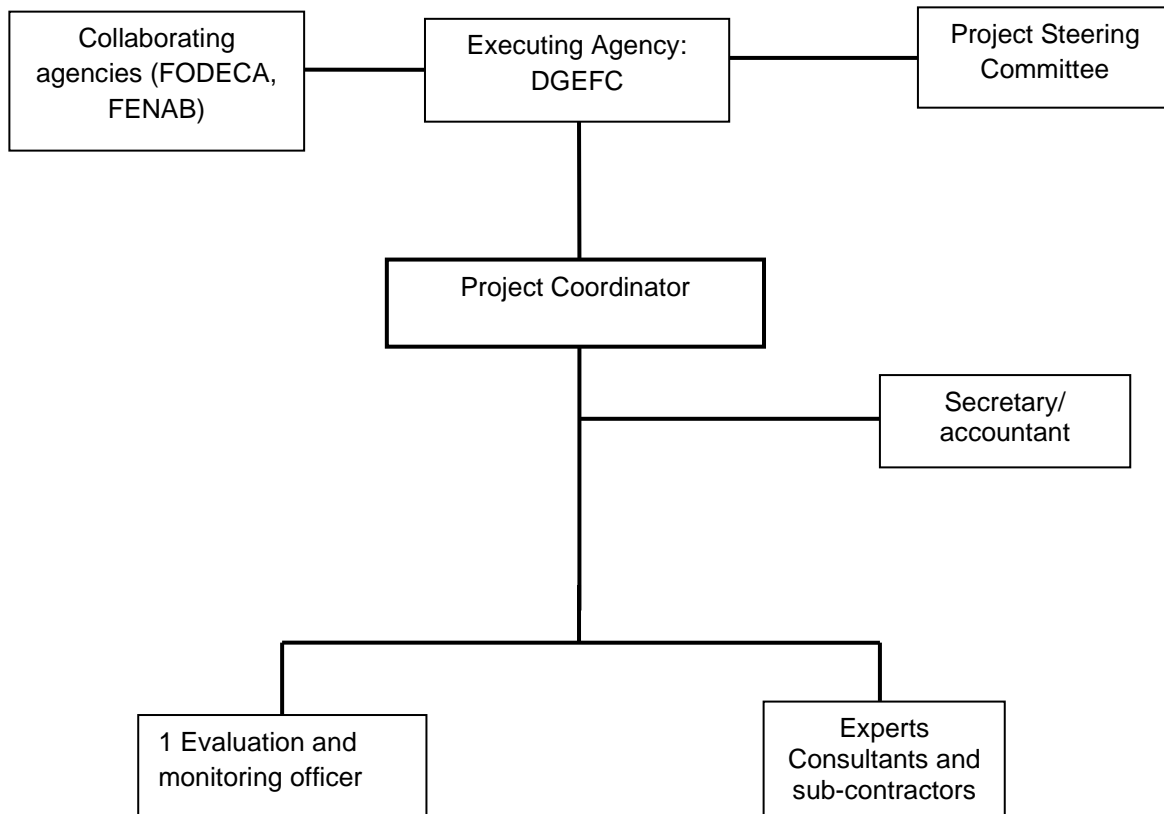
KOROGONE Sinagabé O. Ulysse

ANNEX 3. Terms of reference of personnel and consultants funded by ITTO

Experts to be provided	Tasks and responsibilities
Project assistant responsible for monitoring and evaluation	<ul style="list-style-type: none"> • Assist Coordinator with pre-project management tasks; • Produce detailed pre-project plan; • Conduct the monitoring/evaluation of pre-project implementation; • Draft the Terms of Reference and supervise the procurement process; • Monitor the conduct of studies; • Ensure communication with, and raising awareness of, stakeholders; • Prepare the final pre-project technical report, including study summary and developed project proposal attached as an annex; • Complete the Project On Line Monitoring System platform.
Secretary-Accountant	<ul style="list-style-type: none"> • Assist Coordinator with secretarial tasks; • Enter, edit, file and store pre-project-related documents; • Field Coordinator's phone calls; • Manage the work schedule of Coordinator; • Edit the minutes of meetings chaired by the Coordinator; • Design the media for recording pre-project accounting and financial transactions; • Record all the pre-project accounting operations; • Develop the pre-project cashflow plan; • Prepare all documents required for auditing the project accounts.
National consultant in charge of the woodworking enterprise inventory study	<ul style="list-style-type: none"> - Provide a map of the pre-project area of intervention; - Conduct the inventory of all categories of artisan, - Participate in the workshop to validate the project document to be submitted to the ITTO; - Assess the total number of woodworking enterprises which contribute to the national wealth; - Assess the number of woodworking enterprises established in the area of intervention; - Establish a spatial distribution of enterprises; - Assess the wealth creation potential of enterprises in the pre-project's area of intervention; - Assess the level of employment created by enterprises; - Evaluate the level of production of economic units; and - Assess the level of investment made by enterprises.
National consultant in charge of socio-economic study of woodworking enterprises	<ul style="list-style-type: none"> - Drawing on ITTO guidelines on stakeholder participation in the project cycle, the consultant will: - Identify the stakeholders in the future project; - Study social structure, socio-political relations between communities and local social groups (conflicts, competition, cooperation); - Conduct a socio-economic survey to collect baseline data on the socio-economic context and on the use of resources; - Research data on the current use of cooperative work or basic methods providing support to artisans; - Investigate the value chain; - Study marketing, fair trade and motivational factors for staff; - Determine the socio-demographic characteristics of enterprise managers; - Identify the socio-demographic characteristics of enterprise managers; - Produce the typology of the potential within the craft sector as well as the constraints; - Define the characteristics of its potential and constraints; - Provide guidance for appropriate stakeholder involvement in the execution of the envisaged project; - Present the study in a validation workshop; - Participate in the workshop to validate the project document to be submitted to the ITTO.
National consultant responsible for project	<ul style="list-style-type: none"> • On the basis of the various studies conducted in the area and the recommendations of the validation workshop, and in accordance with

proposal document development	<p>the procedures for the formulation of ITTO projects, the National Expert will:</p> <ul style="list-style-type: none">• Develop the draft project proposal and hold a workshop for its validation involving the key project stakeholders;• Finalize the project proposal taking into account the amendments and recommendations of the validation workshop;• Remain available to incorporate the amendments formulated by the stakeholders and in due course by the ITTO Expert Panel.
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Pre-project organizational chart



ANNEX 4. Tasks and responsibilities of key experts provided by the Executing Agency

Experts to be provided	Tasks and responsibilities
Project Coordinator (Forestry Engineer)	<ul style="list-style-type: none"> • Responsible for coordinating all project activities in accordance with developed work plan; • Executing Agency management officer; • Responsible for pre-project administration; • Liaise with the ITTO via progress reports on project advancement; • Liaise with the collaborative bodies; • Report to the DGFRN and the Technical Support Committee on the progress of the project activities; • Authorize disbursements.
Project assistant responsible for monitoring and evaluation	<ul style="list-style-type: none"> • Assist the Coordinator with pre-project management tasks; • Produce detailed pre-project plan; • Conduct the monitoring/evaluation of pre-project implementation; • Draft the terms of reference and supervise the procurement process; • Monitor the conduct of studies; • Ensure communication with, and raising awareness of, stakeholders; • Prepare the final pre-project technical report, including study summary and developed project proposal attached as an annex.
Secretary-Accountant	<ul style="list-style-type: none"> • Assist the Coordinator with secretarial tasks; • Enter, edit, file and store pre-project-related documents; • Field Coordinator's phone calls; • Manage Coordinator's work schedule; • Edit the minutes of meetings chaired by the Coordinator; • Design the media for recording the pre-project accounting and financial transactions; • Record all the pre-project accounting operations; • Develop the pre-project cashflow plan; • Prepare all documents to be required for auditing pre-project accounts.

ANNEX 5. Terms of reference of personnel and consultants funded by ITTO

Experts to be provided	Experience	Duties and responsibilities
Consultants for artisan training in various skills: organizational leadership, SMEs lobbying/advocacy and management	Engineer in wood technology Experience of training artisans in various fields: organizational leadership, SMEs lobbying/advocacy and management PMEs	Develop training modules Facilitate development of work procedures Develop standards, monitoring procedures Develop professional calculation module Calculation of production costs of products
Consultant in charge of improving wood processing and valorization techniques	Engineer or technician in wood technology Five years' experience in industrial management Sawing and woodworking equipment Certificate Certificate of advanced training in teaching Five years' experience in industry and as trainer MSc. (Wood technology and industrial management) Experience in production and marketing Full Certificate of technology-Senior Trainer in forest industries technology Engineering and experience of woodworking equipment maintenance	Train artisans Monitor artisans Support artisans In charge of tutorials
Consultant for strengthening technical capacities in processing wood into artworks and quality furniture	Engineer or technician in carpentry/cabinetmaking (five years' higher education) with at least 10 years' experience. Proven track record in wood processing, furniture production, communication, adult education. Good knowledge of participatory approach. Good knowledge of equipment used for carpentry and cabinetmaking.	
<u>Recruit a consultant to conduct an inventory study of small artisan woodworking businesses</u>	<u>Proven experience in organizing economic interest groups, craft associations</u>	<ul style="list-style-type: none"> - <u>Establish an inventory of woodworkers in the study area</u> - <u>Categorize the various craftworkers involved</u> - <u>Identify the needs and problems of woodworkers</u>

ANNEX 6. Pre-project assessment by the 56th Expert Panel

PPD 200/21 (I)

Capacity-Building of Woodworking Artisans in Southern Benin

Assessment by the Fifty-sixth Panel

A) Overall Assessment

The Panel recognized that the aim of this pre-project is to collect information on the woodworking sector in Benin in order to formulate a project for strengthening the technical, professional, and organizational capacities of woodworking artisans in Benin. The craft sector is particularly important as it contributes to 11 per cent to Benin's gross domestic product (GDP) and employs a large part of the labor force. This pre-project proposal also contributes to the rational and sustainable use of timber in Benin (Development Objective).

Therefore, the Panel recognizes that the pre-project proposal is consistent with ITTO's mandate and objectives as set out in ITTA 2006 and with Benin's forest policy. It also recognizes that:

- The geographical location, social, cultural, and environmental aspects are sufficiently elaborated.
- The development objective and the specific objective are clear and well identified.
- The work plan is good and logical.
- The budget is well balanced between the Executive Agency and ITTO.
- The problem is well identified (lack of information on the woodworking sector) and the envisaged outputs and activities are logically derived and contribute to the objective of the pre-project.

Nevertheless, some minor weaknesses are still present and listed in the specific recommendations.

B) Specific Recommendations

1. The state of the art in Benin could be better outlined. As the Government knows about the relevance of the woodworking sector to the national gross product, it must be assumed that some data and information are available.
2. The study area for the pre-project should be clarified ("**Southern Benin**" being too vague) as the outputs of the pre-project would be realistic only if the geographical extent of the study area is not too big. A map of the regions studied would be helpful.
3. Information of the methods and representativeness of the foreseen surveys are missing and should be inserted.
4. The Executive Agency should clarify why the socio-economic consultant is more expensive than the inventory expert.
5. The Executive Agency should clarify what the \$100 per person/day in **Activity 1.4** covers (i.e., does it include per diem, food & beverages, and transport?). This allocation seems a bit expensive as the cost of \$5,000 per month for the elaboration of a full proposal (**budget component 25**) and therefore should be reduced.
6. In the table **Master budget schedule**, the total cost of the evaluation and monitoring manager is \$15,000 but is only covered by the \$10,000 requested on the ITTO budget. The remaining \$5,000 should be clarified as where this missing sum is coming from, and the table should be corrected.
7. The roles and tasks of the contributing partners should be more clarified.
8. The TORs in **Annex 5** differ from the defined tasks in the text of the pre-project proposal and therefore should be aligned with the pre-project proposal's text.
9. The idea of providing financial assistance to the sector (through micro credits for example) could be more expanded in the proposal.
10. Two technical reports or more reporting on activities 1.1, 1.2 and 1.4 and the results of the studies should be carried out during the pre-project.
11. The **Budget item 71** is missing in the **Master Budget Table** and therefore should be added in this table.
12. A vehicle should be included the Executive Agency budget contribution.
13. **Activity 1.0** should be clarified as well as **Activity 1.3** (what awareness should be raised from stakeholders?).
14. The lack of raw materials could also be included in this pre-project proposal as a major drawback that the sector might face.

15. The development of more value-added timber products could also be explored through this pre-project.
16. Include an Annex that shows the overall assessment and specific recommendations of the 56th 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 incorporation of amendments.

ANNEX 7: Recommendations by the 56th Expert Panel and resulting modifications

Assessment by the 56 th Expert Panel	Resulting modifications in the pre-project document
A) <u>Overall Assessment</u>	
<p>The Panel recognized that the aim of this pre-project is to collect information on the woodworking sector in Benin in order to formulate a project for strengthening the technical, professional, and organizational capacities of woodworking artisans in Benin. The craft sector is particularly important as it contributes to 11 per cent to Benin's gross domestic product (GDP) and employs a large part of the labor force. This pre-project proposal also contributes to the rational and sustainable use of timber in Benin (Development Objective).</p> <p>Therefore, the Panel recognizes that the pre-project proposal is consistent with ITTO's mandate and objectives as set out in ITTA 2006 and with Benin's forest policy. It also recognizes that:</p> <ul style="list-style-type: none"> • The geographical location, social, cultural, and environmental aspects are sufficiently elaborated. • The development objective and the specific objective are clear and well identified. • The work plan is good and logical. • The budget is well balanced between the Executive Agency and ITTO. • The problem is well identified (lack of information on the woodworking sector) and the envisaged outputs and activities are logically derived and contribute to the objective of the pre-project. <p>Nevertheless, some minor weaknesses are still present and listed in the specific recommendations.</p>	<p>The requested modifications were reflected in the pre-project (all modifications highlighted in bold and underlined)</p>
B) <u>Specific Recommendations</u>	
<p>1. The state of the art in Benin could be better outlined. As the Government knows about the relevance of the woodworking sector to the national gross product, it must be assumed that some data and information are available.</p>	<p>See page 2</p>
<p>2. The study area for the pre-project should be clarified ("Southern Benin" being too vague) as the outputs of the pre-project would be realistic only if the geographical extent of the study area is not too big. A map of the regions studied would be helpful.</p>	<p>See page 5. "<u>Moreover, the vast majority of wood-craft companies in Benin (carpenters, sculptors, cabinetmakers) are concentrated in the southern Benin Departments of Littoral, Atlantique, Mono and Ouémé. This pre-project will initially focus on these Departments</u>"</p>
<p>3. Information of the methods and representativeness of the foreseen surveys are missing and should be inserted.</p>	<p>See page 6</p>
<p>4. The Executive Agency should clarify why the socio-economic consultant is more expensive than the inventory expert.</p>	<p>Clarified in the pre-project document</p>
<p>5. The Executive Agency should clarify what the \$100 per person/day in Activity 1.4 covers (i.e., does it include per diem, food & beverages, and transport?). This allocation seems a bit expensive as the cost of \$5,000 per month for the elaboration of a full proposal (budget component 25) and therefore should be reduced.</p>	<p>This part was clarified. This amount covers US\$50 per person and per day. The activity will be implemented over two days</p>

<p>6. In the table Master budget schedule, the total cost of the evaluation and monitoring manager is \$15,000 but is only covered by the \$10,000 requested on the ITTO budget. The remaining \$5,000 should be clarified as where this missing sum is coming from, and the table should be corrected.</p>	<p>The table was corrected. See pages 8 and 11</p>
<p>7. The roles and tasks of the contributing partners should be more clarified.</p>	<p>See page 22</p>
<p>8. The TORs in Annex 5 differ from the defined tasks in the text of the pre-project proposal and therefore should be aligned with the pre-project proposal's text.</p>	<p>The terms of reference were corrected. See page 25</p>
<p>9. The idea of providing financial assistance to the sector (through micro credits for example) could be more expanded in the proposal.</p>	<p>Reflected</p>
<p>10. Two technical reports or more reporting on activities 1.1, 1.2 and 1.4 and the results of the studies should be carried out during the pre-project.</p>	<p>Reflected</p>
<p>11. The Budget item 71 is missing in the Master Budget Table and therefore should be added in this table.</p>	<p>Reflected in page 8</p>
<p>12. A vehicle should be included the Executive Agency budget contribution</p>	<p>Reflected in page 12</p>
<p>13. Activity 1.0 should be clarified as well as Activity 1.3 (what awareness should be raised from stakeholders?).</p>	<p>What awareness should be raised from stakeholders? Involvement in project</p>
<p>14. The lack of raw materials could also be included in this pre-project proposal as a major drawback that the sector might face.</p>	<p>Reflected in page 5</p>
<p>15. The development of more value-added timber products could also be explored through this pre-project.</p>	<p>Reflected</p>
<p>16. Include an Annex that shows the overall assessment and specific recommendations of the 56th Expert Panel and respective modifications in tabular form. Modifications should also be highlighted (bold and <u>underline</u>) in the text.</p>	<p>Reflected in page 29</p>