

INTERNATIONAL TROPICAL TIMBER ORGANIZATION

ITTO

PRE-PROJECT PROPOSAL

This is not the final document. Integration of recommendations from the 60th Expert Panel is ongoing.

TITLE	STUDY FOR THE RESTORATION AND SUSTAINABLE MANAGEMENT OF FOREST RESOURCES IN THE MÔ PLAIN, TOGO
SERIAL NUMBER	PPD 208/25 (F)
COMMITTEE	REFORESTATION AND FOREST MANAGEMENT
SUBMITTED BY	GOVERNMENT OF TOGO
ORIGINAL LANGUAGE	FRENCH

SUMMARY

This pre-project aims to draw a baseline study of Ecological Zone I in Togo in order to produce a Project Document for the conservation and sustainable management of natural plant formations in the Mô Plain, Togo. The overarching concept behind this initiative is to reduce or eliminate the negative impacts resulting from the destruction of the ecosystems in this area and to help improve the living conditions of beneficiary communities.

The main outputs will be: (i) data from forest, socio-economic and legal studies as well as from environmental impact assessment in the project area is available; and (ii) a project proposal for the restoration and sustainable management of forest resources in the Mô Plain, Togo, is developed for submission to the ITTO regular project cycle.

EXECUTING AGENCY FRIENDS OF THE GLOBAL ENVIRONMENT CIVIL SOCIETY ORGANIZATION (ASSOCIATION LES AMIS DE L'ENVIRONNEMENT MONDIAL TOGO—AEM-TOGO)

SUPERVISING AGENCY DIRECTORATE OF FOREST RESOURCES (*DIRECTION DES RESSOURCES FORESTIÈRES*)

DURATION 10 MONTHS

APPROXIMATE STARTING DATE TO BE DETERMINED

BUDGET AND PROPOSED SOURCES OF FUNDING	Source	Contribution in US\$
	ITTO	148 960
	Gov't of Togo	52 190
	TOTAL	201 150

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LIST OF ABBREVIATIONS AND ACRONYMS

AEM-TOGO	: Friends of the Global Environment civil society organization (<i>Association Les Amis de l'Environnement Mondial</i>)
AMEN	: Friends of the Environment civil society organization (<i>Association Les Amis de l'Environnement</i>)
ASEG	: Gender-based socioeconomic analysis
CBD	: Convention on Biological Diversity
CC-PNAE	: Coordination Unit of National Action Plan for the Environment
CGPRN	: Committee in charge of Natural Resource Management and Protection
CITES	: Convention on International Trade in Endangered Species of Wild Fauna and Flora
CLGPRN	: Local Committees in charge of Natural Resource Management and Protection
CSIGERN	: Investment Strategic Framework for Environment and Natural Resource Management (<i>Cadre Stratégique d'Investissement pour la Gestion de l'Environnement et des Ressources Naturelles</i>)
CVD	: Village Development Committee (<i>Comité Villageois de Développement</i>)
DIGRAP	: Global Rapid and Participatory Diagnostic
DRF	: Directorate for Forest Resources
EIG	: Economic Interest Groups
ESS	: Environmental and Social Standards
FAO	: Food and Agriculture Organization
F-CFA	: Franc of the Financial Community of Africa
GDP	: Gross domestic product
GSEA	: Gender-based Socioeconomic Analysis
IGAs	: Income-generating activities
ITTA	: International Tropical Timber Agreement
ITTO	: International Tropical Timber Organization
IUCN	: International Union for Nature Conservation
JIG	: Joint-initiative groups (<i>Groupes d'Initiatives Communes</i>)
MERF	: Ministry of the Environment and Forest Resources
NC	: National Coordinator
NGO	: Non-government organization
NTFPs	: Non-timber forest products
ODEF	: Forest Development and Utilization Agency (<i>Office de Développement et d'Exploitation des Forêts</i>)
PAFN	: National Forestry Action Plan (<i>Plan d'Action Forestier National</i>)
PAN-LCD	: National Action Plan for Combating Desertification (<i>Plan d'Action National pour la Lutte contre la Désertification</i>)
PARA	: Participatory Action Research Approach
PARM	: Participatory Active Research Method
PM	: Project Manager
PNADE	: National Program of Decentralized Environment Management Actions (<i>Programme National d'Actions Décentralisées de Gestion de l'Environnement</i>)
PNAE	: National Environment Action Plan
PND	: National Development Plan (<i>Plan National de Développement</i>)
PNDA	: National Plan for Agricultural Development (<i>Plan National de Développement Agricole</i>)
PNISAN	: National Investment Program for Food and Nutrition Security (<i>Programme National d'Investissement de Sécurité Alimentaire et Nutritionnelle</i>)
PR	: People's Representatives
STA	: Senior Technical Advisor
TSC	: Technical Support Committee
ToR	: Terms of Reference
UNCTAD	: United Nations Conference on Trade and Development
UNESCO	: United Nations Organization for Education, Science and Culture
UONGTO	: Union of Togo's Non-Governmental Organizations.
ZOPP	: Objective-Oriented Project Planning

PART 1. PRE-PROJECT CONTEXT

1.1 Origin and justification

Efforts for the sustainable management of natural resources undertaken to date in the project area (**see Figure 1 below**) have been very sparse and have only targeted a few isolated natural stands such as Fazao, Sotouboua Prefecture, Malfakassa, Tchaoudio Prefecture, etc. While efforts are being undertaken, there is an increasing deforestation and now fairly advanced environmental degradation. Faced with this situation, people in various places in the Mô Plain (**see Figure 3 in Annex 7**) have repeatedly expressed their desire to restore the forest cover in their respective communities following the ongoing and alarming level of damage these natural stands have sustained, hindering economic development in the region. The desire they have demonstrated is motivated by the continuing fall in production of their main agricultural activities that were once a significant source of income.

As a result, preliminary meetings were held between the communities in the area and the authorities of both the AEM-TOGO, a civil society organization, and of the Forestry Administration to discuss environment-related issues in the Mô Plain and concerns of local communities. During this series of meetings, the participatory approach was preferred and adopted by the communities. Communities are generally very much aware of the state of degradation of their environment and are fully supportive of the proposed pre-project. The pre-project will conduct preliminary studies (forestry studies, socio-economic and environmental studies) in the area in order to generate technical data and develop a credible project proposal for submission to the ITTO.

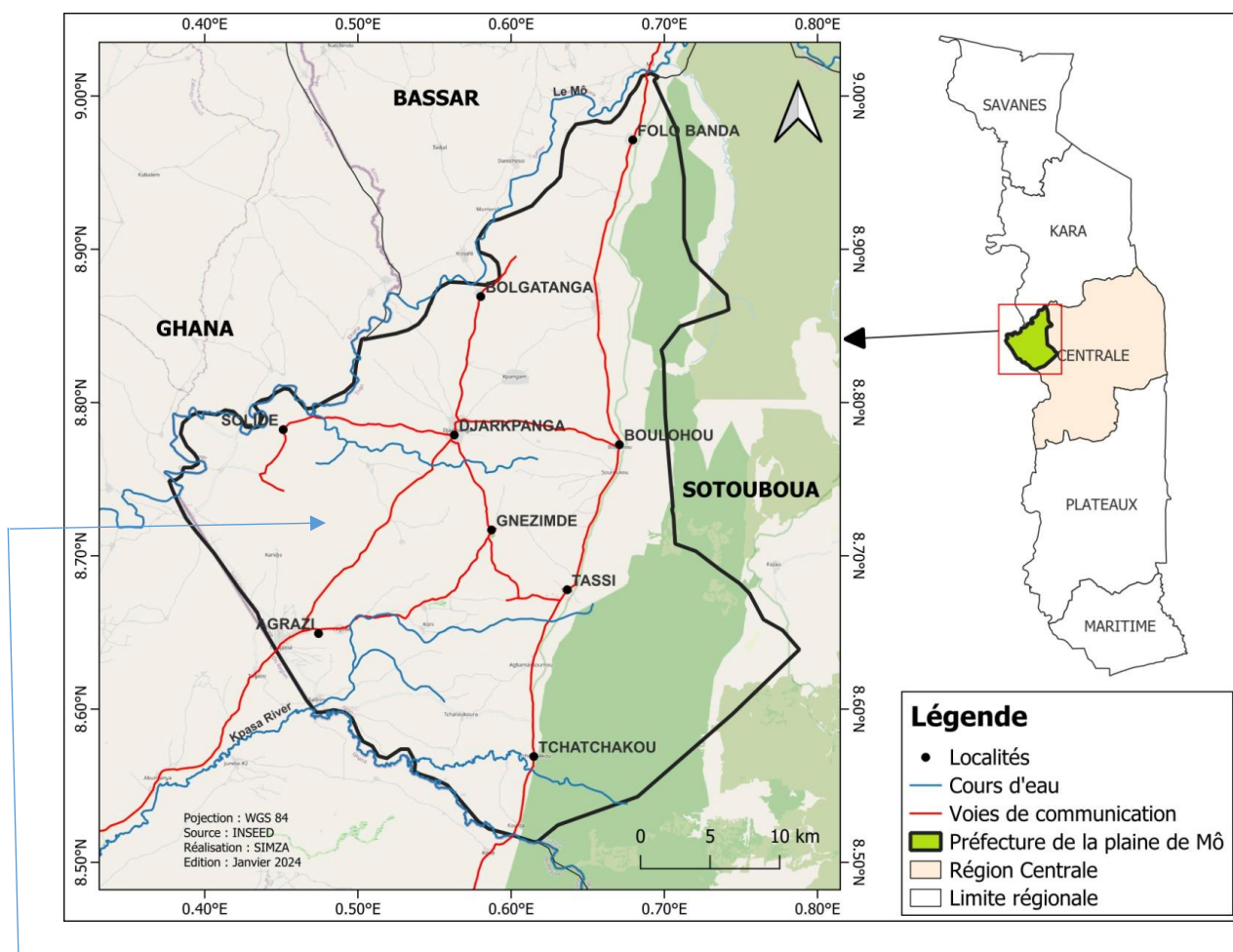
The pre-project proposal was reviewed, validated and amended by the ODEF Panel for submission to ITTO. Amendments focused on conformity with ITTO objectives and priorities (ITTA, 2006; ITTO Strategic Action Plan 2022-2026, *ITTO Policy Guidelines on Gender equality and Women Empowerment*, *ITTO Environmental and Social Management Guidelines*); on budget costs related to personnel, subcontracting, duty travel, consumable goods, miscellaneous, pre-project monitoring and administration; and on the number of years of experience required for the national expert to be hired for the pre-project.

Issues preventing the development of a project proposal

The pre-project is justified by the lack of data due to the outdated nature of existing studies on the area combined with the non-availability of national expertise and the lack of material and financial resources. These shortcomings are a major impediment for developing a full project proposal directly.

Developing a project proposal requires reliable and practical data from implemented studies. Therefore the pre-project will contribute to strengthening the human, material and financial resources required for appropriate implementation of the future project.

Figure 1: Map of the Mô Plain in Togo



1.2 Relevance

1.2.1. Conformity with ITTO objectives and priorities

The pre-project is in full compliance with the objectives and priorities of the ITTO as defined in Article 1 of the ITTA, 2006, in that it:

(c) Contributes to the sustainable development of forests and the alleviation of poverty

Pre-project activities will be part of the implementation of sustainable forest management in Togo. Togo has actually made significant progress by establishing a framework conducive to sustainable and participatory forest management—the law establishing the “Forest Code” was adopted on June 19, 2008. The Forest Code aims to remedy the shortcomings in relation to 1938 Decree enforcement. To this end, it provides a state-of-the-art legal system for a more participatory and efficient form of management, which will ensure forest and forest ecosystem sustainability; the substantial contribution of the forest industry to economic development; and will contribute to improving the living conditions of local communities. Non-farming income-generating activities will be identified and implemented for the development of the local area.

(j) Encourages members to support and develop tropical timber reforestation, as well as rehabilitation and restoration of degraded forest land, with due regard for the interests of local communities dependent on forest resources

The pre-project will reinforce the future project focusing on the development of degraded forest lands with the active participation of local communities who will be gradually empowered to sustainably manage their environment. The future project is consistent with the national policy for the production of tropical timber and will also address poverty alleviation. Project objectives will include *inter alia* the control of deforestation and environmental degradation.

In addition, the pre-project proposal is consistent with priorities and expected outcomes outlined in the ITTO Strategic Action Plan (2022-2026) as follows:

Strategic priority 3: “Resilience, restoration and conservation”

Reduce tropical deforestation and forest degradation, enhance forest landscape restoration and the resilience of forest ecosystems to climate change, and conserve forest biodiversity and ecosystem services.

The pre-project will generate technical data from forestry, socio-economic and environmental impact studies providing the basis for project development. Pre-project implementation will contribute to increasing timber production and improving forest land with positive effects on local and regional climate. It will also generate more employment and new income-generating activities in communities. It will therefore contribute to the social promotion of local communities by reducing their vulnerability to climate change.

During the execution of forestry and socio-economic studies by consultants in connection with pre-project implementation, local communities will propose income-generating activities (IGAs) to provide sources of income for their livelihoods. Proposed IGAs will be considered in the development and implementation of the future project.

The project proposal is also compliant with “ITTO Project Cycle, Component 2”, contained in *ITTO Policy Guidelines on Gender Equality and Empowering Women*.

In view of the significant role played by women, women have been included in diagnostic studies right from pre-project identification and development. The pre-project also took into account this group of stakeholders in the stakeholders’ analysis for identifying activities, logical framework, implementation approaches, etc.

The pre-project document is also compliant with the ITTO Guidelines on the Assessment of Environmental and Social Risks and Impacts, and in particular Principles 1, 2 and 3, and Priority 1 “Rehabilitation of degraded landscapes”; Priority 3 “Community management of natural resources”; and Priority 4 “Biodiversity conservation in timber producing forests”.

1.2.2. Relevance to the submitting country’s policies

The pre-project is consistent with the national policy contained in the Forest Code adopted in 2008; the forest policy adopted in 2011; and the updated version of the National Forestry Action Plan (PAFN, 2011). The PAFN focuses on the development of gazetted forest land/protected areas and private forest land with the participation of rural communities to be gradually empowered to take responsibility for the sustainable management of their environment.

Togo aims to increase the rate of current forest cover from 6.8% to 30% through this program, as recommended by the FAO, and thereby increase the timber production by:

- Developing natural plant formations and reforesting degraded and/or new lands.
- Implementing national policies aiming at the rational use and conservation of genetic resources in the country.

Four additional programs were developed and validated to this end, namely:

- National Investment Program for Food and Nutrition Security (PNISAN)
- National Action Plan for Combating Desertification (PAN/LCD)
- National Development Plan (PND);
- National Plan for Agricultural Development (PNDA);
- Strategic Investment Framework for Environment and Natural Resource Management in Togo, 2018-2022 (CSIGERN) was also developed and validated.

In addition to the programs developed under the National Forestry Action Plan (PAFN) and those of the National Environment Action Plan (PNAE), the pre-project is consistent with other national programs such as the poverty alleviation efforts and the combat against desertification and land degradation.

The pre-project is also consistent with Togo’s national policy for gender equity and equality, whose vision is to make Togo an emerging country without discrimination, where men and women are given the same opportunities to play a role in its development and to enjoy the benefits of the country’s growth.

The pre-project was designed to focus on the conservation and restoration of existing forest formations and is in line with several major projects and pre-projects completed or under implementation in the country through ITTO funding, as follows:

- Project PD 9/99 Rev.2 (F) *“Sustainable management of the Missahoé Reserved Forest forestry resources with the participation of the local rural communities for an optimal timber production (Kpalimé-TOGO)”*, now completed, follow up to pre-project PPD 11/96 Rev.2 (F) *“Identification and planning of measures for the sustainable management of the Kloto community forests with the participation of farming communities”*.
- Pre-project PPD 136/07 Rev.1 (F) *“Study for the conservation, Land Management and Sustainable Mountain Biodiversity Management in the Centre North Region of Togo”*, implemented and completed.
- Pre-project PPD 191/18 (F) *“Support to the local communities of the Mono plain for the promotion and sustainable management of community forests in Togo”*, implemented and completed in September 2020.

PART 2. PRE-PROJECT RATIONALE

2.1. Objectives

2.1.1. Development objective

To contribute to the conservation and sustainable management of forest ecosystems in the Mô Plain in Togo.

2.1.2. Specific objective

To support local communities with developing a project for the conservation and sustainable management of biodiversity in the Mô Plain in Togo.

2.2. Problem analysis

The Mô Plain area has a population of approximately 716 787 inhabitants, or 12.46% of the Togolese population, based on the general population and housing census of 2010. 80,25% of the population is essentially rural with 575 212 inhabitants distributed across three prefectures namely: Sotouboua, Mô and Bassar, where the incidence of poverty is 60.2% in rural areas compared to 36.5% in urban areas. It is overwhelmingly an agricultural region where cotton, maize, niébé, yams, groundnuts and rice are grown. The Mô Plain area is inhabited by the Bassar, Cotocoli, Peulh, Konkomba, Ashanti, Adèle and Kabyè people who are respectively located in the Cantons of Djarkpanga, Tindjassi, Bassar, Kagnigbara, Shoudè, Baghan and Boulouhou, and the villages of Mô, Bandjeli, Fôlô, Banda, N'Kota, Kagnan, Tassi, Kouida, Sourkou, Boughan, etc.

Specifically, the localities included in pre-project activities will be as follows: Cantons of Tindjassi, Tcharkpanga, Kagnigbara, Shoudè, Baghan and Boulouhou, and the Villages of Mô, Bandjeli, Fôlô, Banda, N'Kota, Kagnan, Tassi, Kouida, Sourkou and Boughan.

Municipalities identified for reforestation will be selected after consultations with local communities and validated by a technical workshop.

To be more specific, the pre-project area will involve seven cantons and over ten villages located across three 03 different prefectures, namely: (i) Sotouboua Prefecture (villages of Fazag, Hèzoudè, Welly, Kétchiboua); (ii) Bassar Prefecture (Cantons of Bassar, Baghan and Bandjeli); and (iii) Mô Prefecture (Cantons of Tindjassi, Tcharkpanga, Kagnigbara, Shoudè, Baghan and Boulouhou), and the villages of Mô, Fôlô, Banda, N'Kota, Kagnan, Tassi, Kouida, Sourkou and Boughan.

Target communities and neighbouring villages as well as Village Development Committees will be involved in work associated with reforestation, forest seedling production in nurseries, modern beekeeping, traditional poultry breeding and off-season crops. They will benefit directly from project impacts through: (i) payment for work associated with reforestation, nurseries, beekeeping, off-season crops and poultry farming; (ii) establishment of private forest reforestation and nurseries operated by communities allowing them to access new financial resources; (iii) significant sales of good quality honey and poultry; (iv) increased farming income resulting from improved climatic conditions in the project area.

The diagnosis mission conducted in the area with the support of local communities provided an opportunity for them to express their concern regarding the ongoing degradation in their living area, which hinders the development of the economy in the region, and their desire to restore the forest cover. Their strong desire for action is motivated by the need to address the continuing fall in production output for their main agricultural and pastoral activities, which used to be significant sources of income. This decline in productivity is essentially the result of human pressure and deteriorating environmental conditions. The development of the pre-project is therefore justified by the lack of a forest development plan for the Mô Plain due to the outdated nature of existing studies in the area combined with the non-availability of national expertise and the lack of material and financial resources.

The causes of above threats are as follows:

- (i) Overuse of forest and wildlife resources,

Overuse and uncontrolled utilization are among the drivers of deforestation in Togo, driven by the need for fuelwood as well as timber and service wood.

- (ii) Farming pressure,

Crop cultivation practises are carried out using traditional methods, in particular shifting and slash-and-burn cultivation, and tree girdling, resulting into loss of flora, fauna and biodiversity.

- (iii) Repeated and uncontrolled wildfires.

They consume most of savannah areas, open forests and grasslands, endangering habitats and species that depend on them.

The above threats have several impacts, such as:

- Loss of a number of biological species;
- Reduced availability in timber products;
- Degradation of forest land and decrease in farming production;
- Increased poverty among local people.

PART 3. DESCRIPTION OF PRE-PROJECT INTERVENTIONS

3.1. Outputs

Output 1: Data from forestry, socioeconomic and legal studies, and from environmental and social impact assessments is available.

Output 2: A project proposal for the restoration and sustainable management of forest resources in the Mô Plain, Togo, is developed for submission to the ITTO.

3.2. Activities, inputs and unit costs

Outputs and activities	Inputs			Unit costs	Source (I/EA)	Year	Budget component	TOTAL
	Units and description		QTY					
Output 1: Data from forest, socioeconomic and legal studies, and from environmental and social impact assessments is available								
Activity 1.1: Raise awareness of communities and conduct inventory of community forests in pre-project area	Coordinator	month	10	120,0	(I)	Y1	11.1	1200
	Coordinator	month	20	112,0	(E)	Y1	11.1	2239
	National expert	month	2	750,0	(I)	Y1	31.1	1500
	Finance assistant	month	5	60,0	(I)	Y1	12.1	300
	Finance assistant	month	10	20,0	(E)	Y1	12.1	200
	Driver/courier	month	10	15,0	(I)	Y1	12.2	150
	Driver/courier	month	20	5,0	(E)	Y1	12.2	100
	Outreach kits	day	25	660,0	(I)	Y1	21	18500
	Vehicle maintenance	unit	1	298	(E)	Y1	52	298
	Fuel and lubricants	litre	92	10,0	(I)	Y1	51	920
	Office supplies	unit	50	10,0	(E)	Y1	44.1	500
	Project Manager	month	10	325,0	(E)	Y1	31.3	3 250
	Communication	month	5	25,0	(I)	Y1	53	125
Subtotal 1.1								27 282
Activity 1.2: Implement socio-economic and institutional studies in pre-project area	National consultant (3-month duration)	month	3	5000,0	(I)	Y1	22	15000
	Coordinator	month	10	150,0	(I)	Y1	11.1	1500
	Coordinator	month	20	122,0	(E)	Y1	11.1	2439
	Finance assistant	month	5	100,0	(I)	Y1	12.1	500
	Finance assistant	month	15	20,0	(E)	Y1	12.1	300
	Driver/courier	month	10	15,0	(I)	Y1	12.2	150
	Driver/courier	month	15	10,0	(E)	Y1	12.2	150

Outputs and activities	Inputs			Unit costs	Source (I/EA)	Year	Budget component	TOTAL
	Units and description		QTY					
	Fuel and lubricants	litre	92	10,0	(I)	Y1	51	920
	Vehicle maintenance	unit	1	298,0	(E)	Y1	52	298
	Communication	month	5	25,0	(I)	Y1	53	125
Subtotal 1.2								21 382
Activity 1.3: Conduct forest, flora and fauna-related studies in pre-project area	National consultant (3-month duration)	month	3	7000,0	(I)	Y1	23	21000
	Coordinator	month	10	300,0	(I)	Y1	11.1	3000
	Coordinator	month	20	137,0	(E)	Y1	11.1	2739
	Finance assistant	month	5	200,0	(I)	Y1	12.1	1000
	Finance assistant	month	15	40,0	(E)	Y1	12.1	600
	Vehicle maintenance	unit	1	298	(E)	Y1	52	298
	Driver/courier	month	10	40,0	(I)	Y1	12.2	400
	Driver/courier	month	20	15,0	(E)	Y1	12.2	300
	Fuel and lubricants	litre	92	10,0	(I)	Y1	51	920
	Communication	month	5	25,0	(I)	Y1	53	125
Subtotal 1.3								30 382
Activity 1.4: Conduct legal studies	National consultant (2-month duration)	month	2	3000,0	(I)	Y1	24	6000
	Coordinator	month	5	200,0	(I)	Y1	11.1	1000
	Coordinator	month	10	50,0	(E)	Y1	11.1	500
	Finance assistant	month	5	60,0	(I)	Y1	12.1	300
	Finance assistant	month	15	10,0	(E)	Y1	12.1	150
	Vehicle maintenance	unit	1	298	(E)	Y1	52	298
	Driver/courier	month	5	20,0	(I)	Y1	12.2	100
	Driver/courier	month	10	10,0	(E)	Y1	12.2	100
	Fuel and lubricants	litre	51	10,0	(I)	Y1	51	510
	Communication	month	5	25,0	(I)	Y1	53	125

Outputs and activities	Inputs			Unit costs	Source (I/EA)	Year	Budget component	TOTAL
	Units and description	QTY						
Subtotal 1.4								8 583
Activity 1.5: Conduct environmental and social impact assessment	National consultant (2-month duration)	month	2	3000,0	(I)	Y1	25	6000
	Coordinator	month	5	200,0	(I)	Y1	11.1	1000
	Coordinator	month	10	50,0	(E)	Y1	11.1	500
	Finance assistant	month	5	60,0	(I)	Y1	12.1	300
	Finance assistant	month	15	10,0	(E)	Y1	12.1	150
	Vehicle maintenance	unit	1	100	(E)	Y1	52	100
	Driver/courier	month	5	20,0	(I)	Y1	12.2	100
	Driver/courier	month	10	10,0	(E)	Y1	12.2	100
	Fuel and lubricants	litre	51	10,0	(I)	Y1	51	510
	Communication	month	5	25,0	(I)	Y1	53	125
Subtotal 1.5								8 885
Activity 1.6: Hold workshop for reporting survey findings to stakeholders	10-person committee x 1 day	day	1	3000,0	(I)	Y1	61	3 000
	Project Manager	month	2	20,0	(E)	Y1	31.3	40
	Coordinator	month	3	100,0	(I)	Y1	11.1	300
	Coordinator	month	5	60,0	(E)	Y1	11.1	300
	National expert	month	1	500,0	(I)	Y1	31.1	500
	Finance assistant	month	5	20,0	(I)	Y1	12.1	100
	Finance assistant	month	10	10,0	(E)	Y1	12.1	100
	Driver/courier	month	4	25,0	(I)	Y1	12.2	100
	Driver/courier	month	5	10,0	(E)	Y1	12.2	50
	Vehicle maintenance	unit	10	29,7	(E)	Y1	52	297
	Fuel and lubricants	litre	40	10,0	(E)	Y1	51	400
	Insurance	unit	1	200,0	(E)	Y1	64	1700
	Communication	month	5	25,0	(I)	Y1	53	125

Outputs and activities	Inputs			Unit costs	Source (I/EA)	Year	Budget component	TOTAL
	Units and description	QTY						
Subtotal 1.6								5 512
Output 2: A project proposal for the restoration and sustainable management of forest resources in the Mô Plain, Togo, is developed for submission to the ITTO								
Activity 2.1: Develop a project proposal for submission to the ITTO	Project Manager	month	10	150,0	(I)	Y1	31.1	1500
	Coordinator	month	5	120,0	(I)	Y1	11.1	600
	Coordinator	month	10	50,0	(E)	Y1	11.1	500
	National supervisors (10 persons x 20 days)	day	20	625,0	(I)	Y1	31.2	17 500
	Finance assistant	month	5	60,0	(I)	Y1	12.1	300
	Finance assistant	month	10	20,0	(E)	Y1	12.1	200
	Driver/courier	month	10	10,0	(I)	Y1	12.2	100
	Driver/courier	month	20	5,0	(E)	Y1	12.2	100
	Vehicle maintenance	unit	10	29,7	(E)	Y1	52	297
	Fuel and lubricants	litre	92	10,0	(I)	Y1	51	920
	Communication	month	5	25,0	(I)	Y1	53	125
Subtotal 2.1								17 142
Activity 2.2: Hold a workshop for validating pre-project outcomes	30 participants x 2 days	day	2	1500,0	(E)	Y1	62	5 000
	Coordinator	month	3	100,0	(I)	Y1	11.1	300
	Coordinator	month	5	40,0	(E)	Y1	11.1	200
	National expert	month	1	500,0	(I)	Y1	31.1	500
	Finance assistant	month	5	20,0	(I)	Y1	12.1	100
	Finance assistant	month	5	20,0	(E)	Y1	12.1	100
	Assessment Committee (10 pers. x 3 days)	day	3	1000,0	(I)	Y1	63	1 000
	Driver/courier	month	4	25,0	(I)	Y1	12.2	100

Outputs and activities	Inputs			Unit costs	Source (I/EA)	Year	Budget component	TOTAL
	Units and description		QTY					
	Driver/courier	month	10	10,0	(E)	Y1	12.2	100
	Vehicle maintenance	unit	10	29,7	(E)	Y1	52	297
	Fuel and lubricants	litre	40	10,0	(I)	Y1	51	400
	Office supplies	unit	1	500,0	(I)	Y1	54	500
	Office equipment (Photocopy machine)	unit	2	3 750,0	(I)	Y1	44.1	7 500
	Communication	month	5	25,0	(I)	Y1	53	125
Subtotal 2.2								9 722
Activity 2.3: Produce pre-project reports	Coordinator	month	5	120,0	(I)	Y1	11.1	600
	Coordinator	month	15	20,0	(E)	Y1	11.1	300
	Project Manager	month	10	325,0	(E)	Y1	31.3	3 250
	Finance assistant	month	5	40,0	(I)	Y1	12.1	200
	Finance assistant	month	5	40,0	(E)	Y1	12.1	200
	Vehicle rental	unit	1	4 000,0	(I)	Y1	41	4 000
	Office supplies	unit	10	150	(I)	Y1	54	1 500
	Audit	unit	1	2000,0	(I)	Y1	65	2 000
Subtotal 2.3								20 850
TOTAL								178 200

3.3. Approaches and methods

The pre-project will conduct a baseline study of these ecosystems of national significance to build a database and to develop a management and conservation plan for these ecosystems.

The pre-project will be implemented with the participation of all stakeholders involved in project development, including communities, local NGOs and the administrations in charge of forestry, agriculture, social affairs as well as other stakeholders involved in the management of natural resources. Awareness raising of communities will be a strong focus to secure their support and availability as well as expectations regarding the future project, which will be in line with *ITTO environmental and social principles and standards (ESS 1, ESS 2, ESS 3, ESS 4, ESS 5, ESS 6, ESS 7)*.

Target village communities and neighbouring villages together with the CVDs (Village Development Committees) will be involved in work associated with reforestation; production of forest seedlings; beekeeping and poultry breeding. They will benefit directly from pre-project impacts through: (i) payment for work associated with reforestation, nurseries, beekeeping and poultry breeding; (ii) establishment of private forest reforestation and nurseries operated by communities allowing them to access new financial resources; (iii) significant sales of good quality honey and poultry; and (iv) an improved income from farming resulting from improved climatic conditions in the pre-project area. Because of their proximity to the location where the future project will be located, the municipalities of Mô, Boulouhou, Kagnigbara, Bounglou, Folo Banga, Kona, Bahoundi, Baghan, Folo, Kagna, Sourkou, Agbamassomou, Tchatchakou, Kouida, Tassi and N'konta will gain economic benefits from income spent by communities. The Government of Togo, through the forestry administration, is developing an approach for managing its forestry sector more successfully. It will therefore have the resources to carry out new projects in the future.

The future project will rehabilitate the forest cover with positive impacts on the local and neighbouring climate. It will generate significant employment (distribution of income) and will introduce new income-generating activities in local communities, which will contribute to their social advancement.

It should be noted that consultations with all stakeholders involved, in particular CVDs, grassroots organizations, communities, etc. will be held prior to all future project activities. A Committee in charge of Natural Resource Management and Protection (CGPRN) will be established to this end and will be responsible for managing the future project. Its precise role will be discussed at the time of establishment, i.e. at the start of the future project. For example, roles assigned to the CGPRN might include: (1) preparation of its rules of procedure; (2) involvement in confirming the proposed areas of use according to the land allocation map and in preparing related rules of use; (3) responsible for supervising implementation of the rules of use per land allocation area; (4) take part in planning and organizing reforestation work; (5) organizing the protection of community forests against fire, illegal timber cutting and poaching; (6) discussing, proposing and supporting measures for promoting reforestation; (7) taking part in the selection of external stakeholders. The CGPRN will include: two representatives per village; Prefect representative (environmental DR, Social Affairs representative and the project coordinator (during project implementation). Depending on the agenda other representatives may be invited. The CGPRN should meet at least three to four times/year, and more often upon project start. The CGPRN will be supported by Local Committees in charge of Natural Resource Management and Protection (CLGPRNs) representing target Cantons. Their role and how they operate will be discussed and decisions reached between the CGPRN and the Cantons. The CLGPRN will decide on their membership and on the distribution of duties and obligations. Communities will be responsible for forest tree species seedling production, but they may request technical support from the forestry services, and assistance with purchasing forest seeds and equipment.

Considering that forest stands in the pre-project area are owned by local communities, the concept of community forest would be more appropriate provided relevant communities are certain that their interests will be preserved and that income from products and services derived from these community forests will be shared equally. To do so, the pre-project technical manager, the forestry administration local representatives and community development NGOs working in the area will be required to assist village communities with the establishment of legal entities such as associations, cooperatives, joint-initiative groups (JIG) or economic interest groups (EIG) for the management of these forests. In connection with the establishment and management of community forests awareness-raising meetings and consultations targeting all community components will be held by forest administration officers responsible for ensuring the participation of all community members and identifying objectives and priority uses for these forests.

Pre-project work will begin with a preliminary phase that will focus on the literature review and a fieldwork phase to be devoted to a field survey. Also, some more recent climate data may, to the extent possible, be sought from the Directorate for National Meteorology to update the climatic characteristics of the study area.

Research will also be carried out on various websites (CITES, IUCN, ITTO, FAO, UNDP, etc.), to assist with identifying endangered species and those that should be primarily considered in the planned development program.

a) Participatory approach

The overall objective of a participatory approach is to engage, involve and closely associate communities in the diagnosis, identification, programming, implementation and monitoring of actions at the level local and identify the responsibilities of the different partners in monitoring and management activities. The participatory approach leads to the collaborative management of mutually agreed solutions to meet the needs and expectations of local communities. It aims, ultimately, at improving the living conditions of communities while ensuring local development for their benefit on a sustainable basis.

Several methods can be used, such as PARA, DIGRAP, PCESH, GSEA, ZOPP, for this purpose. During pre-project implementation, the PARA method would be more appropriate as it has been largely recognized for contributing to improving techniques used for diagnosis, planning and evaluation in rural areas in particular. The success of the PARA method is undoubtedly due to the fact that it is based on local knowledge and a multidisciplinary team of stakeholders using a variety of flexible tools for promoting the community participation. These tools can be classified into three main groups, namely:

- Tools for participatory information collection;
- Tools for participatory planning;
- Tools for participatory monitoring & evaluation.

In addition, the ZOPP methodology (Goal-Oriented Project Planning) can be used in workshops to validate the results of pre-project studies. Based on workshop results, the future project proposal will be developed taking into account all the stakeholder interests and expectations, including those local target communities for living conditions and environment will be improved through project outcomes, while contributing to a rational use of available biological resources.

Although pre-project development arose from the concerns of local people in the Mô Plain, during the pre-project activity implementation, the focus should be on specific categories of stakeholders, including landowners who assume that the development of their land for the benefit of communities will eventually lead to its loss. To address this key issue, the pre-project team should increase outreach by closely involving traditional chiefs. To this end, a workshop with landowners in the pre-project area may be organized to secure landowner approval and support and to ensure future project success.

It should also be noted that pre-project beneficiaries will actively participate in surveys and studies conducted and will send representatives to attend the workshops. This will enable communities to become more aware of community development and to discuss land tenure issues.

The dynamics set in motion following the phase during which bottlenecks were identified and the pre-project was developed will be maintained during the field survey phase and until the development of the future full project proposal. NGOs will continue to generate relevant information to pave the way for the consultant through strengthening the organizational capacities of populations. All project work will be leveraged through consultations and exchange workshops between various stakeholders in order to maintain trust and consolidate the commitment of all involved in future project implementation.

b) Field survey

- Inventory of vegetation and flora in pre-project area

The inventory will be implemented along transects through targeted points in the study area that cross several selected wetlands; occurrence and non-occurrence of plant species will be recorded together with a number of relevant parameters (strata, biological types, etc.). Additional plots will be established in which the species will be identified as aforesaid.

Environmental characteristics such as moisture levels, depth of open water (ponds, reservoirs, dams, etc. providing their habitat to a diversified flora), soil types, etc. will be recorded.

- Wildlife inventory

The following methods will be used for collecting information regarding:

- ⇒ Species identification;
- ⇒ Population numbers;
- ⇒ Structure of groups;
- ⇒ Evidence of occurrence;
- ⇒ Behavior of groups.

- Direct observation (transects methodology)

Censuses will be implemented, along walks or by holding “watches”. This direct method is based on recording all visual and auditory contact with animals. Observations are made with the naked eye or with binoculars (8x) around potential sites such as ponds, streams and along the “line” considered a transect.

With regard to fish, the inventory will be based on catches made by the indigenous people who have used the following methods: hawk fishing, angling, fishing with bottom gill nets and frame nets.

- Quantitative sampling using the quadrat methodology

25 m² or 100 m² areas in which holes dug by West African fiddler crabs and other crustaceans have been numbered will be demarcated. The objective is to assess the abundance of these species.

c) Ethno-botany and ethno-zoological studies

Surveys to assess the level of interest for these ecosystems – together with their various plant and animal species – will be conducted among target communities and villages. Interviews will be conducted with community members, including farmers, fishermen, merchant and traders, stock breeders, etc. in order to draw up the list of local wetlands with their respective uses and their animal and plant resources, and the various human activities – whether with human-induced impacts on these ecosystems or not. The studies will help develop a knowledge base on these local wetlands. Questionnaires will help assess the conservation and management potential of these biodiversity-rich areas.

d) Proposed participatory management model for the target area

To the best of our knowledge, the Mô Plain area was never the subject of any management program. However diverse forms of wetlands are found in the Mô Plain, including ponds, reservoirs, with abundant biological diversity which the local communities use in accordance with their needs.

Faced with this situation, a management plan for these areas will be contingent upon the level of interest each local community has expressed for these ecosystems and the national significance the conservation of these environments can take on. Therefore, one awareness-raising meeting will be organized with the communities in the target landscapes where opportunities for ecosystem conservation and management are perceived. A pledge will be made to the local communities who will indicate the appropriateness of maintaining these ecosystems in their environment (interest, causes and consequences of their degradation, and recommended solutions). Together, a consensus will be reached for the management of each of the areas selected.

e) Mapping of plant assemblages/plant communities

The methodology selected for mapping vegetation types (plant assemblages) will be based on the combined use of the Geographical Information System (GIS) and remote-sensing techniques. At first, planimetric records relating to the study area will be researched and compiled. Existing maps, aerial photographs and satellite imagery (if available) will be documented. The next step will consist of transferring map features (topography/contours, infrastructure, river systems, soil types, villages and built-up areas, administrative boundaries, etc.) in existing areas. Digital or visual classifications will be made from satellite imagery data and/or aerial photographs and use to produce draft maps. The maps will be subsequently validated after ground-level verification using a GPS. The incorporation of additional information (land-use systems, human activities, soil condition, status of the vegetation, etc.) will make it possible to produce a land-management map of vegetation types in the target areas. Mapping work will be undertaken using the ARCGIS software.

f) Data analysis

Collected data will be entered in the computer system using Excel software and a multi-variable analysis will be conducted using specialized software (e.g. Community Analysis Package, 2002) in order to define the vegetation formations/types and the plant assemblages within each identified formation. Analysis findings will confirm or complement existing data.

The resulting list of plant species will be compared with that of previous work in order to determine rare species or species endemic to the area. The formations identified as well as the flora and fauna diversity will be compared with those of similar ecosystem in other tropical regions, in order to define, where possible, the specificity of the Mô Plain.

3.4. Work plan

Outputs and activities	Party in charge	Schedule (months)									
		1	2	3	4	5	6	7	8	9	10
Output 1: Data from forest, socio-economic and legal studies, and from environmental impact assessments is available											
Activity 1.1. Raise awareness of communities and conduct inventory of community forests in the pre-project area	NC/PM/CAT/TSC/DRF /ODEF										
Activity 1.2. Conduct forestry, flora and wildlife studies	Consultant										
Activity 1.3. Conduct socio-economic and institutional studies in the pre-project area	Consultant										
Activity 1.4. Conduct legal studies	Consultant										
Activity 1.5 Conduct environmental and social impact assessment	Consultant										
Activity 1.6. Hold workshop to report study findings to stakeholders	NC/PM/DRF/TSC/DE/ ODEF/PR										
Output 2: A project proposal for the restoration and sustainable management of forest resources in the Mô Plain, Togo, is developed for submission to the ITTO											
Activity 2.1. Hold a validation workshop for reporting pre-project findings	NC/PM/DRF/TSC/ODEF/ DE/UONGTO										
Activity 2.2. Produce pre-project reports	PM/NC/TSC										
Activity 2.3. Develop a project proposal for submission to ITTO for funding	NC/PM/TSC/ODEF										

PM = Project Manager; **NC** = National Coordinator; **TSC** = Technical Support Committee; **DRF**= Directorate for Forest Resources; **ODEF** = Forest Development and Utilization Agency; **PR**= People's representatives (Chieftains and CVDs in pre-project villages); **CF** = Community Forest; **UONGTO** = Union of NGOs in Togo; **DE** = Directorate for Environment.

3.5. Budget (in US\$)

3.5.1. Consolidated yearly project budget

	Budget component	Inputs	Unit costs	TOTAL	YEAR 1
10	Project personnel				
	1.1 National experts (long term)				
	1.1.1. Coordinator	10 p/m	2 150	21 500	21 500
	1.2.1 Finance assistant	10 p/m	400	4 000	4 000
	12.2 Driver/courier	10 p/m	200	2 000	2 000
	Component total			27 500	27 500
20	Subcontracting				
	2.1 Outreach kits	25 d	740	18 500	18 500
	2.2 Consultant for socioeconomic and institutional studies	3 p/m	7 000	21 000	21 000
	2.3 Consultant for forestry, flora and wildlife studies	3 p/m	5 000	15 000	15 000
	2.4 Consultant for legal studies	2 p/m	3 000	6 000	6 000
	2.5 Consultant for environmental and social impact assessment	2 p/m	3 000	6 000	6 000
	2.9 Component total			66 500	66 500
30	Duty travel				
	3.1 Daily allowance				
	31.2 Other national key personnel, including Technical Support Committee	35 p/d	500	17 500	17 500
	31.3 Project Manager	23 p/d	500	11 500	11 500
	39. Component total			29 000	29 000
40	Capital items				
	41. Premises	10 p/m	1 150	11 500	11 500
	44. Capital goods				
	44.1 Office supplies (PC, printer, motorbike and camera)	4	1875	7 500	7 500
	44.1 Rental of vehicle for consultant travel	20 d	200	4 000	4 000
	49. Component total			23 000	23 000
50	Consumable items				
	51. Raw materials (fuel)	2 500 L	2,0	5 000	5 000
	52. Maintenance and spare parts	10 p/m	230	9 500	9 500
	53. Networks and utilities (communication)	10 p/m	100	1 000	1 000
	54. Office supplies	10 p/m	280	2 000	2 000
	59. Component total			17 500	17 500
60	Miscellaneous				
	61. Reports and printing	2 p/m	750	2 000	2 000
	62. Workshop for reporting survey findings	1 d	3 000	3 000	3 000
	63. Assessment workshop by ODEF panel	1 d	1 000	1 000	1 000
	64. National seminar for review of findings	1 d	5 000	5 000	5 000
	65. Insurance	10 p/m	170	1 700	1 700

	Budget component	Inputs	Unit costs	TOTAL	YEAR 1
	66. Audit	1 p/m	2 000	2 000	2 000
	69. Component total			14 700	14 700
	Subtotal			178 200	178 200
70	Local management costs				
	71. Executing agency management costs			4 990	4 990
	79. Component total			4 990	4 990
80	Pre-project monitoring and administration				
	81. ITTO monitoring and review			2 000	2 000
	82. ITTO mid-term, final and ex-post evaluation costs			-	-
	83. Program support costs (12% of 10-82 items above)			15 960	15 960
	89. Component total			17 960	17 960
100	GRAND TOTAL			201 150	201 150

3.5.2. Pre-project yearly budget by source – ITTO

	Budget component	Inputs	Unit costs	TOTAL	Year 1
10	Project personnel				
	1.1 National experts (long term)				
	1.1.1 Coordinator	10 p/m	1700	17 000	17 000
	1.2.1 Finance assistant	10 p/m	200	2 000	2 000
	12.2 Driver/courier	10 p/m	100	1 000	1 000
	Component total			20 000	20 000
20	Subcontracting				
	2.1 Outreach kits	25 p/d	500	12 500	12 500
	2.2 Forestry flora and wildlife studies	3 p/m	7 000	21 000	21 000
	2.3 Socio-economic studies	3 p/m	5 000	15 000	15 000
	2.4 Legal studies	2 p/m	3 000	6 000	6 000
	2.5 Environmental and social impact assessment	2 p/m	3 000	6 000	6 000
	2.9 Component total			60 500	60 500
30	Duty travel				
	3.1 Daily allowance				
	31.2 Other national key personnel	35 p/d	500	17 500	17 500
	31.3 Project manager	10 p/d	500	5 000	5 000
	39. Component total			22 500	22 500
40	Capital items				
	41. Premises			0	0
	44. Capital goods				
	44.1 Office supplies (PC, printer, motorbike and camera)	4	1 500	6 000	6 000
	44.2 Vehicle rental for consultant travel	20 p/d	200	4 000	4 000
	49 Component total			10 000	10 000
50	Consumables				
	51. Raw materials (fuel)	2 500 L	2	5 000	5 000
	53. Networks and utilities (communication)	10 p/m	100	1 000	1 000
	54. Office supplies	10 p/m	200	2 000	2 000
	59. Component total			8 000	8 000
60	Miscellaneous				
	61. Reports and printing	1	2 000	2 000	2 000
	62. Workshop for reporting study findings	1 d	5000	5 000	5 000
	63. Assessment of project proposal by ODEF Panel	1 d	1000	1 000	1 000
	64. Assurance			0	0
	65. Audit	1	2000	2 000	2 000
	69. Component total			10 000	10 000
	Subtotal			131 000	131 000
80	Pre-project monitoring and administration				
	81. ITTO monitoring and review			2 000	2 000
	82. ITTO mid-term, final and ex-post evaluation costs				
	83. Program support costs (12% of 10-82 items above)			15 960	15 960
	89. Component total			17 960	17 960
100	GRAND TOTAL			148 960	148 960

3.5.3. Pre-project yearly budget by source – Government of Togo

	Budget component	Inputs	Unit costs	TOTAL	Year 1
10	Project personnel				
	1.1 National experts (long term)				
	1.1.1 Coordinator	10 p/m	450	4 500	4 500
	1.2.1 Finance assistant	10 p/m	200	2 000	2 000
	12.2 Driver/courier	10 p/m	100	1 000	1 000
	19. Component total			7 500	7 500
20	Subcontracting				
	2.1 Outreach kits			6 000	6 000
	29. Component total			6 000	6 000
30	Duty travel				
	3.1 Daily allowance				
	31.3 Project manager	13 p/d	500	6 500	6 500
	39. Component total			6 500	6 500
40	Capital items				
	41. Premises	10 p/m	1 150	11 500	11 500
	44. Capital goods				
-	44.1 Office supplies		-	1 500	1 500
	49 Component total			13 000	13 000
50	Consumables				
-	52. Maintenance and spare parts	2	4 750	9 500	9 500
	59. Component total			9 500	9 500
60	Miscellaneous				
-	62. Assessment workshop	1	3 000	3 000	3 000
-	64. Insurance	1	1 700	1 700	1 700
	69. Component total			4 700	4 700
	Subtotal			47 200	47 200
70	Local management costs				
	71. Executing Agency management costs			4 990	4 990
	79. Component total			4 990	4 990
100	GRAND TOTAL			52 190	52 190

3.5.4. Pre-project budget by activity and component (US\$)

	Budget components													
OUTPUTS/ ACTIVITIES + Non-activity related expenses	10. Pre- project personnel		20. Subcontract ing		30. Duty travel		40. Capital items		50. Consumable items		60. Miscel- laneous		Year	GRAND TOTAL
Output 1: Data from forestry, socio-economic, legal and environmental studies, and from environmental impact assessments is available														
Activity 1.1. Raise awareness of communities and conduct inventory of community forests in the pre-project area	5 500,00	IE	18 500,00	I	15 000,00	IE	1 700,00	E	2 725	IE	-		Y1	43 425,00
Activity 1.2. Conduct socio-economic and institutional studies	-	IE	15 000,00	I	-	-	1 700,00	I	6 50	IE	-		Y1	17 350,00
Activity 1.3. Conduct forestry, flora and wildlife studies	-	IE	21 000,00	I	-	-	1 700,00	I	6 50	IE	-		Y1	23 350,00
Activity 1.4. Conduct legal studies	-	IE	6 000,00	I	-	-	1 700,00	I	6 50	IE	-		Y1	8 350,00
Activity 1.5 Conduct environmental and social impact assessment	-	IE	6 000,00	I	-	-	1 700,00	I	6 50	IE	-		Y1	8 350,00
Activity 1.6. Hold workshop to report study findings to stakeholders	5 500,00	IE	-	I	5 000,00	IE	1 500,00	I	2 725	IE	3 000,00	I	Y1	17 725,00
Subtotal 1	11 000,00	#	66 500,00	#	20 000,00	#	10 000,00	#	8 050,00	#	3 000,00		-	118 550,00
Output 2: A project proposal for the restoration and sustainable management of forest resources in the Mô Plain, Togo, is developed for submission to the ITTO														
Activity 2.1. Develop a project proposal for submission to ITTO for funding	5 500,00	IE	-	-	-	I	5 750,00	I	3 150	IE	4 700,00		Y1	19 100,00
Activity 2.2. Hold a validation workshop for reporting pre-project findings	5 500,00	IE	-	I	9 000,00	I	1 500,00	I	3 150	IE	5 000,00	I	Y1	24 150,00
Activity 2.3. Produce pre-project reports	5 500,00	IE	-	-	-	IE	5 750,00	E	3 150	I	2 000,00	I	Y1	16 400,00
Subtotal 2	16 500,00		-		9 000,00		13 000,00		9 450,00		11 700,00		-	59 650,00
Subtotal (ITTO)	20 000,00		60 500,00		22 500,00		10 000,00		8 000,00		10 000,00			131 000,00
Subtotal (Executing Agency)	7 500,00		6 000,00		6 500,00		13 000,00		9 500,00		4 700,00			47 200,00
Subtotal (Other)	-		-		-		-		-		-		-	-
TOTAL (ITTO+EA, excluding costs)	27 500,00		66 500,00		29 000,00		23 000,00		17 500,00		14 700,00			178 200,00

I= ITTO contribution; E= Executing agency and host government contribution

PART 4. IMPLEMENTATION ARRANGEMENTS

4.1. Executing agency and organizational structure

The pre-project will be led by a steering committee consisting of the National Coordinator appointed by the AEM-TOGO civil society organization and a Finance Assistant which will be hired. The Steering Committee will supervise the execution of the various consultant studies.

The Coordinator will be supported by a Technical Support Committee which will comprise:

- One Representative from the Ministry of Environment and Forest Resources;
- One Representative from the Ministry of Agriculture, Livestock and Fisheries;
- One Representative from ITTO Focal Point in Togo;
- One Representative from the Directorate for Forest Resources;
- One Representative from the Directorate for Environment;
- One Representative from the AEM-TOGO civil society organization;
- One Representative from the Union of Togo's Non-Governmental Organizations (UONGTO).

The Technical Support Committee will be responsible for reviewing progress reports. Women will be privileged in the constitution of the said committee. Explicitly, this committee will be made up of the following departments: The Directorate for Forest Resources, which plays a supervisory role; the Directorate for Agriculture; the Directorate for Environment; the ODEF and the UONGTO. It will be responsible for evaluating applications for national expert and consultants in forestry studies, socio-economic studies, legal studies, and environmental and social impact assessments. It will also carry out awareness-raising sessions for communities in the pre-project area. Finally, the Technical Support Committee will be in charge of evaluating the reports of the consultants for finalization. The supervising agency will ensure the progress and disbursement of funds for the implementation of pre-project activities.

4.2. Pre-project management

The Ministry of Environment and Forest Resources is the government representative to ITTO. To this end, it will be responsible for appointing the pre-project National Coordinator proposed by AEM-TOGO representing pre-project Management. It will also be responsible for hiring national consultants and ensuring the participation of various departments and NGOs and other stakeholders involved in pre-project implementation.

AEM-TOGO will be technically supported by the Directorate for Forest Resources since it is statutorily responsible for forest management in Togo.

Three local grassroots structures will be involved in the future project, as follows:

- Structure for the local management of community forests;
- Village Committees in charge of Community Management and Development;
- Village Committees in charge of Community Forest Monitoring and Maintenance.

4.3. Monitoring and reporting

Monitoring and evaluation:

A Technical Support Committee will be established (see above) to ensure appropriate pre-project monitoring, and will assess the various consultant reports. Meetings of the Technical Support Committee will take place whenever draft reports are submitted and minutes will be drafted. The ITTO Focal Point in Togo will also be involved in monitoring pre-project implementation.

Reporting:

The National Coordinator will produce and submit work plans and progress reports to the ITTO with copy to the ITTO Focal Point in Togo.

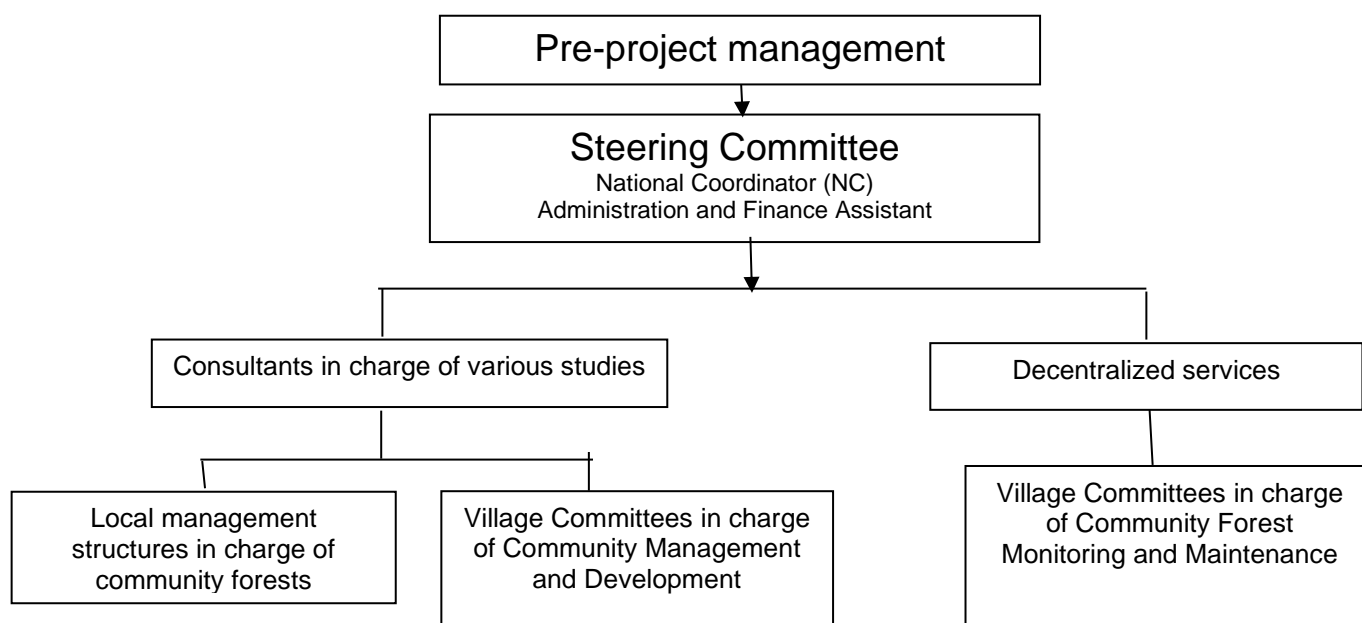
Two technical reports will be produced by the National Coordinator with copy to the ITTO Focal Point, as follows:

- A progress report will be produced in accordance with ITTO procedures;

- The pre-project completion report including conclusions and recommendations will be produced in accordance with ITTO guidelines, and will also include the pre-project financial audit report.

ANNEXES

ANNEX 1: PRE-PROJECT ORGANIZATIONAL CHART



ANNEX 2. PROFILE OF THE EXECUTING AGENCY

1) Background:

- Name, address of headquarters and mission profile:

The AEM-TOGO civil society organization has its headquarters in Agoè - Adéticopé - rue PAPAYI, S/C BP: 355 Tel: +228 92 87 45 72 / 79 71 95 54 / 90 28 21 14

- AEM-TOGO is under the umbrella of the AMEN civil society organization established in 1996 and formally recognized on 3 January 2005 (official record N° 0003 / MISD-SG-DAPSC-DSC).
- Fields of specialism: Education, Environment and health
- Organization chart:

The AEM-TOGO civil society organization promotes development at grassroots level and is affiliated to several NGO networks. It is the body in charge of designing, coordinating and implementing the grassroots-level development policy in agriculture, environment and conservation, especially forest resources. For this purpose, it is in charge of:

- (i) Forest ecosystem protection and rehabilitation;
- (ii) Control of soil fertility degradation, combat against desertification;
- (iii) Control of coastal environment and lagoon ecosystem degradation;
- (iv) Outreach campaigns on environmental protection targeting communities;
- (v) Introducing entrepreneurship to the youth; etc.

At central level, AEM-TOGO includes:

- The General Assembly;
- The Board of Directors;
- The Executive Office.

The Executive Office includes:

- One Chairperson,
- One General Secretary,
- One Treasurer General

In the hinterland, AEM-TOGO has its own chapters in each region to coordinate its activities. At present, there are three of them:

- Atéda chapter for the Kara region,
- Blitta chapter for the Central and Plateaux Region,
- The chapter for the Maritime region is assumed by the headquarters in Agoé-Adéticopé.

AEM-TOGO undertakes its development projects through its local chapters present in a number of regions of the national territory. Under the leadership of its Executive Office, very early in its history it set out to implement the tasks identified under its objectives:

- Combat desertification,
- Protect and rehabilitate forest ecosystems,
- Control soil degradation
- Raise awareness of rural communities to the protection of their environment, Promote entrepreneurship among the youth,
- etc.

While not producing an in-depth review of all activities conducted in these different areas, the most significant aspects of their action should be highlighted as follows:

- Participation in all meetings organized by ONG groups and related umbrella organizations;
- Organization of training programs and symposia; etc.

AEM-TOGO self-finances its operational costs through its members' contributions, both monthly and ad hoc, which has enabled it to initiate a number of projects pending further funding. Among projects initiated in pursuance of their objectives, there are:

- The reforestation project in Pya-Tchamdè (Kozah Prefecture, Kara region);
- The Pre-project PPD 191/18 (F) "Support to the Local Communities of the Mono Plain for the Promotion and Sustainable Management of Community Forests in Togo" implemented and completed in September 2020 (Kara and Centrale Regions).
- The Atakpamé-Sokodé road rehabilitation project (Plateaux and Centrale Regions);
- The forest studies for pre-project PPD 37/02 Rev.1 (F) (Lacs Prefecture; Maritime Region);

- The forestry studies for pre-project PPD 136/07 Rev.1 (F) (Centrale and Kara Regions)

2) Infrastructure:

AEM-TOGO lacks necessary resources. However, for training and retraining of their personnel, they resort to training equipment of training centres built by the Government for this purpose. Training props are often provided by the AEM-TOGO itself and/or NGO Groups. For long-term training, the assistance of specialist training institutes in the African sub-region is often needed.

3) Budget: (in US\$)

Years Components	2022	2023	2024
Personnel	21588	21451	19130
Duty travel	5000	3000	3500
Missions	4005	6018	3252
Capital Goods	1200	1200	1200
Consumables	1200	2500	2600
Totals	32993	34169	29682

4) Personnel:

Categories	Number
(g) University Graduates (Baccalaureate + 5, 6 or 7 years)	13
(h) Trainers, Assistants, Extension workers	08
(i) Admin. Personnel.	09
(j) Support staff	19

ANNEX 3. TASKS AND DUTIES OF KEY EXPERTS PROVIDED BY THE EXECUTING AGENCY

Pre-project National Coordinator (NC)

The pre-project coordinator will be in charge of making all arrangements required to implement the pre-project; he/she will work in close collaboration and various consultants; develop the detailed work plan; facilitate consultations and collaboration with all institutions involved in pre-project implementation; he/she will prepare appropriate documentation for experts and subcontractors; he/she will organize and convene the project results evaluation seminar; he/she should become familiar with ITTO procedures, in particular with financial management and reporting.

He/she will prepare the annual reports and project completion report; he/she will produce a brief review of the project situation, detail the terms of reference of the various studies in connection with the pre-project situation and will brief the various consultants, and finally conduct consultations with stakeholders and some directors of the Ministry of Forests.

Secretary/Administration and Finance Assistant

He/she will be responsible for secretariat operation, accountancy and administration.

Driver/courier

He/she will be responsible for correspondence transmission and management of vehicles.

ANNEX 4: TERMS OF REFERENCE OF PERSONNEL AND CONSULTANTS FUNDED BY ITTO

Pre-project National Coordinator

Based on the various studies conducted in the target area and the recommendations of the validation workshop, and in accordance with the ITTO procedures for project proposal development, the National Coordinator will:

- Develop the draft project proposal document to be submitted for validation by the validation workshop;
- Finalize the project proposal document taking into account the resolutions and recommendations formulated by the validation workshop for submission to the ITTO;
- Present the project proposal to the assessment committee;
- Produce the pre-project final technical report, including the summary of completed studies and developed project proposal.
- Be available for reflecting amendments formulated by stakeholders and ITTO Expert Panel, as appropriate.

The National Coordinator should have at least 10-year experience in developing project proposals in accordance with the *ITTO Manual for Project Formulation*.

Consultant in forestry, flora and wildlife studies

- Identify and map plant assemblages/vegetation types and the habitats of the target areas using vegetation maps, aerial photographs and satellite imagery, and ground-truth surveys; he/she will undertake all necessary field surveys in certain habitats having a particular significance for conservation;
- Analyse the status of land-use planning in the target area;
- Synthesize and analyse existing biodiversity data on the forests of the target area;
- Describe and map the habitats under various pressures and containing rare or endangered species, or plant assemblages/vegetation types presenting any particular scientific or cultural interest; and describe the biodiversity of these habitats;
- Assess the multiple potential uses of the forest resources in the target area by the communities to cover local community needs as well as the national demand for timber and non-timber products;
- Describe the existing physical environment through the provision of information on the geographical situation, climate, soil, hydrological status, etc.;
- Inventory briefly and describe main forest types and all other plant assemblages of the target areas;
- Assess the biodiversity of the various biomes identified (habitats, flora, fauna, and other living organisms);
- Prepare the vegetation map and an estimate of the area covered by each vegetation type/plant communities represented;
- If possible, establish the list of endemic, rare or endangered flora and fauna species in the pre-project study area;
- Identify any human activities conducted in the areas concerned and their impact on the conservation and sustainable management of the forest stands/plant communities in the area;
- Prepare and deliver the land-use map (zoning plan);
- Identify problems linked to forest stand conservation, restoration and sustainable management in the pre-project study area;
- Identify and assess existing reforestation trials (regeneration techniques, applied silvicultural treatment, management and monitoring mechanisms, constraints, etc.);
- Assess the opportunities and constraints associated with natural regeneration and reforestation;
- Carry out the analysis of constraints and opportunities for the conservation, restoration and sustainable management of montane forests;
- Propose a participatory management model for the conservation, restoration and sustainable management of forest stands in the pre-project intervention area;
- Participate proactively in the workshop for the assessment and validation of the various studies and in the workshop for assessing the project proposal document to be submitted to the ITTO.

The forest and wildlife-related studies will be conducted by AEM-Togo, a civil society organization with proven experience in this field.

Consultant in socio-economic studies

- Identify future project stakeholders;
- Prepare a sociological map of the region (location of villages, population centres, social infrastructure, dependence on natural resources);
- Conduct a socio-economic survey to establish a set of baseline data for the socio-economic context and the use of resources;
- Characterize the dynamics of economic exchanges between the region and the rest of the country;
- Investigate data on the current use of natural resources in the region and to predict future trends;
- Research information on the traditional user's rights on forest resources, migratory flows and any cultural aspects relevant to biodiversity conservation;
- Research relevant information on relevant local knowledge in respect of biodiversity management;
- Research information on local communities' outlook with regard to biodiversity management and conservation objectives;
- Actively participate in the workshop reporting the findings of the socio-economic study;
- Propose policies for the adequate participation of stakeholders in the execution of the planned project.
- identify the crucial role of women in terms of forest management, access to financial resources, technology, education and training; and opportunities to take part in decision-making
- Specify the advantages and disadvantages of women in the wood industries, have equal access to employment opportunities
- Identify the potential of women to become involved in the national forest economy, to contribute to it;
- Promote gender equality and empower women in the community forest sector; and
- Promote the role of women in the governance structure of community forests at cantonal, regional and national level
- Participate proactively in the workshop for the assessment and validation of the various studies and in the workshop for assessing the project proposal document to be submitted to the ITTO.

The socioeconomic studies will be conducted by Hydrautex-Togo, an association with proven experience in this field.

Note: For all activities, analyses and recommendations, the consultant will sufficiently demonstrate his sensitivity to the dimension of gender equity.

Consultant in legal studies

- Identify the stakeholders of the future project;
- Prepare a sociological map of the region (location of villages, population centres, social infrastructure, dependence on natural resources);;
- Study the social structure, socio-political relations between the local communities and social groups (conflicts, competition, cooperation);
- Research relevant information on relevant local knowledge pertaining to biodiversity management;
- Research information on local communities' outlook with regard to biodiversity management and conservation objectives;
- Actively participate in the workshop reporting the results of the socio-economic study;
- Propose policies for the adequate participation of stakeholders in the implementation of the planned project;
- Identify institutional requirements and related needs for implementing mitigation and monitoring measures;
- Actively participate in the evaluation and validation workshop for various studies and the evaluation workshop for the project document to be submitted to the ITTO.

The legal studies will be conducted by a consultant with proven experience in this field.

Consultant in environmental and social impact assessment

1. Introduction

- The Project to be assessed and the purpose of the assessment
- The requirements of ITTO, the laws of Togo and relevant international conventions
- The Executing Agency.

2. Background

- Agencies and institutions concerned
- Brief description of the planned project
- Current status of Project preparation and related Work Plan
- Relations with previous studies
- Relation with other projects in the same region.

3. Objectives

- Specific objective of the environmental impact assessment
- Identification and analysis of planned project objectives
- Working relationship with the studies conducted by other projects and study teams
- Approach considered for the mutual consultations with affected groups.

4. The Study Area (include map in attachment)

- Specify the target area

5. Specific work to be undertaken:

5.1 Describe the project in detail, focusing on the aspects that represent risks or activities likely to generate impacts.

5.2 Describe the environment of the study area

- Physical environment
- Biological environment
- Social and cultural characteristics.

5.3 Describe legal and regulatory considerations

5.4 Identify potential impacts

- Characterize baseline data and other useful information and to evidence their level of reliability
- Describe the positive and negative impacts and those reversible and irreversible, temporary and long-term.
- Identify measures to reduce and/or mitigate impacts
- Quantify and allocate financial and economic values to impacts, and to indicate mitigation measures
- If need be, develop data sheets on the studies to be conducted to obtain missing information.

5.5 Describe and analyse alternative options

- Describe any alternatives considered by others
- Identify alternatives considered under the Project (or other projects) that may enable the implementation of the project objectives
- Implement a technical, economic, social and environmental analysis of alternatives envisaged by the Project.

5.6 Develop a mitigation plan for negative impacts

- Include objectives, implementation procedures, the work plan and budget proposed.

- 5.7 Develop a monitoring plan to implement mitigation measures and/or measures to offset the impacts of the project. Include the baseline studies required and related costs.
- 5.8 Identify institutional requirements and requirements relating to the implementation of the mitigation and monitoring measures.
- 5.9 Identify actions able to:
- Contribute to sustainable development and poverty alleviation;
 - Maintain and support mechanisms aimed to generate new and additional financial resources for project stakeholder capacity building;
 - Encourage target community members to support and develop reforestation activities and degraded forest land rehabilitation, while taking account the interests of local communities;
 - Encourage target community members to acknowledge the role of all forest-dependent local stakeholders in sustainable forest management.
- 5.13 Submit a report containing the following
- Executive Summary
 - Description of the planned project
 - Description of the environment
 - Description of significant environmental impacts
 - Analysis of alternatives to the project proposal
 - Plan of mitigation measures and costs
 - Monitoring and costs plan
 - Description of required changes, strengthening or reforms of the legal and institutional framework in relation to the mitigation and monitoring actions
 - Training needs and related plan and costs
 - Strategies for inducing interinstitutional involvement
 - A list of references and resource persons.
 - Actively participate in the evaluation and validation workshop for various studies and the evaluation workshop for the project document to be submitted to the ITTO.

The environmental and social impact assessments will be conducted by CAPEJR, an NGO with proven experience in this field.

Annex 5: Map of eco-floristic zones in Togo showing pre-project area

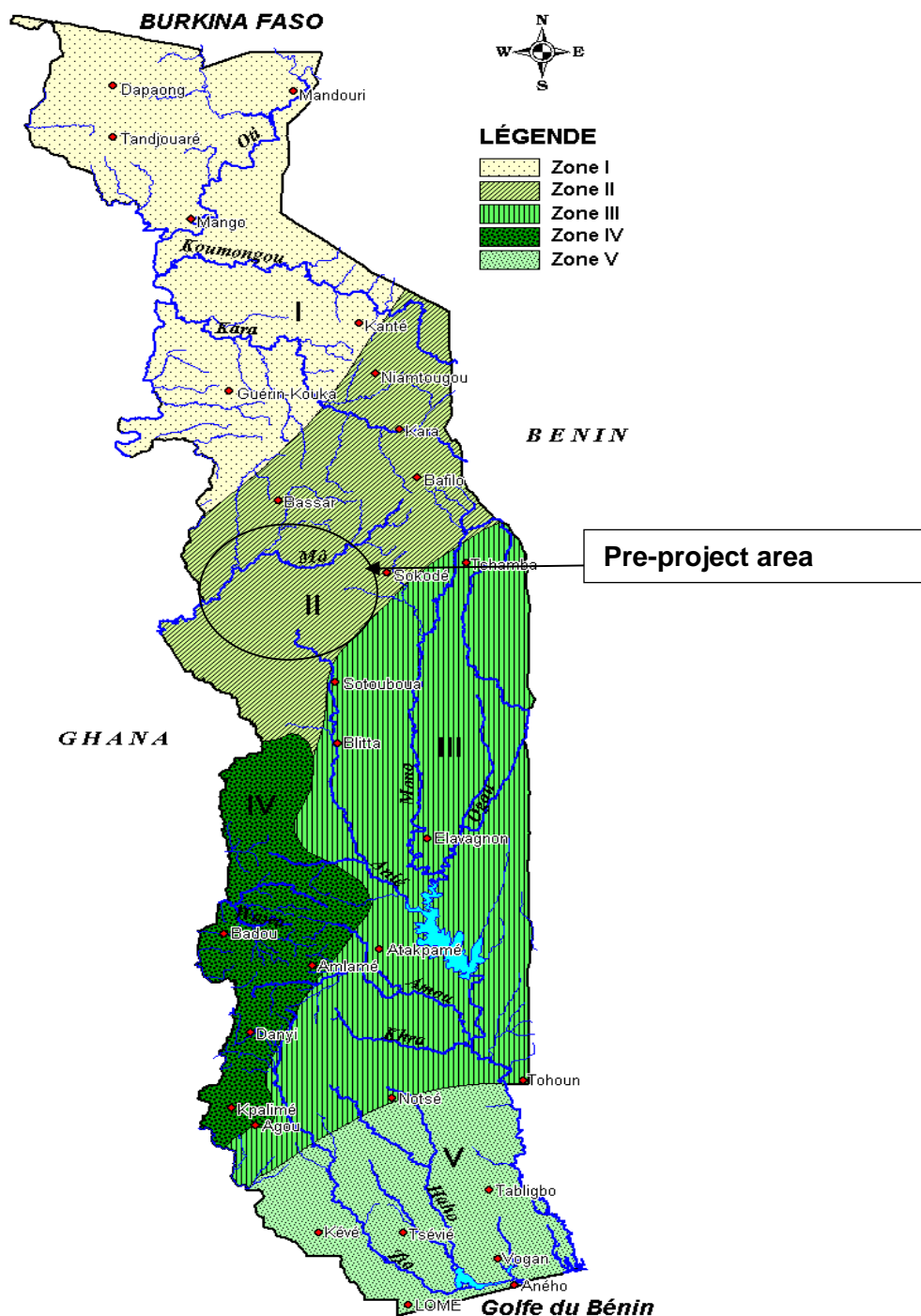


Figure 2: Map of ecological subdivisions in Togo (Ern, 1979)

I: Northern plains (Sudanian savannah); **II:** Northern Mountains (savannah + dry dense forest); **III:** Center plains (Guinean forest savannah); **IV:** Mount Togo Southern area (semi-deciduous dense forest); **V:** South Togo coastal plain (mosaic of savannah, forest patches, fallows, etc.).

Annex 6. Map of the Mô Plain area in Togo (pre-project area)

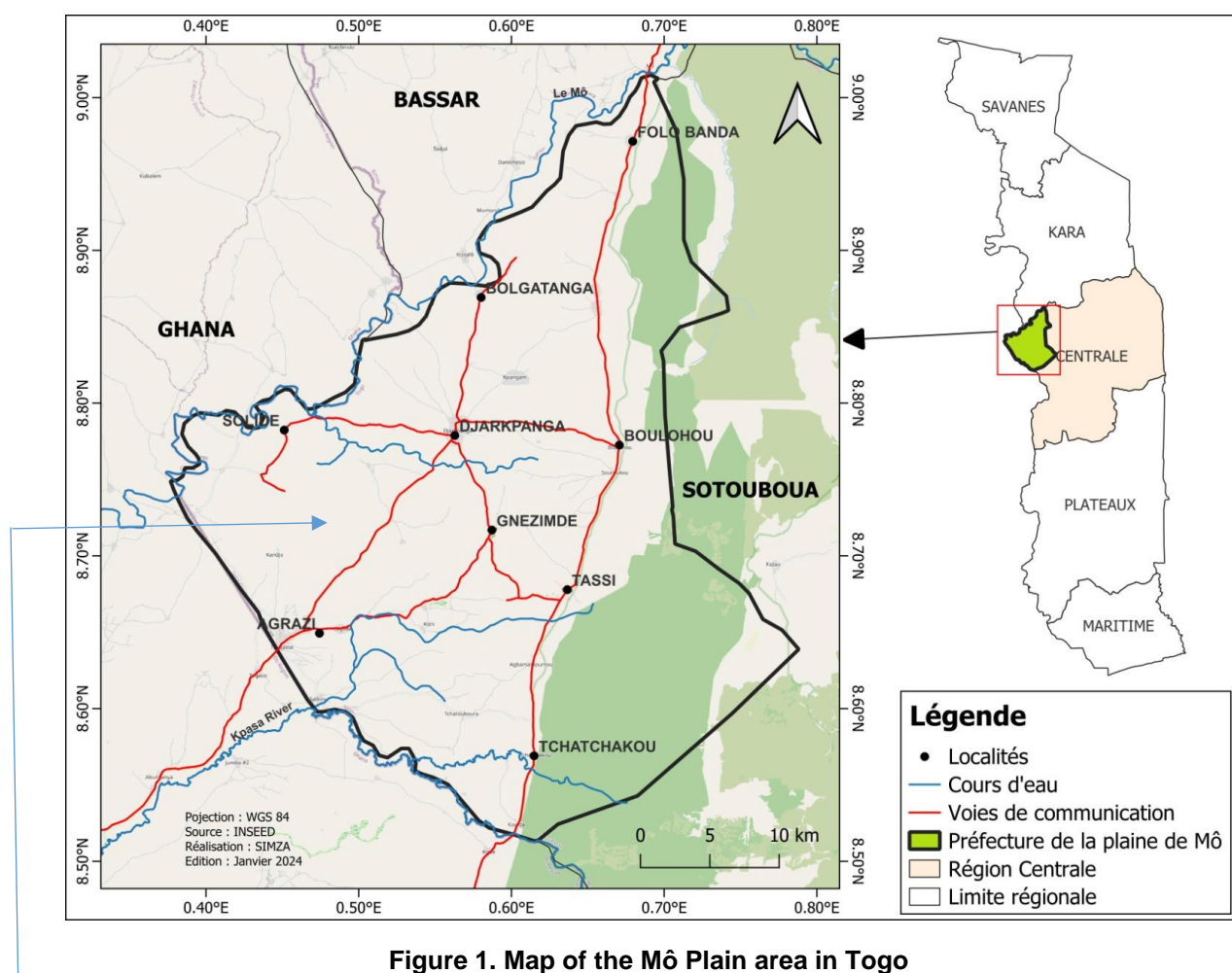


Figure 1. Map of the Mô Plain area in Togo

ANNEX 7: Map showing the cantons and villages in the Mô Plain around the Fazao Malfakassa National Park (PNFM)

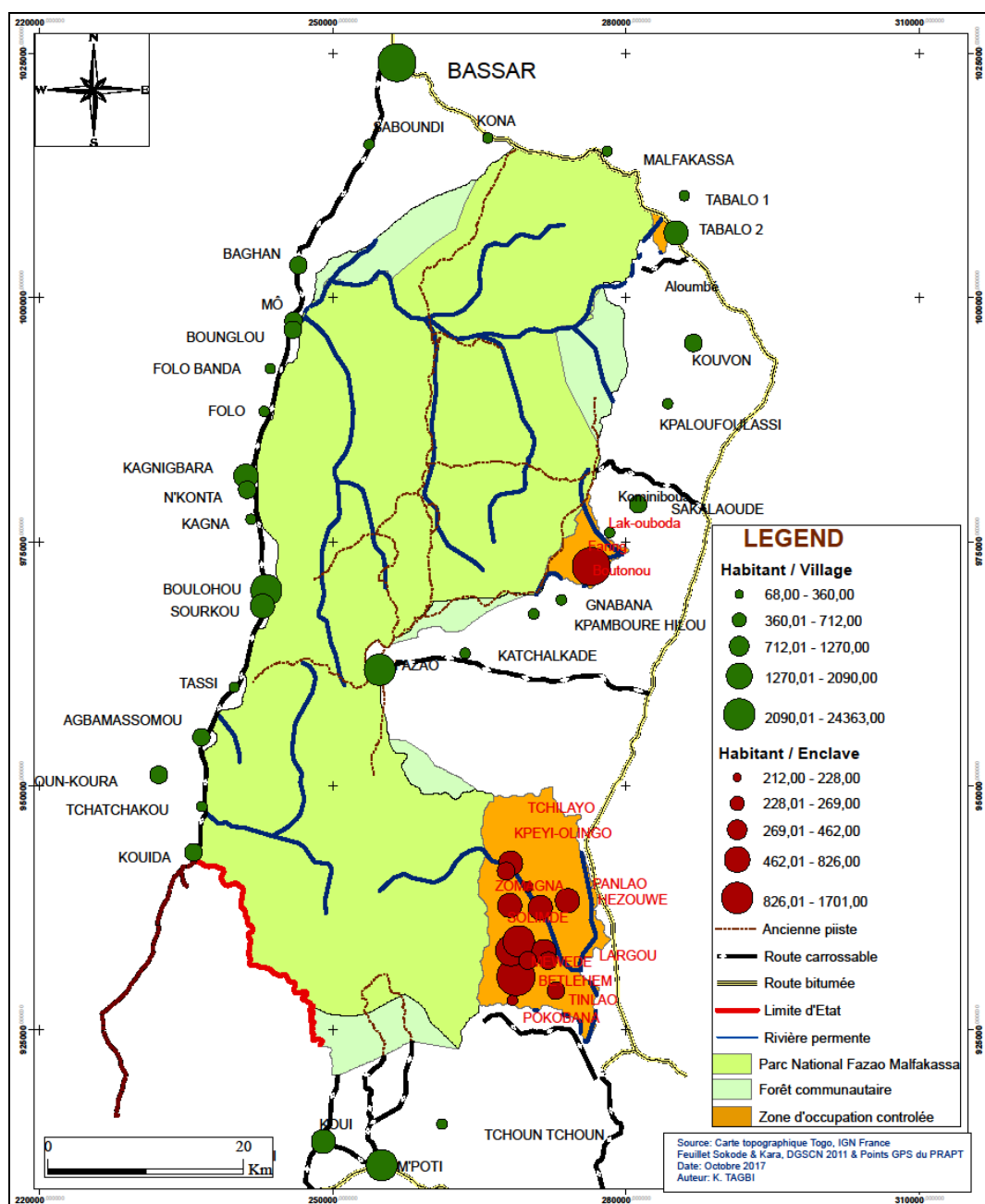


Figure 3: Spatial distribution of populations around the Fazao Malfakassa National Park (PNFM)

Annex 8: ITTO Environmental and Social Screening Checklist Questionnaire

Project document number (included in project document):

Evaluator:

Date:

<p>This environmental and social (ES) checklist questionnaire is for use by project proponents in conducting initial ES screening of the potential risks/impacts of a project proposal based on available data and information¹. For each question, please provide one of the following answers: yes, no, unknown or not applicable (n/a). Based on the completed checklist, please rate potential project risks/impacts as category A (high risk), category B (moderate risk) or category C (low/no risk).</p>	
<p>PART I—PRINCIPLES Questions 1–11 – Do project activities/interventions have the potential to—</p>	<p>Answer (yes, no, unknown or N/A)</p>
<p>Principle 1: Environmental sustainability</p>	
1. Adversely affect the essential functions of forest ecosystems, for example by reducing carbon sequestration, increasing disaster risk or impairing forest health, water quality or air quality?	No
2. Adversely affect (directly or indirectly) nationally or internationally threatened or endangered species (listed or proposed for listing) or their habitats?	No
<p>Brief justification of answers to questions 1 and 2. <i>Environmental sustainability encompasses the essential functions that forest ecosystems provide, including soil and water conservation, carbon sequestration and disaster risk reduction, as well as the values of forest biodiversity. In line with Sustainable Development Goal (SDG) 15 and Global Forest Goals (GFG) 2 and 3, ITTO is committed to conserving, maintaining and, where possible, restoring forest ecosystem services, conserving and using sustainably biodiversity, and enhancing forest health and vitality.</i></p>	
<p>Principle 2: social sustainability</p>	
3. Adversely affect the livelihoods, subsistence or well-being of communities of people, including marginalized or vulnerable individuals or groups or people living in poverty?	No
4. Adversely affect forest-based socioeconomic benefits and opportunities, working conditions or cultural heritage?	No
<p>Brief justification of answers to questions 3 and 4. <i>Social viability refers to the populations, households, communities, workers and other groups of society living in a given place or in its vicinity, or participating in an initiative, and which are likely to be positively impacted by the project. In line with SDG 8 and GFG 2, ITTO is committed to maintaining and enhancing the socio-economic benefits and opportunities derived from forests, supporting job creation and decent and healthy working conditions, and preserving cultural heritage.</i></p>	
<p>Principle 3: gender equality and empowering women</p>	
5. Adversely affect gender equality or the situation of women and girls?	No
6. Discriminate against women based on gender or make it difficult for women to participate in, influence and benefit from project design and implementation?	No
<p>Brief justification of answers to questions 5 and 6. <i>Gender equality is a human rights issue and a core value of ITTO. Gender will be taken into account in the project and emphasis will be placed on the employability of women and young girls. In line with SDG 5 and the ITTO Guidelines on Gender Equality and Women's Empowerment, ITTO is committed to mainstreaming gender issues and improving gender equality-related results in all of its policy and project work. ITTO recognizes that projects and other activities that strive to reduce gender gaps and empower women at all levels will accelerate the achievement of its goals.</i></p>	
<p>Principle 4: Good governance</p>	
7. Provide less than meaningful stakeholder participation during any part of the project process or demonstrate a lack of transparency, accountability or inclusive decision-making?	No
8. Foster a non-cross-sectoral approach to issue identification and resolution?	No
9. Fail to follow the rule of law?	No
<p>Brief justification of answers to questions 7 to 9. <i>Governance refers to the process of decision-making and implementation. In line with SDG 17 and GFG 5, ITTO recognizes that good governance is part of a decision-making process that should be participatory, transparent, responsive and inclusive; coherent intersectoral policies; accountable and effective institutions; and the rule of law. ITTO is committed to promoting good governance, which is essential to achieving project objectives. Consultation and permanent consultation remain will be key to project success. In case of resistance or rejection of the project, no action will be taken. Stakeholders will be empowered to promote project support and ownership. Decisions will be taken by consensus with relevant stakeholders (traditional authorities, opinion leaders, representatives of the diaspora, youth leaders, women's associations, etc.).</i></p>	

Principle 5: Security of tenure to forest land and access to forest resources	
10. Trigger land conflicts or worsen unresolved issues concerning legal or customary rights to forest land or access to forest resources?	No
11. Negatively affect indigenous peoples in terms of their rights, lands, resources or traditional livelihoods, or encroach on territories customarily used or occupied by indigenous peoples?	No
<p>Brief justification of answers to questions 10 and 11.</p> <p><i>Forest tenure security and access to forest resources are important aspects of good governance. Security of tenure is essential to ensure the livelihoods, sustenance, well-being and resilience of forest-dependent communities, and to achieve sustainable forest management (SFM) at the local level. In line with SDG 1, ITTO is committed to fully recognizing and supporting the ownership, control and customary rights of local communities and indigenous people over forest lands and their resources.</i></p> <p><i>To ensure the security of tenure, the project will be carried out on land belonging to the communities, there will be no risk that the project will have a negative impact on their rights, their lands, resources or traditional livelihoods.</i></p>	
PART 2: ENVIRONMENTAL AND SOCIAL STANDARD	Answer (yes, no, unknown or N/A)
Questions 1 to 30 – If implemented, is the project likely to—	
ESS 1: Stakeholder analysis	
1. Ensure that stakeholders will be engaged in all stages of the project cycle, including implementation, monitoring and evaluation?	Yes
2. Improve existing forest-related land-tenure arrangements?	Yes
ESS 2: Gender analysis	
3. Provide equitable opportunities for men and women in stakeholder consultations and decision-making during project formulation, implementation and evaluation?	Yes
4. Generate gender co-benefits in project interventions?	Yes
5. Include the collection of quantitative or qualitative sex-disaggregated data?	Yes
ESS 3: Conservation of biodiversity and protection of ecosystem services	
6. Reflect an integrated conservation and development approach in defining project interventions to manage impacts?	Yes
7. Adhere to the ITTO/IUCN Guidelines for the Conservation and Sustainable Use of Biodiversity in Tropical Timber Production Forests?	Yes
8. Comply with relevant national/subnational/local environmental laws and regulation	Yes
9. Comply with your country's international obligations (e.g. as a party to the Convention on Biological Diversity, the Convention on International Trade in Endangered Species of Wild Fauna and Flora and the Ramsar Convention on Wetlands of International Importance)?	Yes
10. Exacerbate human–wildlife conflicts or bushmeat issues?	No
11. Degrade primary forests, critical habitats or environmentally sensitive or high-conservation-value areas, or pose risks to endangered or threatened species?	No
12. Increase forest vulnerability to diseases, pests, invasive alien species or wildfire?	No
13. Increase the risk of disasters (e.g. floods, landslides)?	No
ESS 4: Forest-based climate-change mitigation (including carbon storage in wood products) and adaptation	
14. Maintain or increase/enhance forest area and/or carbon stocks?	Yes
15. Increase the risk of wildfire?	No
16. Maintain or increase the resilience and adaptive capacity of forest ecosystems and local communities to natural disasters and the impacts of climate change?	Yes
17. Comply with your country's relevant international obligations as a party to the United Nations Framework Convention on Climate Change and the Paris Agreement on climate change and contribute to its forest-related nationally determined contributions?	Yes
ESS 5: Sustainable management of natural tropical forests	
18. Benefit local communities?	Yes
19. Adhere to the ITTO Voluntary Guidelines for the Sustainable Management of Natural Tropical Forests?	Yes
20. Apply reduced impact logging techniques?	Yes
21. Comply with applicable national/subnational/local SFM performance standards and safety standards for forest workers (e.g. loggers and equipment operators)?	Yes
22. Comply with your country's relevant international obligations (e.g. as a member of the International Labour Organization)?	Yes
ESS 6: Restoration and rehabilitation of degraded forest landscapes	
23. Adhere to the ITTO Guidelines for Forest Landscape Restoration in the Tropics?	Yes
24. Adhere to the ITTO Guidelines for the Establishment and Sustainable Management of Planted Tropical Forests?	Yes

25. Select tree species for planting in close consultation with local stakeholders, taking into account the ecological, social, cultural and economic values of the species?	Yes
ESS 7: Forest product production and processing (wood and non-wood)	
26. Create local employment, business or market opportunities?	Yes
27. Promote the efficient and innovative production and processing of forest products?	Yes
28. Comply with national/subnational/local air- and water-quality standards and labour standards for production workers (e.g. regarding health and safety, child labour and sexual harassment)?	Yes
29. Comply with your country's relevant international obligations (e.g. as a party to the Convention on Biological Diversity, the Convention on International Trade in Endangered Species of Wild Fauna and Flora and the Ramsar Convention on Wetlands of International Importance, or as a member of the International Labour Organization)?	Yes
30. Reduce waste and/or increase recycling?	Yes